TO: Boonsong Chayo

FROM: Martha Osei-Yaw

DATE: August 14, 2014

SUBJECT: Recommendation for the Professional Development Stipend

Thank you for authorizing our department at New Jersey City University to assess the teaching effectiveness of the lecturers that were hired by the Communication Arts Department at the University of Bangkok. It is our understanding that the lecturers that have worked at your university for at least one year and who have received a positive teaching evaluation may apply for a financial stipend to attend seminars that will improve their professional growth. My research team has analyzed the results of the Teaching Effectiveness Questionnaire and we would like to present you with the findings.

Upon analyzing the primary data that was collected, Andayo Kwanta exceeded the group mean on 7 of the 10 items, which automatically entitles him to receive the professional development stipend from your institution.

Furthermore, it is evident that Mr. Kwanta possesses numerous strengths as a lecturer in your department. Mr. Andayo Kwanta’s students reported that the expectations and the course objectives were presented in a clear and accurate manner. He appeared well-prepared for each of the classes and presented the content in an engaging manner. The respondents indicated that prompt feedback was given and that they would recommend this course to another student. All of the abovementioned areas exceeded the group mean for each of the items in survey.

Areas of further growth would include student engagement. The feedback that we received indicated the importance of using a range of effective questioning/prompts and discussion techniques to deepen students’ understanding. The respondents to this survey also describe a need for instructor availability outside of the classroom. It is our understanding that Mr. Kwanta holds a full-time position in another institution which limits his availability on campus. You may want to encourage your lecturer to integrate video conferencing as part of his course which would allow him to advise his students in real time outside of the classroom.

Please let me know if I can be of further assistance on this matter. I can be reached directly at (201) 915-6530 and via email at msosa@njcu.edu.

TO: Andayo Kwanta

FROM: Martha Osei-Yaw

DATE: August 14, 2014

SUBJECT: Professional Development Stipend and Recommendations

Cc: Boonsong Chayo

**Findings**

In the spring of 2014, the graduate students from two of your classes at the University of Bangkok were encouraged to complete the Teaching Effectiveness Questionnaire. Our department at New Jersey City University was authorized to analyze and compile the results. At this time, we would like to share the findings with you. Based upon the response summary, the data indicates that you exceeded the group mean on 7 of the 10 items on the instrument. Achieving this rating will automatically entitle you to receive the professional development stipend from your institution. You should be receiving the funds in early September.

Based upon the findings, the data indicates that your students had a clear expectation of the coursework. The respondents stated that you appeared well-prepared for each of the classes and presented the content in an engaging manner. It was also noted that prompt feedback was given and that your students would recommend this course to others. All of the abovementioned areas exceeded the group mean for each of the items in survey.

We would also like to share with you some of the areas in which you did not meet the group mean on the instrument. Those areas would include student engagement and teacher accessibility. In terms of student engagement, the feedback that we received highlights the importance of using a range of effective questioning/prompts and discussion techniques to deepen students’ understanding.

**Conclusion**

The scope of the questionnaire is limited and does not afford the respondents with the opportunity to elaborate further on their ratings. Overall, the feedback from the study is favorable and there is a general sense that students are satisfied with the quality of the course. There is a need to further explore the effectiveness of student engagement and increase student-teacher contact outside of the classroom.

 **Recommendations**

The Educational Technology Department at NJCU recommends the following to enhance the effectiveness of teaching and learning.

* Incorporate the use of Bloom’s Taxonomy to develop high quality questions and discussion prompts.
* Review the Danielson Framework, which provides a structure that addresses instruction, student engagement, questioning and discussion techniques. This model is research-based and provides practitioners with the necessary support to enhance their skills.
* Utilize open-ended questioning inviting students to think and/or offer multiple possible answers.
* Ensure that explanations are clear, with appropriate scaffolding, and anticipating possible student misconceptions.

It is further recommended that alternatives be explored to provide teacher accessibility to students outside of the traditional class hours. This can be achieved by integrating video conferencing as part of course which will allow students to meet in real time outside of the classroom.

* Skype can be utilized for individual conferences and for group calling videos, as well. The video calls work on a variety of devices and up to ten people can join in on the discussion. This link includes a brief tutorial on how to get started with the call. <http://www.skype.com/en/group-video-call/>
* GoToMeeting is also web conferencing tool that allows users to meet with individuals or small groups. It’s simple and easy to use. You can get started with a free trial. <http://www.gotomeeting.com/online/collaboration/enter>

Please let me know if I can be of further assistance on this matter. I can be reached directly at (201) 915-6530 and via email at msosa@njcu.edu.

**REFERENCES**

Danielsongroup. (2013). The framework. Retrieved from: <http://danielsongroup.org/framework/>

Kuiper, S. (2009). *Contemporary Business Report Writing* (4th ed.). Cincinnati, OH: Cengage Learning.