



Purpose of the Unit Survey Action Plan

- At the conclusion of each teaching semester, the Student Evaluation of Learning and Teaching (SELT) campaign is administered through the appropriate survey team.
- **Full Course Report** data must be available by location (i.e. everywhere the unit is delivered) and aggregated (all location % ratings are aggregated in one report).
- Full Unit Report (Aggregated) needs to be reviewed by the Director, Learning and Teaching at the conclusion of the teaching semester.
- The “Overall Unit Quality” rating (Question 9) is the key trigger for this Unit Survey Action Plan. The student options are based on a star rating system (ie, 1 star to 5 stars). If there is over 25% response rate with a minimum of 5 student responses with selection of 1, 2, or 3 stars or combination of these in the **Full Unit Report (Aggregated)**, and the data meets the response rate requirement, a Unit Survey Action Plan is required for development and submission for review.
- The Unit Survey Action Plan must be tabled for discussion at Institute Board within 8 weeks of the distribution of the Full Unit Report (Aggregated).
- The Unit Survey Action Plan must be completed by the Unit Coordinator in collaboration with the Director, Learning and Teaching

Date Due	To be completed by Director, Learning and Teaching	
Institute Name		
Term Code (see link)		
Year		
Unit Name		
Unit Code		
Unit Coordinator		
Overall Unit Quality (Q9)		
Response Rate (%)		
Sample Number (n)		
Delivery Mode		
Location		
Context: <ul style="list-style-type: none"> • 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? 		

Analysis of results: <ul style="list-style-type: none"> 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? 					
Action Plan: <ul style="list-style-type: none"> 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? 					
Unit next offered	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #003366; color: white; padding: 2px;">Semester:</td> <td style="width: 20%;"></td> <td style="background-color: #003366; color: white; padding: 2px;">Year:</td> <td style="width: 20%;"></td> </tr> </table>	Semester:		Year:	
Semester:		Year:			
Action plan completed and returned to the Director, Learning and Teaching					

Institute Board Endorsement	Yes	No	
Name:		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?			

What happens with this Unit Survey Action Plan once complete?

- This document is approved at Institute Board and stored within the electronic management file directory.

Using the information to contribute to the Institute Unit Action Summary

- A summary of the actions contained in this plan, must also be captured in the **Institute Unit Action Summary**.
- The purpose of the **Institute Unit Action Summary** is to ensure closure of the internal quality assurance process for all higher education courses offered by Federation University
- The Director, Learning and Teaching will compile the details from the **Unit Survey Action Plan** into the **Institute Unit Action Summary**.
- Once the **Institute Unit Action Summary** is completed, it must be forwarded to Academic Secretariat for discussion and endorsing at the Federation University Learning, Teaching and Quality Committee.

End of document