**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