DATA PROCESSING

The Committee on Instruction recommends the following practices for data processing.

1. For items 6-24, the following values should be assigned to the corresponding responses:
	* 1. SA=5
		2. A=4
		3. N=3
		4. D=2
		5. SD=1
		6. NA= no numerical value (***NOT zero***)
2. For items 6-24, 28-29, the results report should present both
	1. The frequency distribution of responses across all 6 categories, and
	2. The mean score for each item (as currently done, mean for each class on the class reports and mean across classes for the semester report, assigning values of 5-1 for response items)
3. When processing the mean score for items 6-24, “N/A” responses should be treated as missing data, and excluded from any mean calculations (i.e., the mean score will lie on the range of 5-1).
4. For items 30 & 31, the results should be reported as frequency distribution of responses across all categories. There are no numerical values for these items, and no mean calculations.
5. For items 32-33, the results should be reported as frequency distribution across all categories and means.
6. For item 34, convert letter grade responses to their equivalents on a 4.0 scale and report distribution frequencies and a mean. Response correlations should be as follows:

A+, A, A-: 4; B+, B, B-: 3; C+, C, C-: 2; D+/D: 1; F: 0

1. Report to instructors a mean score for items 6-24. This will be the calculated measure of “teaching effectiveness.” Instructors should be told to compare this calculated score to the reported mean for item 28, using item 28 as a control.