

GUIDELINES FOR DATA ANALYSIS
Unit Operations Survey
EMU Education Department

Purpose Statement for the Unit Operations Survey:

To measure the overall effectiveness of unit operations and services to determine decisions for making improvements. (The survey is available on page 2).

Aggregate Data Analysis Guidelines:

1. Data analysis will occur after two cycles of data collection, due to small sample size.
2. QUAN: For items that contain two scales (e. quality and importance), display the gap between the 2 scales using a paired t-test. The magnitude of the “meaningful gap” will not be determined until at least 2 iterations of data collection have occurred.
3. QUAL: Strip qualitative identifiers to protect the respondents and EMU employees. Very broad trends will be identified.
4. QUAL: Use *EXCEL* and *ATLAS* for qualitative data analysis to identify emerging themes, collected over a minimum of two years.
5. MIXED: Findings from the QUAN and QUAL analyses will be combined to identify strengths and weaknesses.

Report:

1. Executive summary of quantitative data and qualitative data.
2. Details: rank order, visual displays of QUAN data.
3. Appendix: include a frequency/mean table, a coding chart.

Note: Guidelines were developed, revised, and adopted by the Assessment Committee at November 2011 meeting.

UNIT OPERATIONS SURVEY

We want your feedback! Please let us know how well the Education Department provides services, facilities and procedures that support your learning.

DEMOGRAPHICS

1 Gender:

- ☐ Female
- ☐ Male

2 Are you Hispanic or Latino?

- ☐ Yes
- ☐ No

3 Ethnicity or race:

- ☐ White
- ☐ Black or African American
- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Native Hawaiian or Other Pacific Islander

4 Class level: *

- ☐ FR
- ☐ SO
- ☐ JR
- ☐ SR

5 Are you a transfer student? *

- ☐ Yes
- ☐ No

6 Did you take Exploring Teaching at EMU? *

Only answer this question if answer was 'Yes' at question '5 ' (Are you a transfer student?)

- ☐ Yes
- ☐ No

7 Have you been formally admitted to the Teacher Education program? *

- ☐ Yes
- ☐ No

8 Have you been formally admitted to Student Teaching? *

- ☐ Yes
- ☐ No

9 Majors:

10 Minor(s):

11 Licensure area: *

- ☐ Early/Primary Education (PreK-3)
- ☐ Elementary Education (PreK-6)
- ☐ Special Education (K-12)
- ☐ Secondary Education (6-12)
- ☐ All-Grade Education (PreK-12)

ADVISING EXPERIENCES

12 In your experience at EMU, how many education advisors have you had? *

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ more than 4

13 Please consider the following aspects of your advising experience in the Department of Education and use the drop-down boxes to rate each item according to 1) how well we perform in this area and 2) how important the area is to your success at EMU.

*If you have not yet had a given advising experience, please choose the "Not applicable" (N/A) response in both columns. **

	Rating	Importance
Clarity of written guidelines for admission to Teacher Education Program.		
Clarity of written guidelines for admission to Student Teaching.		
Accuracy of current Education advising in terms of EMU Core requirements.		

	Rating	Importance
Accuracy of current Education advising in terms of program requirements.		
Quality of current Education advising in terms of completing requirements.		
Demonstration of EMU's caring framework in the Education advising process.		
Availability of current Education advisor.		

14 Comments:

ORGANIZATION OF YOUR LEARNING EXPERIENCE

15 Please consider the following aspects of your learning experience and use the drop-down boxes to rate each item according to 1) how well we perform in this area and 2) how important it is to your success at EMU.

*If you have not yet had a given experience, please choose the "Not applicable" (N/A) response in both columns. **

	Rating	Importance
Access to the courses you need.		
Your experience with practicums, in terms of preparing you for student teaching.		
Your overall experience wiith student teaching, in terms of preparing you to enter the teaching profession.		

16 Comments:

SUPPORT

17 Please consider the support services offered by the Department and use the drop-down boxes to rate each item according to 1) how well we perform in this area and 2) how important it is to your success at EMU.

*If you have not used the service, please choose the "Not applicable" (N/A) response in both columns. **

	Rating	Importance
Support for PRAXIS.		
Support for students of diversity.		

	Rating	Importance
Support for field placement.		
Administrative support.		
Overall interactions with faculty for support.		
Computer support.		

18 Comments:

DEPARTMENT OF EDUCATION FACILITIES

19 Please rate the quality of the following Department of Education facilities.

If you have not experienced the facility, please choose the "Not applicable" (N/A) response.

	Very good	Good	Average	Poor	Very poor	N/A
Classrooms	☐	☐	☐	☐	☐	☐
Education computer lab (Campus Center 234)	☐	☐	☐	☐	☐	☐
Library holdings for children's and young adult literature.	☐	☐	☐	☐	☐	☐
Curriculum library	☐	☐	☐	☐	☐	☐

20 Comments:

EVALUATION OF YOUR PERFORMANCE

21 Please consider the following evaluations of your performance and rate each according to 1) how fair you think they were and 2) how accurate you think they were.

Fairness includes difficulty of assignments and tests, consistency in grading, and the opportunity for all students to demonstrate the skills and knowledge being assessed.

Accuracy refers to the alignment of the assessments with the course material and the extent to which the evaluations measure your actual knowledge skills and dispositions. *

	Fairness	Accuracy
Assessments in your Content Area/Liberal Arts courses.		
Assessments in your Education courses.		

Fairness**Accuracy**

Assessments used to measure your Teaching Performance.

Assessments used to measure your Dispositions.

22 Comments:

EMU MODELING

23 Please rate the frequency with which your Education professors modeled appropriate: *

	5 - Almost always	4	3 - Sometimes	2	1 - Almost never
Pedagogy/teaching practices	☐	☐	☐	☐	☐
Classroom assessment techniques	☐	☐	☐	☐	☐
Time management	☐	☐	☐	☐	☐
Classroom organization, management and procedures.	☐	☐	☐	☐	☐
Caring for students	☐	☐	☐	☐	☐
Reflective practice.	☐	☐	☐	☐	☐

24 Comments:

OVERALL EXPERIENCE

25 Please rate the overall quality of your experience with the EMU Education Department . *

- ☐ Very high quality
- ☐ High quality
- ☐ Neutral
- ☐ Low quality
- ☐ Very low quality

26 Comments:

SERVICES AND FACILITIES OUTSIDE OF THE EDUCATION DEPARTMENT

27 Please rate the quality of the following university services and facilities outside the Department of Education.

If you have not experienced the service or facility, please choose the "Not applicable" (N/A) response. *

	Very good	Good	Average	Poor	Very poor	N/A
Intellectual/Spiritual experiences (conferences, chapels, lectures, etc.)	☐	☐	☐	☐	☐	☐
Quality of Hartzler library holdings	☐	☐	☐	☐	☐	☐
Access to the Hartzler library, media materials, and online databases	☐	☐	☐	☐	☐	☐
Computer labs	☐	☐	☐	☐	☐	☐
Access to technologies	☐	☐	☐	☐	☐	☐
Opportunity to interact with diversity (racial, ethnic, cultural, socioeconomic, religious, etc.)	☐	☐	☐	☐	☐	☐
Multicultural Services	☐	☐	☐	☐	☐	☐
Student Disability Support Services	☐	☐	☐	☐	☐	☐
Conflict resolution	☐	☐	☐	☐	☐	☐
Parking	☐	☐	☐	☐	☐	☐
Building accessibility	☐	☐	☐	☐	☐	☐
Financial services/billing	☐	☐	☐	☐	☐	☐
Residential services	☐	☐	☐	☐	☐	☐
Health Services	☐	☐	☐	☐	☐	☐
Career placement services	☐	☐	☐	☐	☐	☐

28 Comments:

ADDITIONAL COMMENTS

29 Describe what you consider to be the strongest element of the Department of Education at EMU in supporting your learning and achievement.

30 Describe one support system that you believe needs the most attention at this point in time. Please include possible solutions or recommendations.

31 Other comments: