

# University Assessment Committee (UAC)

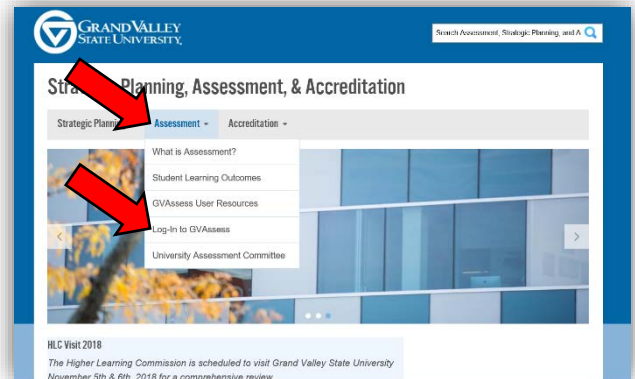
UAC REVIEWER FEEDBACK  
“VIEWING THE DATA”

## UAC Reviewer Guide - Viewing the Data

This guide serves as resource for UAC members during unit reviews in GVAssess. The purpose of this document is to aid UAC reviewers in “Viewing the Data” needed for a UAC review. There are three (3) ways to view reported data for specified programs; a concise synopsis of what each view contains is outlined in this document.

### Signing into GVAssess

1. Go to [intranet.gvsu.edu/studentoutcomes](http://intranet.gvsu.edu/studentoutcomes)
2. Go to [gvsu.edu/spaa](http://gvsu.edu/spaa)
  - a. Click the **“Assessment Tab”**
  - b. Click **“Log-In to GVAssess”**

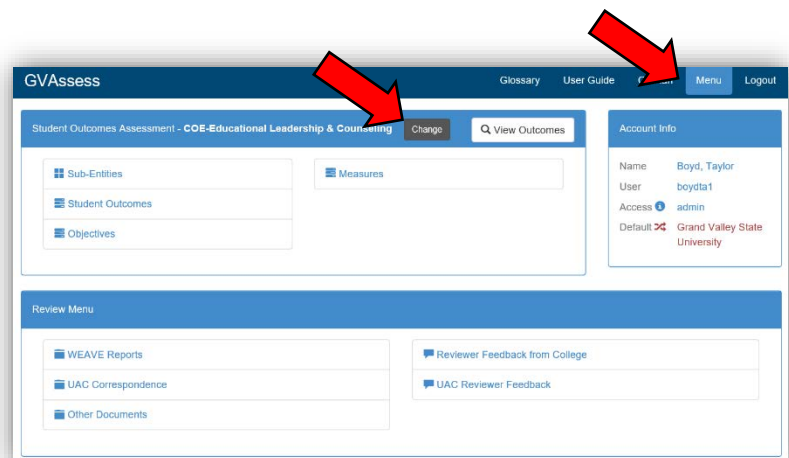


### GVAssess Main Menu

You begin in the Main Menu screen for your default unit.

You can always use the **“Menu”** button to return to this screen.

Select the **“Change”** button to navigate to the unit you will be reviewing.



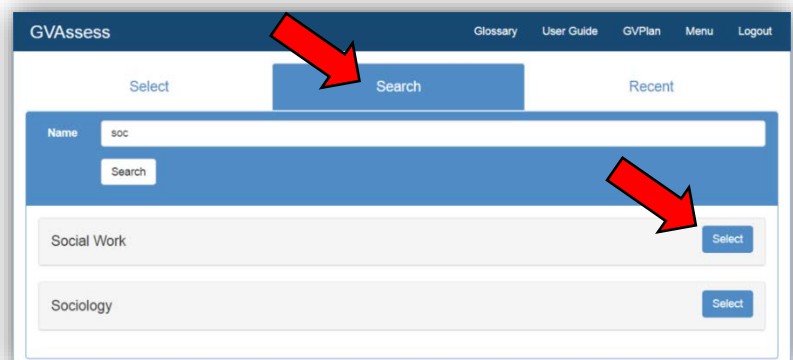
### Finding the Correct Unit

After you have selected the **“Change”** button on the Main Menu screen,

Use the **“Search”** tab to quickly locate the unit or entity that houses the program you need to review. **“Select”** the correct unit in the search results to return to the Main Menu.

If the search results are not giving you the results you expected, you can use the **“Select”** tab to manually locate the correct unit.

The **“Recent”** tab maintains a list of units you have visited since your last login.



## Viewing the Data

There are three ways to view data in GVAssess as a UAC program reviewer.

### 1. “View Outcomes”

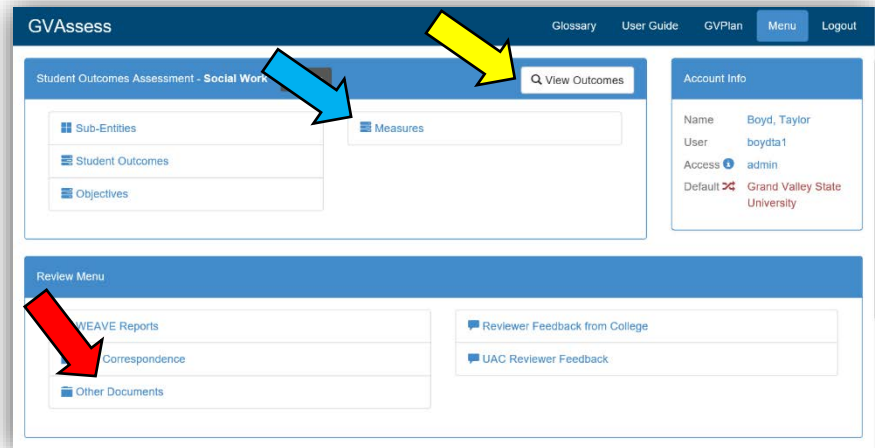
This view shows the assessment plan and gives a snapshot of recent data reporting.

### 2. “Measures”

This is an in-depth view of the measure (e.g.: threshold, target, reporting, etc.). Follow the steps outlined below to access the “View Reporting” button to view intricacies of the measures.

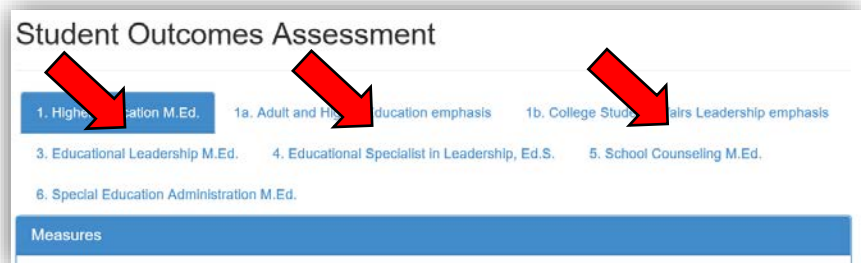
### 3. “Other Documents”

This view provides reviewers with supporting documentation related to programmatic assessment. This section should be checked before finalizing a review.



## View Outcomes

Select the program you have been assigned to review.



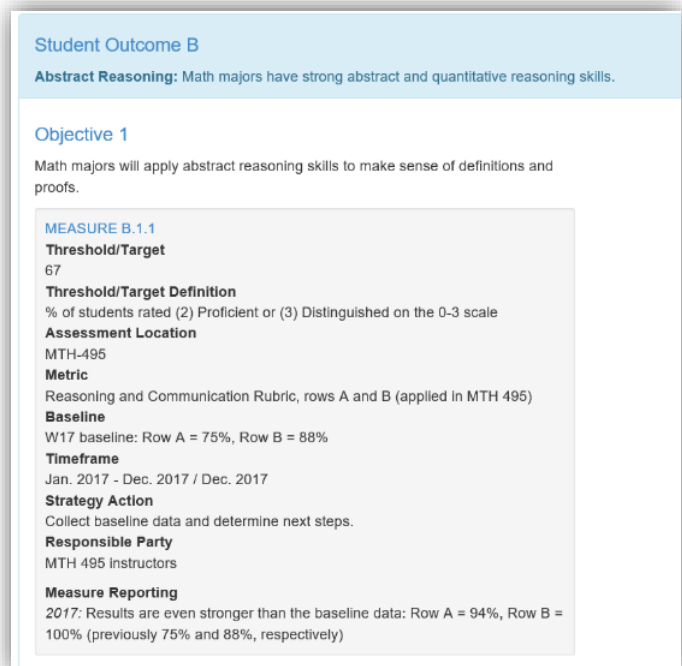
Scroll down the page to find the Outcome, Objective, and Measure you are reviewing.

Remember to scan assessment reports for evidence of **recent data reporting**.

Note: “Recent” means within the past 2 years

UAC expects...

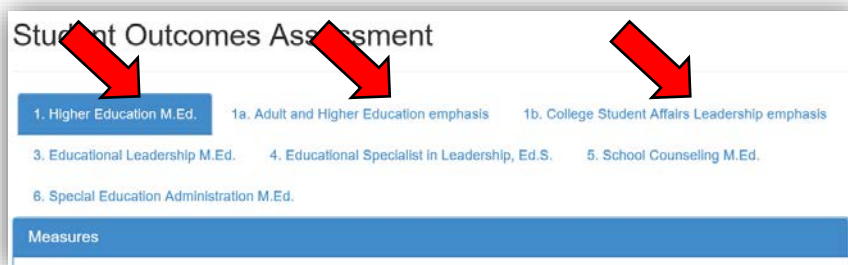
- 2-4 outcomes per year, per major
- 1 unique outcome per emphasis
- 2 unique outcomes per certificate program



## Measures

Select the program you have been assigned to review.

e.g.: **1./1a./1b.**



Student Outcomes Assessment

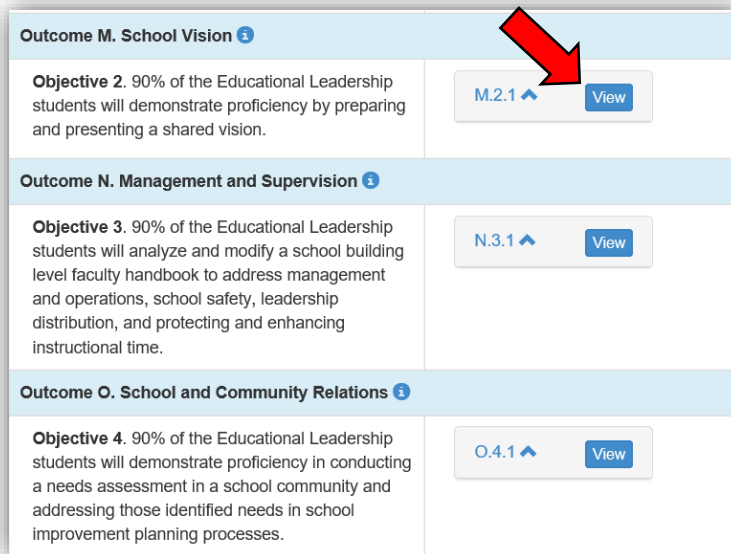
1. Higher Education M.Ed. 1a. Adult and Higher Education emphasis 1b. College Student Affairs Leadership emphasis

3. Educational Leadership M.Ed. 4. Educational Specialist in Leadership, Ed.S. 5. School Counseling M.Ed.

6. Special Education Administration M.Ed.

Measures

Scroll down the page to find a measure. Click **“View”** to see intricacies of the measures (e.g.: timeframe, threshold, target, assessment instruments, rubrics, etc.)



Outcome M. School Vision ⓘ

**Objective 2.** 90% of the Educational Leadership students will demonstrate proficiency by preparing and presenting a shared vision.

M.2.1 ⬆ **View**

Outcome N. Management and Supervision ⓘ

**Objective 3.** 90% of the Educational Leadership students will analyze and modify a school building level faculty handbook to address management and operations, school safety, leadership distribution, and protecting and enhancing instructional time.

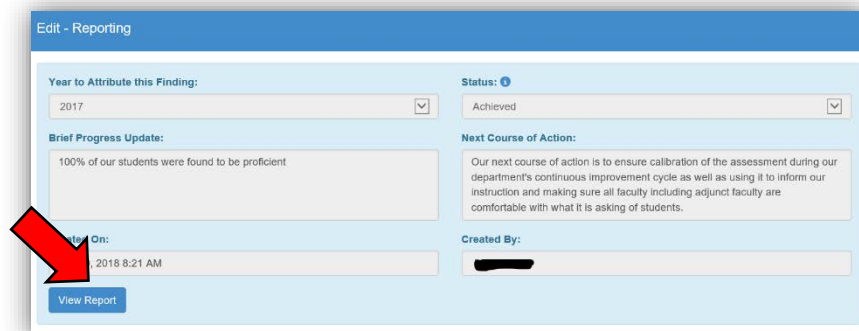
N.3.1 ⬆ **View**

Outcome O. School and Community Relations ⓘ

**Objective 4.** 90% of the Educational Leadership students will demonstrate proficiency in conducting a needs assessment in a school community and addressing those identified needs in school improvement planning processes.

O.4.1 ⬆ **View**

Scroll to the bottom of the page. Click **“View Report”**. In this view, you will find “Analysis of Findings”, “Next Course of Action”, “Sharing of Findings”, and “Progress Updates”.



Edit - Reporting

Year to Attribute this Finding: 2017 Status: Achieved

Brief Progress Update: 100% of our students were found to be proficient

Next Course of Action: Our next course of action is to ensure calibration of the assessment during our department's continuous improvement cycle as well as using it to inform our instruction and making sure all faculty including adjunct faculty are comfortable with what it is asking of students.

Created On: 2018 8:21 AM Created By: [Redacted]

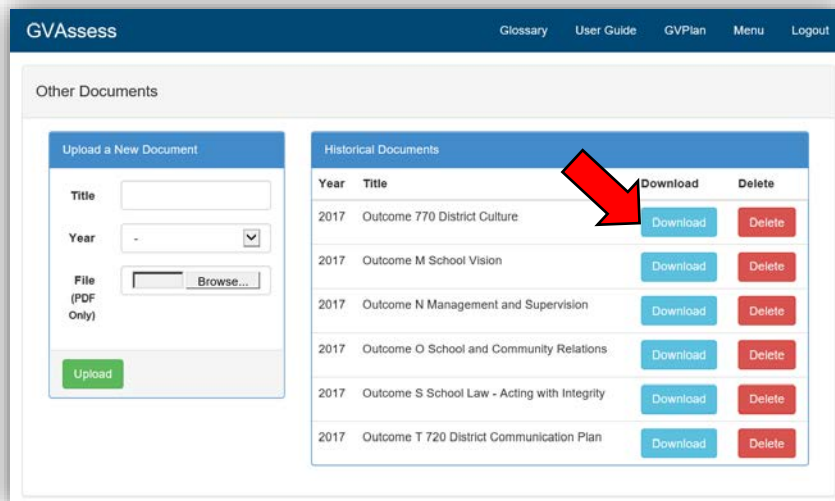
**View Report**

## Other Documents

In “Viewing the Data” above, you will see the location of the “Other Documents” button (number 3 highlighted in red).

This “Other Documents” view allows reviewers to view additional documents that have been uploaded for a specific unit/program. Select **“Download”** to view the documents.

Note: this section should be checked before finalizing a UAC review.



GVAssess Glossary User Guide GVPlan Menu Logout

Other Documents

Upload a New Document

Title: [Text Box]

Year: [Dropdown]

File (PDF Only) [Browse...]

**Upload**

Historical Documents

Year	Title	Download	Delete
2017	Outcome 770 District Culture	<b>Download</b>	Delete
2017	Outcome M School Vision	<b>Download</b>	Delete
2017	Outcome N Management and Supervision	<b>Download</b>	Delete
2017	Outcome O School and Community Relations	<b>Download</b>	Delete
2017	Outcome S School Law - Acting with Integrity	<b>Download</b>	Delete
2017	Outcome T 720 District Communication Plan	<b>Download</b>	Delete