**Type 3 - Unit Survey Action Plan**

* The parameters for the Type 3 - Unit Survey Action Plan (USAP) is:
* Not red and at least 20% response rate and at least 5 responses and score has dropped by 0.5 or more since last survey

Note: *The colour parameters are described 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 Type 3 Unit Survey Action Plan focus is the **drop in rating score for the Overall Unit Quality rating** (Question 1 in the Student Feedback Survey- Unit and or Student Feedback Survey – Unit Placement). The USAP must be completed by the Unit Coordinator with support from the Associate Dean, Learning and Teaching (ADLT). The Type 3 - Unit Survey Action Plan 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 Associate Dean (Learning and Teaching) 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) Year …… | Click or tap here to enter text. |
| Overall Unit Quality (Q1) Year …… | Click or tap here to enter text. |
| Response Rate (%) | Click or tap here to enter text. |
| Enrolled student numbers (n) | 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) • 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 specific factors or changes in the course do you think contributed to a drop in **student satisfaction or scores since the last survey?**• Were there any areas (e.g., content, delivery, assessments) where student engagement or satisfaction declined, and what steps are being planned to address them?• What immediate actions or adjustments can be made to improve student engagement and satisfaction in future course iterations?• Are there any elements of the course (e.g., content, assessments, feedback process) that could be enhanced to better support students and increase engagement?• How do you plan to gather and implement ongoing student feedback to address concerns and prevent future score declines? | Click or tap here to enter text. |

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| **Action plan completed and returned to the Associate Dean, Learning and Teaching** |
| **Unit next offered** | **Semester:** |  | **Year:** |  |
| Institute Board Endorsement  | Yes ☐  | No ☐  |
| ADLT 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