## Type 2 - Unit Survey Action Plan

* The parameters for the Type 2 - Unit Survey Action Plan (USAP) is:
* Any colour indicator and at least 15 enrolments and less than 20% response rate

Note: The colour parameters are described in the Student Feedback Survey (SFS) Procedure

**Purpose of the Type 2 - Unit Survey Action Plan**

The USAP is part of the Student Feedback Survey Campaign (SFSC) and described in the Student Feedback Survey (SFS) Procedure. The focus of this USAP is the **RESPONSE RATE.** 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 is 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.

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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 | 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?  • Is this unit in teach-out mode?  • What do previous student evaluations for the unit demonstrate? (If known) | 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:**    • Are there specific aspects of the course that may **have contributed to the low survey response rate** (e.g., engagement, difficulty level, time of the year, workload)?  • Have you received any feedback from students regarding their experience with the survey process? If yes, would you consider discussing the survey and its **significance in class to encourage more participation?**  • Do you plan to introduce any specific interventions or actions in the teaching practice to encourage **higher survey responses for the next survey?**  • What incentives, if any, could be introduced to **encourage higher response rates from students?**  • How can you better integrate survey feedback into the unit to demonstrate to students that their input leads to tangible improvements?  • Do you feel changes to the delivery, assessment, or teaching strategies will be **effective in response to the student feedback?**  • Are **actions** completed in response to student feedback from previous semesters **shared with students?** | Click to add |

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| **Unit next offered** | | **Semester:** | |  | | **Year:** | | |  |
| Action plan completed and returned to the ADLT | | | | | | | | | |
| 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: | | | | | | | | | | |

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