

Assessment #3

Analyzing Data for a Statistical Report

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EDTC8039049 – Data Analysis and Report Writing

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Department**  
*University of Bangkok, Thailand*

**Date:** August 7, 2022  
*Mr. Kwanta*  
**To:** CC:  
Dr. Chayo  
Academic Comm ttee  
**From:** Mrs. Melissa Welz  
President of Academic Affairs  
University of Bangkok

**Subject: Mr. Kwanta's recommendation**

Dear *Mr. Kwanta*,

I am writing to you on behalf of your recommendation regarding the reward of the educational benefit. As you are aware, lecturers who hold Master's Degrees are encouraged to pursue advanced training. Those who have worked for the university for at least one year and who have received a positive teaching evaluation may apply for financial support to attend seminars or courses that will improve their professional knowledge and teaching skill.

As demonstrated in the attached spreadsheet, you received a mean rating that exceeded the group mean for 7 out of the 10 items on the evaluation questionnaire. Therefore, you are **approved for the stipend**.

Although you have exceeded the group mean for several of the evaluation questionnaire's items, you should continue to develop progress in the following strands:

- encourage participation and questions from students
- answer students' question in a thorough manner
- availability for consultation outside of class hours

I have attached the data with recommendations for you. Please look this over. If you have any questions, please contact me at 201-867-5309.

Thank you,  
*Mrs. Melissa Welz*  
President of Academic Affairs

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Below is the questionnaire that was given and handed in by your classes.

### 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.

- |  |           |
|--|-----------|
| 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 |

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		3.70	
2	2	3	7	15	32		4.13	
3	3	2	18	20	16		3.85	
4	2	2	13	21	21		4.03	
5	2	2	7	28	20		4.02	
6	2	2	40	10	5		2.81	
7	2	2	11	22	22		3.92	
8	2	6	17	17	17		3.59	
9	3	2	12	24	18		4.32	
10	3	2	15	24	15		3.52	

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

Here are your scores from the previous questionnaire:

	A	B	C	D	E	F	G	H	I	J	
1	DISTRIBUTION OF RESPONSES							MEAN			
2	ITEM NO.	1	2	3	4	5	TOTAL	KWANTA (1)	GROUP (2)	STATUS	
3	1	2	5	10	23	19	229	3.88	3.70	EXCEEDS	
4	2	2	3	7	15	32	249	4.22	4.13	EXCEEDS	
5	3	3	2	18	20	16	221	3.75	3.85	SUBCEEDS	
6	4	2	2	13	21	21	234	3.97	4.03	SUBCEEDS	
7	5	2	2	7	28	20	239	4.05	4.02	EXCEEDS	
8	6	2	2	40	10	5	191	3.24	2.81	EXCEEDS	
9	7	2	2	11	22	22	237	4.02	3.92	EXCEEDS	
10	8	2	6	17	17	17	218	3.69	3.59	EXCEEDS	
11	9	3	2	12	24	18	229	3.88	4.32	SUBCEEDS	
12	10	3	2	15	24	15	223	3.78	3.52	EXCEEDS	

Your three strongest strengths are: preparation, high recommendations from students, and clear understandings of content. You are doing a great job in your teachings. You have a strong core knowledge of the content that you teach. Bravo!

You exceeded in almost all the questions in the survey. However, questions 3,4, and 9 were not exceeded. My recommendations for you are as followed:

- encouraging more discussions in class. Make sure your students are communicating their questions and concerns. Also, you want to ask if there are any questions at the end of each class. This is just in case students forget to ask.
- more involvement in communication via online and in person with your classes. Always post your email and office hours university number in your postings.
- make sure to schedule consultations for communication to your students.

Again, please let me know if you have any questions. We are proud to have you as one of our adjuncts at University of Bangkok in Thailand.

Melissa Welz  
 President of Academic Affairs  
 University of Bangkok  
 Thailand