

Coding Guide for Interview Transcripts

Hi all,

I am not sure what instruction you received from Kris regarding transcript coding so if any of this conflicts, we can discuss.

1. The goal of coding is to identify themes (or ideas) within each respondent's transcript and across the entire sample that explain, exemplify or help us better understand the respondent's perspectives on climate planning. To do this, we will identify excerpts from each transcript that serve as examples.
2. From our conversation on Wednesday, it seems like the following themes are emerging:
 - a. Funding / Money
 - b. Politics
 - c. Student / stakeholder engagement (collaboration / partnerships)
 - d. Accountability / Oversight
 - e. Priorities

From the 'Buckets' document:

- 1) Does the CAP include information on creating a baseline?
- 2) By what measure is success tracked and reported?
- 3) Does the CAP set goals, strategies, or action items for implementation?
- 4) How is the CAP funded?
- 5) How did the CAP inform/engage stakeholders?
- 6) Does the CAP mention gaps in data, uncertainties, or other challenges encountered

As such, it seems appropriate that we design our data analysis and report writing based on the following 9 themes:

1. Baseline Data
2. Measuring success
3. Implementation
4. Funding
5. Student / Stakeholder engagement (collaboration / partnerships)
6. Data gaps
7. Politics
8. Accountability / Oversight
9. Priorities

3. If these themes above seem appropriate/ acceptable, I will suggest we create the following color-coding in the transcripts. Let me suggest the following:

1. Baseline Data
2. Measuring success
3. Implementation
4. Funding
5. Student / stakeholder engagement (collaboration / partnerships)
6. Data Gaps
7. Politics
8. Accountability / Oversight
9. Priorities

4. It is important to be open to new themes (not on our list above) and identify those as such. To the greatest extent possible, I use the respondent's own words when I create a theme to not mischaracterize what the respondent is saying. Also, there will be overlap so that for example, someone may discuss funding and politics so it is up to us to decide if it is primarily coded under 'Funding' or 'Politics' or both.
5. When you read the transcript and come across text that seems to focus on 'Funding', you will highlight that text in **Fuchsia**, and you can add a note using the Comments function with any explanation you might think is necessary. It is ok to disagree with someone else's coding so please add a Comment as to why you think that text should be categorized differently.
6. For the final report, you will cut and paste excerpts from the transcript into the report. The transcripts are the dataset (n=9) and the excerpts are select data that provide evidence of that theme. For our report, we can have 9 parts to the Results / Discussion section, and each part will contain the transcript excerpts and a short paragraph discussing the particular code (i.e. Funding) and how it relates to the planning documents and the sample.

This is a super condensed summary of what could be an entire seminar on qualitative data analysis but it should be enough to get us across the finish line.