## Course Evaluation Analysis Guidelines

### Describe & Determine

#### Describe Course Context
- Student demographics and learning needs
- Curricular factors (requirements, TA support)
- Time, location, format
- Changes you've made
- Evaluation response rate

#### Determine Purpose of Analysis
- Audience (e.g., self, merit case)
- Your beliefs about teaching and learning.
- What do you care most about learning from the analysis?
- What evaluation questions are you most interested in analyzing?

### Analyze Scalar Responses

#### Variation of Score from Norms
10% - likely normal
20% - should explore
30% - must explore

- Identify questions with most and least favorable ratings.
- Consider in “absolute” terms (% Strongly agree, Agree...)
- Compare your scores with norms.
- How is the course similar/different to norm group?

### Analyze Open-Ended Responses

- Categorize and tally comments as you read.
- Separate superficial positive and negative comments.
- Consider important nuances and outliers (e.g., inclusivity).
- Combine similar categories.
- Look for themes.

### Compare Findings

Look for trends in current quarter and over time. Graph responses, where useful.

- What evidence support the analysis? (e.g., coursework, lesson plans)
- What is (not) working? Why?
- What will you change? How?
- Where can you get help?