

Analyzing Data for a Statistical Report  
Memorandum Report and Critique Memo  
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**University of Bangkok  
Communication Arts Department**

**MEMORANDUM**

**TO:** Mr. Kwanta, Lecturer

**FROM:** Aileen Matias-Castro, Faculty

**CC:** Dr. Chayo, Chairperson

**DATE:** August 12, 2019

**SUBJECT:** Professional Development Stipend Eligibility

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The purpose of this memo is to inform you of your specific questionnaire results for the Lecturer Development Program. Our mission in the Communication Arts Department is to identify lecturers who demonstrate promise in the classroom. This determination is based on the calculation of scores given by your respective students by way of their responses on the End of the Year Questionnaire. After you administered the questionnaire to both of your classes, the results were combined and compared to the average scores obtained by the other lecturers in the department. When your results were compared to the university's policy, your scores met or exceeded the requisite in seven out of the ten areas in the questionnaire, which automatically qualifies you for the professional development stipend.

You met or exceeded the required average score in the following areas:

- ✓ Item 1: Students had a clear understanding of expectations.
- ✓ Item 2: Course syllabus clearly stated requirements.
- ✓ Item 5: Material was presented in an understandable manner.
- ✓ Item 6: Instructor appeared well prepared for class.
- ✓ Item 7: Instructor made class material interesting.
- ✓ Item 8: Tests and homework were graded within a reasonable timeframe.
- ✓ Item 10: Students would recommend this instructor to other students.

The scores your students gave you on the End of the Year Questionnaire are used as a barometer to gauge your overall performance as a lecturer. Our mission is to identify areas in need of growth and improvement by means of your combined scores from your two classes. When your scores were compared to the average scores to those in your department, you did not obtain proficient scores in the following areas:

- Item 3: Instructor encouraged participation and questions from students.
- Item 4: Student's questions were answered thoroughly.
- Item 9: Instructor was available for consultation outside of class hours.

The Communication Arts Department prides itself in using calculated data obtained in the End of the Year Questionnaire to target specific areas for staff professional development. Already, your

combined scores indicate that your students appreciate and recognize your preparation for class. In addition, your students perceive you as an instructor they would recommend to others. Our department recommends that you continue professional development opportunities to improve your questioning techniques. Learning best practices by means of professional development will target your areas in need of improvement. Furthering your development as a lecturer will enhance your instructional practices. This includes learning how to answer your students' questions in a thorough manner. We encourage you to collaborate alongside other lecturers during professional development opportunities to share ideas on how you can make yourself available outside of class hours as well. Ongoing training will provide you with multiple strategies to expand your level of student engagement without compromising instructional pedagogy.

Congratulations on meeting the requirements of eligibility for the professional development stipend. If you have any questions or concerns regarding the aforementioned, please feel free to contact me at 555-123-4567, or email me at *amcastro@ubangkok.edu*.

**University of Bangkok**  
**Communication Arts Department**

**MEMORANDUM**

**TO:** Dr. Chayo, Chairperson

**FROM:** Aileen Matias-Castro, Faculty

**CC:** Mr. Kwanta, Lecturer

**DATE:** August 12, 2019

**SUBJECT:** Data Analysis Statistical Report Results for Mr. Kwanta, Lecturer

The purpose of this memo is to provide an in-depth analysis of Mr. Kwanta's questionnaire results that justifies our department's recommendation for his eligibility for the professional development stipend.

At the conclusion of the semester, Mr. Kwanta administered the End of the Year Questionnaire (Appendix 1) to his students. All students obtain the same questionnaire at the culmination of the course. Once Mr. Kwanta's average score is calculated for each item in the questionnaire, said lecturer's raw score is compared to the department's average group score for each area. This comparison is aligned to the policies and regulations of the university to determine eligibility for professional development. Mr. Kwanta's score is considered proficient if his score is the same or greater than the group's average score; however, if Mr. Kwanta's score is less than the group's average score, then that item is considered non-proficient and becomes an area of growth. If lecturer exceeds the group's average mean score in seven areas or more, said lecturer is automatically approved for the stipend.

**Outcome:**

Table 1

*Teaching Effectiveness Questionnaire Response Summary*

Item No.	Distribution of Responses					Total	Mean	
	1	2	3	4	5		Kwanta (1)	Group (2)
1	2	5	10	23	19	229	3.88	3.70
2	2	3	7	15	32	249	4.22	4.13
3	3	2	18	20	16	221	3.75	3.85
4	2	2	13	21	21	234	3.97	4.03
5	2	2	7	28	20	239	4.05	4.02
6	2	2	40	10	5	191	3.24	2.81
7	2	2	11	22	22	237	4.02	3.92
8	2	6	17	17	17	218	3.69	3.59
9	3	2	12	24	18	229	3.88	4.32
10	3	2	15	24	15	223	3.78	3.52

*Note: (1) Computer class mean and (2) Group mean represents the mean for all instructors in the department. The Item category corresponds to the question number on the questionnaire in Table 1.*

<b>Mr. Kwanta's Areas of Strength</b>			
<b>Item</b>	<b>Description on Questionnaire</b>	<b>Department's Average Score</b>	<b>Mr. Kwanta's Score</b>
1	Students had a clear understanding of expectations	3.70	3.88
2	Course syllabus clearly stated requirements	4.13	4.22
5	Material was presented in an understandable manner	4.02	4.05
6	Instructor appeared well prepared for class	2.81	3.24
7	Instructor made class material interesting	3.92	4.02
8	Tests and homework were graded within a reasonable timeframe	3.59	3.69
10	Students would recommend this instructor to others	3.52	3.78
<b>Data Analysis</b>			
<p>When compared to the department's average group score, Mr. Kwanta's scores exceeded the university's standard in seven areas. Students' responses reveal that Mr. Kwanta presents material and expectations in an understandable manner. Also, his syllabus clearly communicates required expectations for the course. Results indicate that students feel Mr. Kwanta made class material interesting. Students appreciate Mr. Kwanta's diligence because he provides grades in a timely manner. Furthermore, students perceive Mr. Kwanta to be well prepared for class. Overall, students would recommend this instructor to others.</p>			

<b>Mr. Kwanta's Areas of Growth</b>			
<b>Item</b>	<b>Description on Questionnaire</b>	<b>Department's Average Score</b>	<b>Mr. Kwanta's Score</b>
3	Instructor encouraged participation and questions from students	3.85	3.75
4	Student's questions were answered thoroughly	4.03	3.97
9	Instructor was available for consultation outside of class hours	4.32	3.88
<b>Data Analysis</b>			
<p>The <i>Item</i> category on this chart corresponds to the question number on the questionnaire. The results of the questionnaire indicate three areas in which Mr. Kwanta did not meet the required scores. These areas are considered non-proficient domains and are in need of improvement. Students shared that said lecturer can improve his answering techniques. Students also expressed Mr. Kwanta can promote student participation in class. Unfortunately, the highest discrepancy is found in Mr. Kwanta's availability for consultation outside of class hours.</p>			

**Recommendation:**

The Communication Arts Department recommends Mr. Kwanta for the professional development stipend. Mr. Kwanta has demonstrated ongoing commitment to his students and to the University of Bangkok's standard of excellence. His demeanor and contribution in the classroom are recognized by his students. His preparation allows him to meet or exceed the department's degree of scholarship in various areas. The results of the questionnaire provide purposeful data used to enrich our professional development opportunities. Mr. Kwanta has demonstrated promise in benefiting from the professional development stipend. We will also benefit from his skills and look forward to his anticipated collaboration. The results of the questionnaire indicate that Mr. Kwanta exceeded the department's mean score in seven areas (Items 1, 2, 5, 6, 7, 8, and 10). According to the university's policy, Mr. Kwanta automatically qualifies for the stipend.

If you have any questions or concerns regarding the aforementioned, please feel free to contact me at 555-123-4567, or email me at [amcastro@ubangkok.edu](mailto:amcastro@ubangkok.edu).

## Appendix 1

**End of the Year 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 |