University Assessment Committee (UAC) Reviewer Feedback Guide	GRAND VALLEY STATE UNIVERSITY

There are two distinct tracks UAC Reviewers will utilize when locating information in GVAssess to successfully complete a UAC Reviewer Feedback Rubric. There are two main tracks ("Measures" & "View Outcomes"); step-by-step navigation is listed below. Utilize track 1 or 2 to successfully locate information needed to fulfill the rubric requirements.

1. "Measures" Track	2."View Outcomes" Track
1. GVAssess Main Menu	**1.** GVAssess Main Menu
2. "Change" to Specific Program	**2. "Change"** to Specific Program being reviewed
3. Select **"Measures"**	**3.** Select **"View Outcomes"**
4. Select the specified emphasis you are reviewing **(numbered 1., 1a., 2., 2a., 2b., 3., 3a., etc.)**	**4.** Select the specified emphasis you are reviewing **(numbered 1., 1a., 2., 2a., 2b., 3., 3a.,etc.)**
5. Scroll down; find measures **(i.e.: T.5.**1) --> `T.5.1A`	**5.** Scroll down; Any row with at least one measure is associated with the current sub-entity
6. Select **"View"**	
7. Scroll down and select **"View Report"**	

UAC Reviewer Feedback Guide Step-By-Step Navigation	
UAC Reviewer Rubric Sections for Review	**Reviewer Feedback Step-By-Step**
Closing the loop on previous assessment	**1.** From the Main Menu, select **"Measures"** **2.** Select **"UAC Reviewer Feedback"** **3.** Select the prior report you wish to view **1.** Follow steps 1-7 in the **"Measures"** track **2.** Find **"Closing the Loop"** **3.** Evaluate the reported fields and fill in the rubric appropriately
* Previous items/cycles discussed and closed, if appropriate	
* UAC feedback has been incorporated, if appropriate	
Student Learning / Centered Outcomes	**1.** Follow steps 1-5 in the **"View Outcomes"** track **2.** Evaluate the **"Outcomes"** and fill in the rubric
* Student outcomes are clear and specific	
* Student outcomes describe desired knowledge, skills, and dispositions of students	
* Student outcomes have objectives that are relevant and measurable	
Data collection processes, measures, targets	**1.** Follow steps 1-7 in the **"Measures"** track **2.** Evaluate the **"data collection process"**, "**targets**", "**thresholds**" and **"measures"** here
* At least some direct measures are used	
* Measures are directly aligned with student learning outcomes	
* Measures are focused on students' knowledge, skills or dispositions	
* Data collection processes yield relevant data about student learning	
* Achievement targets/thresholds are realistic and specific	
Results reported and analyzed	**1.** Follow steps 1-7 in the **"Measures"** track **2.** Locate the **"Analysis"** and **"Findings"** sections to complete the rubric requirements
* Data are regularly collected and summarized	
* Analysis is clear with findings supported by the data collected	
Assessment of online/hybrid programming (if applicable)	**1.** If applicable, follow steps 1 - 7 in the **"Measures"** track **2.** Identify applicable data for review completion
* Online/hybrid sections are included in assessment efforts	
* Consistency among online/hybrid/face-to-face is reviewed	
Closing the loop on current assessment	**1.** Follow steps 1-7 in the **"Measures"** track **2.** Find **"Closing the Loop"** **3.** Evaluate the **"Closing the Loop"** section and fill in the rubric accordingly
* Evidence of data-informed decisions are provided	
* Action is planned as a result of the decisions	
Conclusions and Implications	**1.** Follow steps 1-7 in the **"Measures"** track **2.** Find **"Findings Since Last Reporting"/"Findings File PDF"/"Next Course of Action"/"Analysis of Findings"**
* Significance of findings to unit is described	
* Implications for future work is described	