

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