

ASSESSMENT 3 – ANALYZING DATA FOR STATISTICAL REPORT

Memorandum New Jersey City University

TO: Dr. Shamburg, Human Resources Director

FROM: Aminata E. Adewumi, Faculty

CC: Dr. Chayo, Academic Committee Chairperson

DATE: August 9, 2017

SUBJECT: Report for Approval for the Professional Development Stipend

On August 1st, 2017 a questionnaire completed by the students, was distributed to the class of our lecturer Mr. Kwanta (1) and his group to determine the value of their teaching skills. When a lecturer obtains a mean rating that surpasses Group (2) mean (all classes in the department) on at least 7 out of 10 items, that lecturer is immediately accepted for the professional development stipend.

Based on my report from the questionnaire (See Questionnaire chart below), Mr. Kwanta's class mean did get a means rating of 7 out of 10 that topped Group (2) class means (See Table 1 and Figure 1 below).

The results of Mr. Kwanta's class mean difference with Group (2) did show the following:

1. Strength of the report: 7 out of 10 or 70% of students understood the class, the materials, and their grades, and recommended the instructor to another student. In addition, the instructor was well prepared, spoke clearly, and made the class interesting. Table 1 and Figure 1 show a clear difference between Mr. Kwanta (1) and Group (2). Items 1, 2, 5, 6, 7, 8, and 10 had an increase of 0.18, 0.09, 0.03, 0.43, 0.1, 0.1, and 0.26 respectively. Item 6 was the strength for Mr. Kwanta's class mean, which means that the instructor continually needs to be well prepared for each class.
2. Weakness of the report: 3 out of 10 or 30% of students did not think their instructor encouraged participation, answered students' questions, and was not available outside of class for help. Items 3, 4, and 9 were very low on the report, with a decrease of 0.1, 0.06, and 0.44 respectively. Item 9 was the weakness, which means that the instructor has to make more time for his/her students outside of the class.

In conclusion, Mr. Kwanta's report had 7 out of 10 questions with higher score compared to Group (2); therefore, his team should receive the professional development stipend. The strength was in question 6, in which the instructor was well prepared for each class; however, in question 9, the instructor needed to be more available outside class hours to help students.

Thank you for your cooperation. If you have any questions, please contact me at +555-555-5555.

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The Questionnaire

Instructions: Use the following scale to complete this questionnaire.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Indicate your response to each item by circling the appropriate number. When you have completed the questionnaire, please give it to the research assistant who is monitoring this evaluation.

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| 1. I had a clear understanding of what I was expected to learn. | 1 2 3 4 5 |
| 2. The course syllabus clearly stated what was required in the course. | 1 2 3 4 5 |
| 3. The instructor encouraged participation and questions from students. | 1 2 3 4 5 |
| 4. The instructor answered students' question in a thorough manner. | 1 2 3 4 5 |
| 5. Course material was presented in an understandable manner. | 1 2 3 4 5 |
| 6. The instructor appeared well prepared for each class. | 1 2 3 4 5 |
| 7. Considering the nature of the material, the instructor made the class interesting | 1 2 3 4 5 |
| 8. The instructor returned graded tests and homework within a reasonable time. | 1 2 3 4 5 |
| 9. The instructor was available for consultation outside of class hours. | 1 2 3 4 5 |
| 10. I would recommend this course and instructor to another student. | 1 2 3 4 5 |

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Table 1

Teaching Effectiveness Questionnaire Response Summary

Item No.	Distribution of Responses					Total	Mean		
	1	2	3	4	5		Kwanta (1)	Group (2)	Difference
1	2	5	10	23	19	59	3.88	3.70	0.18
2	2	3	7	15	32	59	4.22	4.13	0.09
3	3	2	18	20	16	59	3.75	3.85	-0.10
4	2	2	13	21	21	59	3.97	4.03	-0.06
5	2	2	7	28	20	59	4.05	4.02	0.03
6	2	2	40	10	5	59	3.24	2.81	0.43
7	2	2	11	22	22	59	4.02	3.92	0.10
8	2	6	17	17	17	59	3.69	3.59	0.10
9	3	2	12	24	18	59	3.88	4.32	-0.44
10	3	2	15	24	15	59	3.78	3.52	0.26

Note. (1) Computer class mean and (2) Group mean represents the mean for all instructors in the department

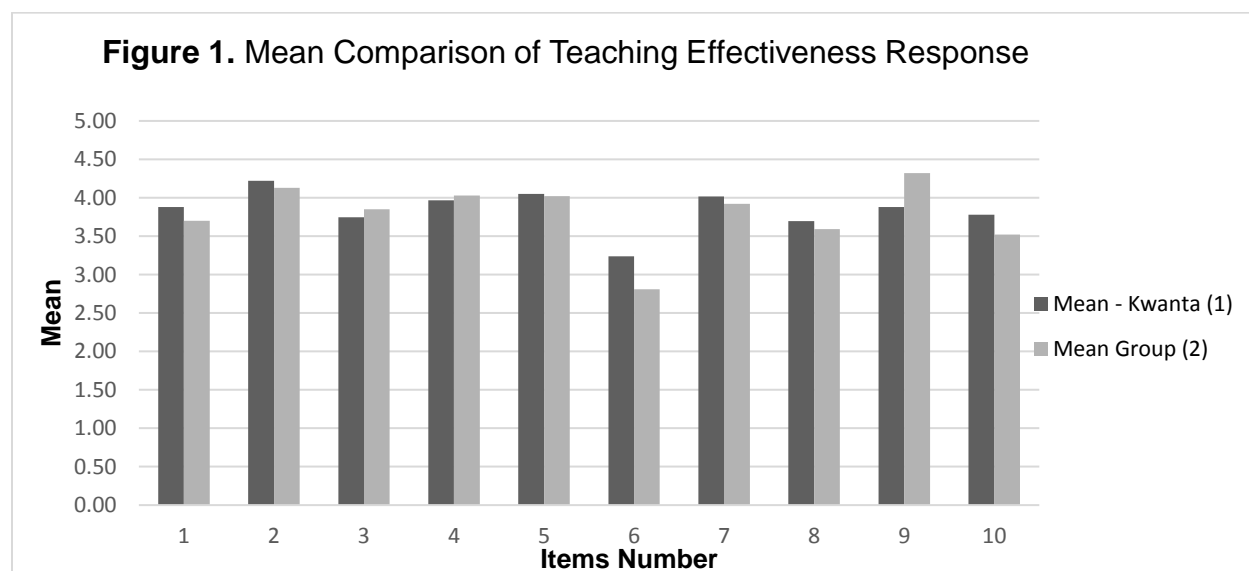


Figure 1. Mean comparison between Kwanta (1) and Group (2) class. Items Number represent the questionnaire number from 1-10. For Kwanta's class mean, items 6 and 9 are respectively the strength and weakness with a difference of 0.43 and -0.44.