

# iQILT BUSINESS PROCESS

## BUSINESS INTELLIGENCE AND QUALITY

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

Item	Unit Assessors	Associate Dean (Education) (ADE)
Data	<ul style="list-style-type: none"> <li>• Unit feedback</li> <li>• Unit performance</li> <li>• Unit status history</li> </ul>	<ul style="list-style-type: none"> <li>• Unit status history</li> <li>• Performance reports data pack</li> <li>• Feedback reports data pack</li> <li>• iQILT Faculty summary</li> <li>• iQILT University summary</li> </ul>
Survey	<ul style="list-style-type: none"> <li>• Action Required Survey for each unit meeting this threshold</li> </ul>	
Template		<ul style="list-style-type: none"> <li>• iQILT Faculty Board Report</li> </ul>

3. After Faculty Board, BIQ collates Associate Dean (Education) reports to Faculty Board and the Faculty Board response, then submits this to the ASQC secretary with a cover page summarising Faculty Trends.

## UNIT ASSESSORS

1. Unit Assessors complete the Action Required survey within one week of receiving it.
2. Unit Assessors discuss the report with Course Coordinators and the Associate Dean (Education) as required.

## ASSOCIATE DEAN (EDUCATION)

1. Prepares the iQILT Faculty Board Report using the pre-filled template provided by BIQ in consultation with Unit Assessor, Discipline Head and Executive Dean as required.
2. Sends the completed report to the Secretary, Faculty Board.
3. Disseminates feedback or actions from the Academic Standards and Quality Committee as required.

## FACULTY BOARDS

1. At the next meeting post grade release of any session or study period, the Faculty Board review the following documents:
  - 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. Within one week of the Faculty Board meeting, the secretary will send the iQILT Faculty Board Report including the Faculty response to [statistics@scu.edu.au](mailto:statistics@scu.edu.au).

## ACADEMIC STANDARDS AND QUALITY COMMITTEE (ASQC)

1. At the subsequent meeting following Faculty Board, ASQC will review iQILT ASQC Report.
2. A request for additional information or actions will be communicated to the Associate Dean (Education) if required.
3. The Chair, ASQC reports to Academic Board.