

Course Evaluation Questionnaire (CEQ) Guide for Interpreting the Aggregate Summary Report

This is a guide to interpreting and understanding the results presented in the attached aggregate summary report for the Memorial Course Evaluation Questionnaire (CEQ). If you require further assistance please contact the Centre for Institutional Analysis and Planning at 737-4016.

Notes on Aggregate Reports:

1. Only those courses and course sections which are normally CEQ eligible are included in the aggregate summary. Team taught courses, Continuing Education courses, graduate courses, or courses with enrollment less than 10 are **excluded**.
2. An aggregate summary report has been prepared for all courses and course sections across the university, as well as for all courses and course sections within each academic unit. The aggregate summary report for all courses and course sections across the university also includes a table entitled "Percentile Distribution of Means".

PAGE ONE

The three tables on Page 1 show a summary of the responses to Questions 1 to 10 for all courses and course sections.

- **The first table summarizes the number of respondents (N), average response value (Mean), and standard deviation (Std. Deviation) for Questions 1 to 8.**

N: indicates the number of courses and course sections that were included in the summary.

Mean: the average of all the individual means that were obtained for Questions 1 to 8 from each course section. This value is calculated as follows: The individual summary reports that each instructor receives for his/her courses and course sections includes a table of "Descriptive Statistics" (page 2) which shows the mean or average of the responses that students gave for each question. For every question item (Questions 1 to 8), all the means that were calculated for each course section have been added together, and divided by the total number of courses and course sections that participated in the CEQ. The result is an overall average for each question based on all the courses that participated in the CEQ.

Standard Deviation: a measure of dispersion around the mean (e.g. how widely spread the individual means are in relation to the overall mean value).

- **The second and third tables summarize the number of respondents (N) and the mean frequency of the response options for Questions 9 and 10.**

N: indicates the number of courses and course sections that were included in the summary.

Mean Frequency (%): this is an average of the frequency that each response option was selected, across all courses and course sections that participated in the CEQ. This value is calculated as follows: The individual summary reports that each instructor receives for his/her courses and course sections includes a table of "Frequency of Responses" for Question 9 and for Question 10 (page 1), which shows the proportion of students who chose each response option available for these questions. An average of these individual proportions, from each course section, has been calculated to give an overall average frequency for each response option based on all the courses that participated in the CEQ.

PAGE TWO

The aggregate summary report for all courses and course sections across the university contains a second table on Page 2, entitled "Percentile Distribution of Means".

- For each question item (Questions 1 to 8), the mean or average values that were obtained from each course section are put in rank order from lowest to highest. This overall group of means is then separated into 10 equal groups. What this table shows is the mean value that is associated with each of the 10 percentile cut points (deciles) for each question item. From this, an instructor can compare his/her individual mean for an item with the mean values of all other courses and course sections at the university for this item, in terms of percentile ranking,

Example: An instructor reviews the individual report for her course section, and learns that for Question 1 her course was given an average rating of 4.5000. Referring to the table of "Percentile Distribution of Means", she finds that for Question 1 a score of 4.4206 is at the 70th percentile and a score of 4.5333 is at the 80th percentile. The score for her course falls between these two cut points, so it is between the 70th and 80th percentile. This tells her that 70 percent of all courses and course sections participating in the CEQ that semester received a rating lower than the rating her course received for Question 1.

For Questions 9 and 10, the responses to these questions were not made on a numerical scale and therefore calculation of a mean and a subsequent ranking of these values is not relevant.