

# WHAT'S DA HAPS?

HU Institutional Research and Assessment  
Issue 1: Fall 2019

## WHO IS IRA?

We are a team that works under the Office of the Provost. The Institutional Research division works to clean and report consistent and accurate data to inform university leadership decisions. The Assessment division works to collect survey information and support program assessment in order to facilitate campus wide and program improvement.



## WHERE IS IRA?



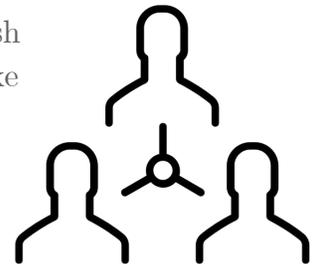
We are located in Miner Hall Suite 111. Come visit us to talk more about what our office does and how we can help you!

Miner Hall is one of the oldest buildings on Howard's campus. Once the Miner Normal School and Miner Teachers College, and the history of teaching young Black men and women is still alive and well within its walls.

## IRA FOR STUDENTS

IRA administers surveys across Howard University and consults with programs who wish to send a survey (including student organizations like HUSA). In addition to surveys like the Graduate Student Exit Survey (GSES) and the alumni survey, IRA also conducts Course Evaluations for most colleges and schools on campus.

IRA also reviews survey submissions in order to advise on changes and plans for the future. Students are also involved in IRA as student workers and are welcome to attend workshops posted on the IRA website. The department's mission is to better the University. We carry out our mission through research and planning, and applying empirical skills to inform attainable change.



**Course Eval: Deadline December 2nd**

**GSES: Deadline December 15th**

# LET'S BE SMART!

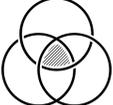
Assessment isn't just for faculty and staff, students can use assessment techniques to make goals, measure progress toward goals, and make improvements based on these measures.

1. Find your BIG picture (Lifetime goals).
  - a. Ask yourself: What mark do you want to leave on the world? If someone was going to write your obituary, what would they say? What do you want to be known for?
2. Make time for Research.
  - a. Look for others that have done the same or something like your goal. How did they get there? What did they do?
3. Create milestones for your lifetime goal.
  - a. Milestones are just what they sound like. They are middle of the road goals that will get you to your Lifetime goal.
  - b. You should make 4-6 milestones for yourself.
4. Create SMART goals to reach your milestones.
5. Continually Review and Assess your goals!
  - a. Ask: Is this the right path for me? Am I on track?
  - b. If things do not go as planned, how do you adapt to still reach your next milestone?
6. Plan for how you will reach your SMART goals. Create a support system to take each step together.

**S** Specific  


**M** Measurable  


**A** Attainable  


**R** Relevant  


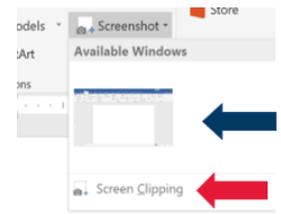
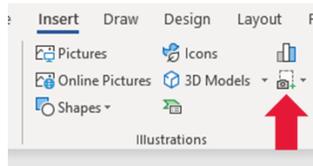
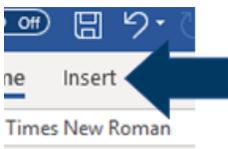
**T** Time-Bound  


**Visit: [ira.howard.edu](http://ira.howard.edu) for a template.**

## TECH TIPS!

Each issue of "What's DA Haps?" will include a friendly Tech Tip that may help you with your homework or class projects.

This issue's Tech Tip is how to take and insert a screenshot from your computer into a Word Document using Word.



- Step 1: Open a Word document (W1) that you would like to place the screenshots.
- Step 2: Open what you would like to screenshot in a separate window.
- Step 3: Click "Insert" in W1
- Step 4: Click the screenshot icon in W1
- Step 5: Choose whether you would like the entire window or use the specific tool.
- Step 6: The screenshot will appear in W1