

To: Instructors Who Taught Courses During the Spring 2004 Term

From: Ira Schwartz
Provost

Subject: Spring 2004 Course and Teaching Evaluations

Date: June 15, 2004

Included in this envelope are the results from the student evaluations for the spring 2004 term for your course. The results are based on those student evaluations that were returned to your college or departmental office by the student volunteer from your course. This envelope contains a summary of the rating data, and a listing of all the comments made by the students in your course to the open-ended questions on the evaluation form. A brief explanation of how to interpret the data is presented below.

Data from a hypothetical course section for Question 1:

		Strongly Agree = 5	Agree = 4	Neutral = 3	Disagree = 2	Strongly Disagree = 1	Not Answered = 0	Mean	SD	Pet'l Rank
ENROLLMENT:	11									
RETURNED FORMS:	10									
1. The instructor clearly explained the educational objectives of this course.	n = 10	(5)	(3)	(2)	(0)	(0)	(0)			
	Section	50%	30%	20%	0%	0%	0%	4.30	0.67	
	Department	34%	36%	24%	4%	2%	0%	3.96	0.75	65
	College	46%	39%	9%	3%	2%	1%	4.25	0.82	53
	Level	41%	37%	13%	6%	2%	1%	4.08	0.78	60
	University	32%	31%	23%	8%	4%	2%	3.81	0.91	70

The data presented above indicate that there were 11 students enrolled in the course, but that only 10 returned the evaluation form. The first line in the table reports the number of students who used each of the possible ratings. Thus, of the 10 students who completed the rating form, 5 indicated that they "Strongly Agree" with the statement that "The instructor clearly explained the educational objectives of this course", 3 indicated that they "Agree" with this statement, and 2 students reported that they are "Neutral". No student used the rating of "Disagree" or "Strongly Disagree". In addition, no student checked "No Answer".

The second line of the table (labeled "Section") presents these same data converted into percentages. Since 5 out of the 10 students used the rating of "Strongly Agree", this is 50% of the ratings. The 3 students who indicated that they "Agree" with the statement represent 30% of

the ratings, and so on. Using a value of 5 for "Strongly Agree," 4 for "Agree," 3 for "Neutral" and so on, the mean (or average) for this course is 4.30. The column labeled "SD" (for Standard Deviation) is an indication of the dispersion of the ratings. Since all of the students rated the course fairly highly, the dispersion of these ratings is small.

The final four lines of the table report the data for different comparison groups. These groups are:

Third line (Department):	All of the courses in the same department as the hypothetical course
Fourth line (College):	All of the courses in the same college as the hypothetical course
Fifth line (Level):	All of the courses, across the University, at the same level (lower division undergraduate, upper division undergraduate, or graduate/professional) as the hypothetical course
Sixth line (University):	All of the courses across the entire University

The final number in the table at the end of lines three through six is a percentile rank that is provided as one way to compare your ratings to these different groups. For example, on the bottom line, the table indicates that for Question 1, the average score for all University courses rated in the sample semester was 3.81. When the average Question 1 scores for all University courses are listed from top to bottom, your average of 4.30 is at the 70th percentile. That is, 70% of all the courses had average scores lower than yours on Question 1, while 30% had averages that were higher. These data are reported for all 14 questions on the evaluation form.

The additional data that are reported (page 1 of your report) were derived from the questions at the top of the student evaluation form. These questions ask the students to indicate what their interest was in the course prior to taking it, what grade they expect to get, whether the course was required or elected, and the number of hours spent preparing for the course. As before, comparison data are provided.

You should also note that data are not reported for any course in which the enrollment is less than seven. This decision was made to ensure that anonymity is maintained for students whose identity might be determined in courses with limited enrollment.

If you have suggestions about the way the form is structured or about the way the data are reported, please send your suggestions to me. Thank you for your participation.