



MEMORANDUM

TO: Jin Kwanta

FROM: Stephanie Talalai

DATE: August 13, 2015

SUBJECT: PROFESSIONAL DEVELOPMENT STIPEND

The Academic Committee of the Communications Arts Department has received your application for the Lecturer Development Program. After reviewing the results of the Teaching Effectiveness Questionnaire administered to 59 of your students at the end of this term, it has been determined that you have received a mean rating that exceeds the department mean on seven of the ten items.

Distribution of Responses

Item No.	1 Strongly disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly agree	Total Responses	Mr. Kwanta Mean	Department Mean	Difference
1	2	5	10	23	19	59	3.88	3.70	0.18
2	2	3	7	15	32	59	4.22	4.13	0.09
3	3	2	18	20	16	59	3.74	3.85	-0.11
4	2	2	13	21	21	59	3.96	4.03	-0.07
5	2	2	7	28	20	59	4.05	4.02	0.03
6	2	2	40	10	5	59	3.23	2.81	0.42
7	2	2	11	22	22	59	4.01	3.92	0.09
8	2	6	17	17	17	59	3.69	3.59	0.10
9	3	2	12	24	18	59	3.88	4.32	-0.44
10	3	2	15	24	15	59	3.77	3.52	0.25

Based on these results, you have been automatically approved to receive the professional development stipend to attend seminars or courses designed to improve your professional knowledge and teaching skills.

c: D. Chayo



MEMORANDUM

TO: Jin Kwanta
FROM: Stephanie Talalai
DATE: August 13, 2015
SUBJECT: TEACHING EFFECTIVENESS QUESTIONNAIRE RESULTS

Congratulations on being awarded our professional development stipend.

Below are the results of your Teaching Effectiveness Survey. Your mean score was tabulated based on the responses of 59 of your students.

	Mean Score	
	Kwanta	Group
1. I had a clear understanding of what I was expected to learn.	3.88	3.70
2. The course syllabus clearly stated what was required in the course.	4.22	4.13
3. The instructor encouraged participation and questions from students.	<u>3.75</u>	3.85
4. The instructor answered students' question in a thorough manner.	<u>3.97</u>	4.03
5. Course material was presented in an understandable manner.	4.05	4.02
6. The instructor appeared well prepared for each class.	3.24	2.81
7. Considering the nature of the material, the instructor made the class interesting.	4.02	3.92
8. The instructor returned graded tests and homework within a reasonable time.	3.69	3.59
9. The instructor was available for consultation outside of class hours.	<u>3.88</u>	4.32
10. I would recommend this course and instructor to another student.	3.78	3.52

Based on your scores, it is evident that your students had a clear understanding of the syllabus and class expectations. You were prepared for class and presented course material in a manner that was not only understandable but stimulating. You were well prepared for class and graded assignments in a reasonable time frame.

Areas that need improvement include: encouraging participation and questions from your students, thoroughly answering student questions and making yourself available to students outside of class hours. It is recommended that you meet with a member of the Communication Arts Department Academic Committee to discuss ways to improve these areas.