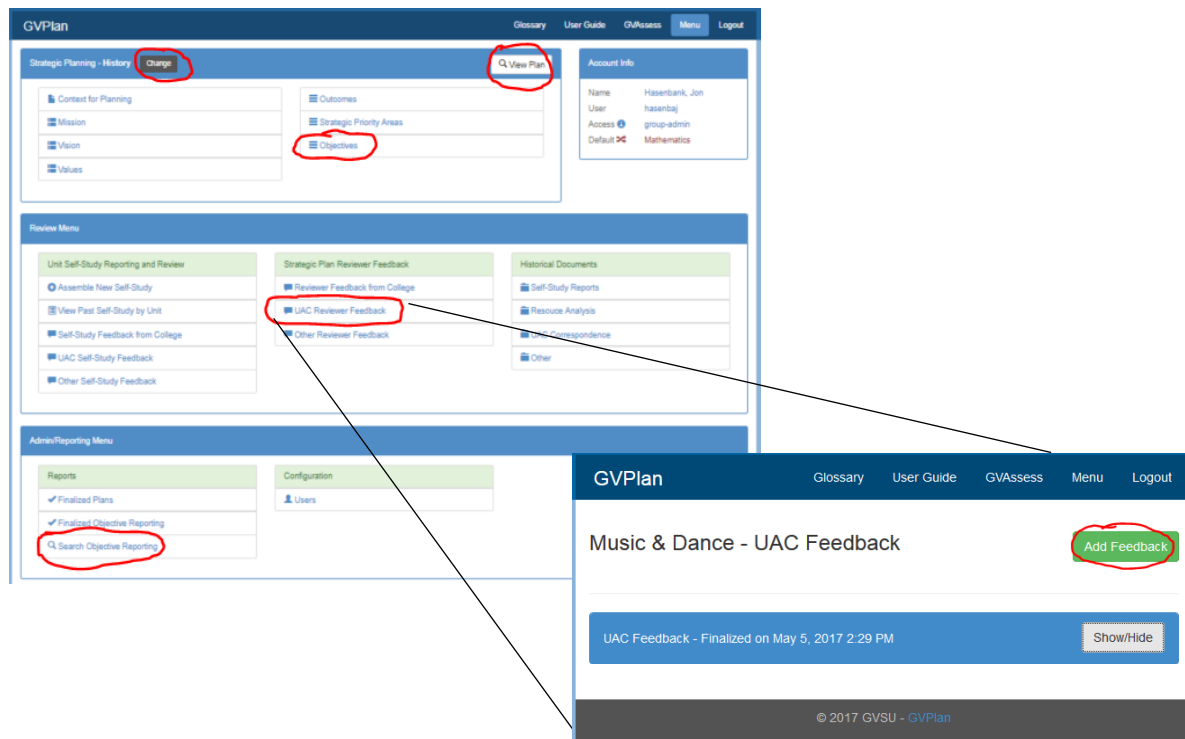


### Steps for conducting a UAC Strategic Plan Review in GVPlan

1. Login to GVPlan. <http://intranet.gvsu.edu/strategicplanning/menu.htm>
2. Clicking the **Change** button (see screenshot) and find the unit you wish to review.
3. Select the unit to return to the main menu. Then click **UAC Reviewer Feedback**.



4. In the UAC feedback window, click **Add Feedback**. This opens a pop-up window containing the UAC reviewer rubric, where you will enter your feedback.
  - **Recommended:** Immediately scroll to the bottom of the pop-up window and click **Save**. Do this before entering your feedback. You will then continue editing from the main page.
5. You can keep the rubric open and use a second GVPlan browser window to review the strategic plan updates.
6. **Complete the review. There are three main sources of information:**
  - Scroll to the bottom and click **Search Objective Reporting** (see screenshot).
  - Click **View Plan** (see screenshot) for an overview of the strategic plan, including a concise summary of objective reporting. This is a good place to begin your review.
  - Click **Objectives** (see screenshot) to access more detailed information about individual objectives. From the objective grid, you can click View to open the objective. When viewing an objective, you can scroll down to view the available objective reporting.
  - **See next page for additional details about what to look for in your review.**
7. Enter the review information in the rubric. Remember to save periodically to avoid losing data.
8. When ready, click **First Review Complete** and notify the second reviewer.
9. The second reviewer (if applicable) will login and repeat steps 1-3 to access and review your draft.
10. When ready, click **Second Review Complete** and notify the UAC Chair.
11. Return to Step 2 if you have strategic planning updates to review for a different unit.

**What to look for in strategic plan reviews:** In general, you should use the UAC review rubric to focus your feedback. Here are some specific things to keep in mind as you carry out your review:

1. UAC reviewers provide feedback on how the strategic plan elements are being assessed. A strategic plan consists of strategic priority areas, outcomes, objectives, and implementation timelines.
  - Outcomes should be clear and describe a particular desired end-state. Outcomes are typically too broad to be directly measured, so achievement of an outcome is defined in terms of its measurable objectives.
  - Objectives should be clear, measurable, and aligned with the outcome. They should define specific sub-steps or sub-components of the outcome. Meeting an objective represents progress toward achieving the outcome.
  - Objectives should have clearly defined and measurable metrics that can be used to measure progress toward meeting the objective. The unit should update this progress annually.
2. UAC reviewers pay attention to whether the following reporting expectations are being met:
  - Units are expected to update their strategic plans annually by Feb. 1 for the previous calendar year.
  - Units are expected to provide objective reporting on every objective that is currently active.
  - Note: It is reasonable to find only 2016 objective reporting when conducting a 2017 review. There should be reporting for all active objectives.
3. If a unit had programs up for review in GVAssess last semester, GVPlan will likely have a recent UAC review from that cycle. In that case, UAC reviewers should focus on:
  - Any updates to data reporting since the previous UAC review.
  - Aspects of the plan that are related to the programs reviewed in GVAssess in the current semester.