

iQILT BUSINESS PROCESS

PLANNING QUALITY AND REVIEW

1. Following the publication of final grades for each teaching period, the Office of Planning Quality and Review collates the performance data for each Session.
2. Templates and Data packs are sent to relevant stakeholders as shown in the table below.

Item	Unit Assessors	Associate Dean (Education)	Academic Standards and Quality Committee (ASQC)
Data	<ul style="list-style-type: none"> Unit feedback Unit performance Unit status history 	<ul style="list-style-type: none"> Unit status history Performance reports data pack Feedback reports data pack iQILT Faculty summary iQILT University summary 	<ul style="list-style-type: none"> iQILT University summary
Template	<ul style="list-style-type: none"> iQILT Unit Report 	<ul style="list-style-type: none"> iQILT Faculty Board Report iQILT ASQC Report 	

UNIT ASSESSORS

1. Upon receiving the data packs from PQR, the Unit Assessor reviews the Unit Status History to determine whether any units are flagged as 'Action Required' or 'Monitor'.
2. Where the unit status is 'Action Required (Red)' or 'Monitor (Amber)' over *two consecutive deliveries*, the Unit Assessor prepares the iQILT Unit Report. Thresholds and reporting requirements are explained in the report template.
3. Unit Assessor submits the completed report to the Associate Dean (Education).

ASSOCIATE DEAN (EDUCATION)

1. Associate Dean (Education) reviews iQILT Reports submitted by Unit Assessor in consultation with Discipline Head and Executive Dean as required.
2. Associate Dean (Education) checks that all units requiring action are included and reviews the Unit Assessor comments and recommendations.
3. Associate Dean (Education) collates Unit Assessors' data tables into the iQILT Faculty Board Report, and completes the report.
4. Associate Dean (Education) sends the completed report to the Secretary, Faculty Board.
5. Associate Dean (Education) disseminates feedback or actions from the Academic Standards and Quality Committee as required.

FACULTY BOARDS

1. Faculty Boards review the following at the next Board meeting post grade release of any session or study period:
 - iQILT Faculty Board Report
 - The status of iQILT action items. The action items may come from Academic Board or sub-committees, Associate Dean (Education), Course Coordinators or Unit Assessors through the iQILT report.
2. Faculty Boards provide a response for inclusion in the Associate Dean (Education)'s report to Academic Standards and Quality Committee.

ACADEMIC STANDARDS AND QUALITY COMMITTEE (ASQC)

1. ASQC review the following at the next Committee meeting post grade release of any session or study period:
 - iQILT ASQC Report
 - University iQILT Summary
2. If ASQC are concerned with performance trends and/or planned actions, a request for additional information or actions will be communicated to the Associate Dean (Education).
3. The Chair, ASQC reports to Academic Board on University iQILT Summary.

ACADEMIC BOARD

Academic Board review the following at the next Board meeting:

- Data - Trends in iQILT at University, by Faculty
- The Chair, ASQC University iQILT Summary.