

Memo



MEMORANDUM

To: Mr. Kwanta

Cc: Dr. Chayo, Chairperson, Academic Committee

From: Barbara Etheredge

Date: August 10, 2025

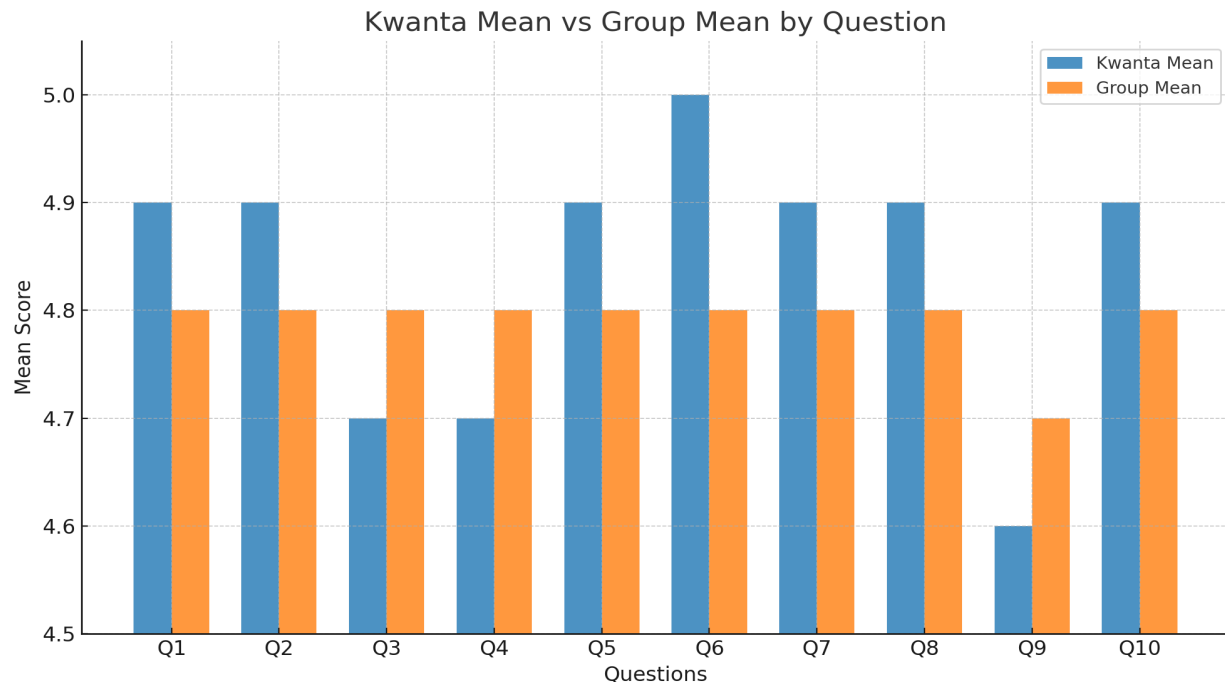
Subject: Evaluation Results and Recommendation for Mr. Kwanta's Educational Benefit Stipend
— Lecturer Development Program Eligibility

Purpose:

This memorandum presents the results of Mr. Kwanta's recent teaching evaluations, compares his performance to group averages, and evaluates his eligibility for the university's Lecturer Development Program stipend. The recommendations herein are based on survey data that reflect his teaching effectiveness.

A. Findings:

<i>Item No.</i>	<i>Question Summary</i>	<i>Kwanta Mean</i>	<i>Group Mean</i>	<i>Above Group Mean?</i>
Q1	Clear understanding of expectations	3.88	3.70	Yes
Q2	The syllabus clearly stated requirements	4.22	4.13	Yes
Q3	Encouraged participation/questions	3.75	3.85	No
Q4	Answered questions thoroughly	3.97	4.03	No
Q5	Material presented understandably	4.05	4.02	Yes
Q6	Appeared well prepared	3.24	2.81	Yes
Q7	Made class interesting	4.02	3.92	Yes
Q8	Returned graded work promptly	3.69	3.59	Yes
Q9	Available for consultation	3.88	4.32	No
Q10	Would recommend the course/instructor	3.78	3.52	Yes



Summary of Evaluation Data:

Mr. Kwanta exceeded the group mean on 7 out of 10 evaluation items. The survey assessed key aspects, including course clarity, student engagement, preparedness, timeliness of grading, and overall student satisfaction.

Critique and Detailed Recommendation Strengths:

- Clear Expectations: Effectively communicates course goals and requirements (Q1, Q2).
- Material Presentation: Presents course content in an understandable and organized manner (Q5)
- Preparedness: Demonstrates thorough preparation for each class session (Q6)
- Engagement: Makes classes interesting and engaging for students (Q7).
- Timely Feedback: Returns graded assignments promptly (Q8).
- Student Recommendations: Receives strong positive feedback and recommendations from students (Q10).

Areas for Improvement:

- Student Participation: Increase strategies to encourage more active student involvement and interactive discussions. (Q3)
- Response Depth: Provide more detailed and comprehensive answers to student questions. (Q4)

- Accessibility: Enhance availability and responsiveness to students outside of scheduled class hours. (Q9)

Conclusion:

Based on the evaluation data, Mr. Kwanta meets the eligibility criteria for automatic approval of the Lecturer Development Program stipend. University policy states that a lecturer who exceeds the group mean on at least 7 of 10 items is automatically approved for the stipend. Mr. Kwanta's scores demonstrate strong performance in course clarity, engagement, preparedness, prompt grading, and overall student recommendation.

B. Recommendations:

It is recommended that Mr. Kwanta submit a stipend application to attend a seminar or course that aligns with his professional goals. He should continue to maintain his strengths in course organization, clarity, and responsiveness to students. To further enhance future teaching evaluations and improve the overall learning experience, targeted improvements are advised in three key areas: student participation, response depth, and accessibility.

Closing:

By maintaining his current strengths while addressing these areas, Mr. Kwanta will be well-positioned to elevate the overall educational experience and increase student satisfaction. Please contact me if you require further information or clarification.

Sincerely,

Barbara Etheredge

Academic Committee