



Expected Outcomes

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

Steps to take

1. Read the responses carefully
2. Develop coding categories:
 - o People: presenters, organizers, fellow participants
 - o Perspective: presenters are knowledgeable, organizers coordinated well, the workshop is useful
 - o Activities: the assessment workshop, the facilitation practice
 - o Processes: the process of registration
 - o 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 them 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.