Qualitative Data Analysis Schedule Fall 2015 – Spring 2016

Fall 2015

1st Meeting 9/21/15:
- Make a first pass at creating Coded Transcripts by applying emic and etic codes.
- Create Individual Code Keys

2nd Meeting 10/5/15:
- Combine code keys into Master Code Key
- (Re)Code additional transcripts using Master Code Key

3rd Meeting 10/26/15:
- Discuss how the analytic memos can be used to generate focus group questions.
- Create 1st Analytic Memo, consisting of the Analytic Question, Codes used in Search, and Data Dump

4th Meeting 11/16/15:
- Review Analytic Memos, and discuss how to organize the Data Dump and identify emerging themes, and create Overview at a Glance
- Share Analytic Memos in subgroups and identify possible topics for 2nd Analytic Memo

5th Meeting 12/7/15:
- Share Polished Analytic Memos and Focus Group Questions
- Discuss the Focus Group Guide
- Co-chairs will finalize Focus Group Guides

Spring 2016 Team Goals

- Conduct Focus Groups for WC Tutors and QR Faculty
  - Use Focus Group data to generate recommendations for Administration
- WC Subgroup – repeat Qualitative Analysis Process with WC Instructor Feedback Forms
  - Hold WC Faculty Focus Groups late Spring semester
- Form new subgroup to begin working on a new Competency Area
  - Create/formalize rubric
  - Work with faculty to create common course assessments mapped to the rubric