## Type 1 - Unit Survey Action Plan

* The parameters for the Type 1 - Unit Survey Action Plan (USAP) are:
	+ *Red colour indicator and at least 20% response rate and at least 2 responses*

***Note:***Colour parameters are defined in the Student Feedback Survey (SFS) Procedure

**Purpose of the Unit Survey Action Plan**

The Student Feedback Survey Campaign (SFSC) is administered through the survey team late in the teaching semester. The key trigger for the Type 1 - Unit Survey Action Plan is the “**Overall Unit Quality” rating** (Question 1) in the Student Feedback Survey – Unit (SFS – U) and Student Feedback Survey – Unit Placement (SFS – UP). The USAP must be completed by the Unit Coordinator with support from the Associate Dean, Learning and Teaching (ADLT). The USAP must be tabled for discussion at Institute Board within 8 weeks of the distribution of the full unit report (Aggregated).

**Completed the USAP: What’s next?**

* The ADLTs ensure that the completed USAP is endorsed at Institute Board.
* A summary of the actions contained in this plan are captured in the Institute Unit Action Summary (IUAS) by the ADLT and endorsed at University Learning and Teaching Quality Committee (LTQC) through the Chair, LTQC (and Academic Secretariat).
* A copy of the USAP is provided to the Course Coordinator to follow-up completed actions prior to the next delivery.

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| **Prompts** | **Responses** |
| Institute Name | Choose an item. |
| Term Code ([see link](https://federation.edu.au/current-students/essential-info/administration/important-dates)) | Click or tap here to enter text. |
| Year | Click or tap here to enter text. |
| Unit Code | Click or tap here to enter text. |
| Unit Title | Click or tap here to enter text. |
| Unit Coordinator Name | Click or tap here to enter text. |
| Overall Unit Quality (Q1) score (SFS-U or SFS – UP) | Click or tap here to enter text. |
| Response Rate (%) | Click or tap here to enter text. |
| Number of students enrolled  | Click or tap here to enter text. |
| Study mode | Click or tap here to enter text. |
| Location | Choose an item. |
| **Context:** • Is this a core or elective unit within a particular course/qualification• It this unit in teach-out mode? • What do previous student evaluations for the unit demonstrate? (If known) • Have there been any staff changes or other staffing issues related to the delivery of this unit? • Has there been a major change in the learning and teaching activities, assessment and / or delivery of this unit? | Click or tap here to enter text. |
| **Analysis of results:** • What does the analysis of quantitative data show? • What does the analysis of qualitative data show? • Are there other issues to be considered with this unit and/or cohort of students? | Click or tap here to enter text. |
| **Action Plan:** • What action has been taken to address these issues? • What action will be taken in the future? • How will the action be communicated to the students? • How and where will the improvement be documented? | Click or tap here to enter text. |
| **Unit next offered** | **Semester:** |  | **Year:** |  |
| Action plan completed and returned to the Associate Dean, Learning and Teaching |

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| --- | --- | --- |
| Institute Board Endorsement  | Yes [ ]  | No [ ]   |
| Name: | Click or tap here to enter text. | Date: |  |
| To be completed after Institute Board. Is the solution detailed in this Unit Survey Action Plan deemed appropriate to address the course issued raised? |
| **The Course Coordinator is provided a copy to follow-up prior to the delivery.** |
| Comments:  |

End of document