Expected Outcomes

- Participants will be able to carry out preliminary thematic analysis of open-ended responses from questionnaires through the following process:
  - Coding
  - Label each response with a coding category
  - Do sub-coding or super-coding
  - Identify the patterns and trends
  - Summarize the finding
Steps to take

1. Read the responses carefully
2. Develop coding categories:
   - People: presenters, organizers, fellow participants
   - Perspective: presenters are knowledgeable, organizers coordinated well, the workshop is useful
   - Activities: the assessment workshop, the facilitation practice
   - Processes: the process of registration
   - Relationship and social structure: building support system among faculty
3. Label each response with one or more coding categories
4. Look at what you have and do sub-coding or super-coding
   - sub-coding: breaking down one theme into smaller categories
   - Super-coding: cluster multiple themes into one category
Principles of Coding

- Comprehensive: codes should cover all the responses
- Mutually exclusive: codes should be conceptually separate from each other

Write up the analysis

- Words for describing the trends:
  - more than half of the respondents spoke about [XXX]. The most prevalent themes raised included X, Y, and Z. The following comments from respondents are some examples that illustrate this point:...
  - XXX was another common theme emerged/raised by ...
  - A few respondents reported XXX as their beneficial learning experience.