

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

This is a guide to interpreting and understanding the results presented in the course summary report of the Memorial Course Evaluation Questionnaire (CEQ). If you require further assistance please contact the Centre for Institutional Analysis and Planning at 864-4016.

### Report Header

The semester will be shown in the report header at the top of the page (e.g., Course Evaluation Questionnaire for: 2013-2014 Fall).

### Course Section Information

All course information is listed at the top of the page under the report header. The following is a description of each item.

<b>Crse:</b>	The unit name, course number, course section and five-digit Course Reference Number (CRN). If a course is cross listed, then the department of record will show first followed by CL (Cross Listed) and a list of the cross listed courses.
<b>Dept:</b>	The name of the academic unit for the course.
<b>Crse Enrolment:</b>	The end of semester enrolment for the course according to the Banner system.
<b># of Respondents:</b>	The number of students who completed the Course Evaluation Questionnaire.
<b>Response Rate:</b>	A percentage which shows the number of students who responded to the CEQ divided by the number of people enrolled in the course section.
<b>PTrm:</b>	The part of term code for the semester (1 = Full term Fall, Winter or Spring; 2 = Intersession; 3 = Summer session; any other letter/number code signifies a session with unique start and end dates).
<b>Name:</b>	The name of the instructor responsible for teaching the course.
<b>Campus:</b>	The number or letter indicates the campus where the course was taught (1 = St. John's campus; 4 = Grenfell Campus; 8 = Harlow Campus; D = Labrador Institute; O = Other; S = Institut Frecker; X = Distance Education).
<b>Level:</b>	The number indicates whether the course is at the undergraduate or graduate level (01 = undergraduate; 02 = graduate).
<b>Important Notes:</b>	Cautionary notes (if any) related to the course section and its CEQ summary report interpretation are indicated here.

## Results

Results are shown in tabular form for each question item on the CEQ. The following is a description of each column.

<b>Questions:</b>	Each question on the CEQ is listed in this column with one question per row.
<b>N:</b>	The number of students who responded to each question.
<b>Percentages of Total Number of Respondents:</b>	The percentage of respondents who selected each response category. These percentages represent the number of students who selected each response option, divided by the total number of students who responded to that question.
<b>Labels:</b>	The row of labels under “Percentages of Total Number of Respondents” shows the response categories that students could choose from for each question.
<b>Percentages of Total Number of Respondents for Questions 1 to 6 and 8 to 13:</b>	Students indicated how strongly they agreed or disagreed with each statement, using a five point scale with the following labels: 1 = Strongly disagree; 2 = Disagree; 3 = Neither agree nor disagree; 4 = Agree; 5 = Strongly agree. A sixth option, 6 = Don’t know, was available for students who did not have an opinion; responses in this category were not included in the data summary. Missing values were also not included in the summary to give a valid percent of those students that had an opinion. The percentages in each row add up to 100%, indicating the full population of those who gave a response.
<b>Percentages of Total Number of Respondents for Question 7:</b>	Students were asked to rank the overall quality of instruction on a five-point scale with the labels 1 = Poor and 5 = Excellent. Missing values are excluded from the summary; the percentages in each row add up to 100%, indicating the full population of those who gave a response.

## Course/Section Average

The average of all the responses to the question for the particular course. Each response value is added together and divided by the number of respondents (N) for that question.

## Aggregate Averages

The average of individual course averages that were obtained for each question from each CEQ-mandated course section. The aggregate averages are specific to campus and level, and are broken down into three parts:

<b>1. Departments, applicable to the Faculties of Arts and Science only (Dept):</b>	The average of all individual course averages within a department (e.g. English) that were obtained for each question from each CEQ-mandated course section. This value is calculated as follows: the individual summary reports that each instructor receives for his/her courses and course sections include a course average of the responses that students gave for each question. For every question item, all the averages within a department that were calculated for each course section have been added together, and divided by the total number of courses and course sections within that department that participated in the CEQ. The result is an overall average for each question based on the courses in a specific department that participated in the CEQ.
---	--

**2. Faculties/  
Schools/  
Divisions  
(Fac/Sch/Div):**

The average of all individual course averages within a Faculty (e.g. Arts), School (e.g. Social Work) or Division (e.g. Social Sciences at Grenfell Campus) that were obtained for each question from each CEQ-mandated course section. This value is calculated as follows: the individual summary reports that each instructor receives for his/her courses and course sections include a course average of the responses that students gave for each question. For every question item, all the averages within a Faculty, School or Division that were calculated for each course section have been added together, and divided by the total number of courses and course sections within a Faculty, School or Division that participated in the CEQ. The result is an overall average for each question based on the courses within a specific Faculty, School or Division that participated in the CEQ.

**3. Overall  
Campus  
(Overall):**

The average of all individual course averages that were obtained for each question from each CEQ-mandated 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 course average of the responses that students gave for each question. For every question item, all the averages 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 for that campus and level.

**Notes on Aggregate Averages:**

1. Only those courses and course sections which are normally CEQ-mandated are included in the aggregate summary. Team taught courses, modularized courses, non-credit courses, and courses with enrolment less than 5 are **excluded**.
2. An Aggregate Average column (i.e. Department, Faculty/School/Division and Overall) is only reported when there are 10 or more CEQ-mandated courses that were evaluated using the CEQ. For example, if there were only 9 CEQ-mandated courses who participated in the CEQ for English, there would be no aggregate averages reported under Department.
3. Aggregate averages are calculated separately for each level and campus combination for which the appropriate number of CEQ-mandated courses exists for that semester.
4. Aggregate averages are only calculated for the core CEQ question items 1 through 13 (excluding questions 8 and 9), and are not calculated for Instructor Provided Questions (IPQs).

### **Instructor Provided Questions (if applicable)**

Some instructors may provide their students with extra questions for the Instructor Provided Questions (IPQ) section, listed as questions 16 through 26 on the CEQ form. The summary results for any IPQs are provided in the same format as for the core CEQ items, following immediately after question 13. While the same summary statistics are presented for IPQs as for the core CEQ items, aggregate statistics are not computed for IPQs.

### **Notes**

At the bottom of the summary report are notes pertaining to the interpretation of the report.

### **Written Comments**

Students may provide written comments for core questions 14 and 15 and, if applicable, question 26 (IPQ). Any responses made to these questions are reported separately in the "Comment Report", and will list the question number and all responses made to the question.

## Interpreting the Distribution of Course/Section Averages by Deciles

A table entitled “Distribution of Course/Section Averages by Deciles” is available for each semester, for each campus and level combination, at [www.mun.ca/ceq](http://www.mun.ca/ceq). Again, please note that the table is based on the overall University CEQ-mandated course sections that were evaluated using the CEQ. The table header will indicate the semester, campus and level that the distribution pertains to.

- Questions:** Each question on the CEQ is listed in this column with one question per row.
- N:** The number of CEQ-mandated courses and course sections that participated in the CEQ.
- Deciles:** The comparative data in this table shows the “Course/Section Average” for each item that corresponds to each decile point in the distribution of all course/section averages in a given semester. A decile is one of the 9 points that divide a distribution of ranked scores into 10 equal parts; these 9 points correspond to the 10<sup>th</sup>, 20<sup>th</sup>,...90<sup>th</sup> percentiles. A percentile is one of the 99 points that divide a distribution of ranked scores into 100 equal parts. Thus, the 50<sup>th</sup> percentile is a point in the distribution where 50% of the scores are lower and 50% are higher. From this table, an instructor can compare his/her individual course average for a question with the aggregate values of all other courses/sections at the University.