Office of Institutional Research and Assessment Calendar

Spring 2022

This calendar serves to inform the Howard community of dates relevant to assessment, course evaluations, and institution-wide surveys. Reminders for each of these events will be sent via email to appropriate parties, but the calendar serves as a single source of information for this data.

February 1, 2022	All academic units will receive a reminder about their Howard Annual Assessment Plan. *Chairs should remind faculty whose courses are implicated in the assessment plan that results will be due at the end of May.*
February 7, 2022	Course enrollment and instructor data will be pulled for course evaluations.
February 14, 2022	Deans will receive instructor lists for all classes to be edited or approved by Chairs. *Chairs should follow sent instructions to remove courses that are not offered, add courses that are not shown, and review/edit the instructors for each course.*
March 14, 2022	Edited instructor lists are due. Data will be corrected in the course evaluation system. *Edited lists should be sent back as a College or School. Chairs should coordinate with their Deans as appropriate.*
March 25, 2022	Communication regarding the Graduating Student Exit Survey will be sent to Deans and Chairs with language that can be sent to students, *Deans and Chairs should forward reminders on to their students to maximize response rate.*
March 29, 2022	Communication regarding course evaluations will be sent to Deans, Chairs, faculty, and students. *Final instructor or course adjustments will made as necessary.*
April 1, 2022	Graduating Student Exit Survey and Alumni survey are opened.

April 5, 2022	Course evaluations are opened. OUC communication about course evaluations and GSES will be sent. *Deans and Chairs should remind instructors of record to encourage engagement with the course evaluation platform. Evaluations can be accessed through email or Blackboard.*
April 19, 2022	OUC communication regarding the closing of course evaluations will be sent.
April 26, 2022	Course evaluations are closed.
April 27, 2022	Final examinations begin.
May 1, 2022	Chairs are reminded of the Howard Annual Assessment reports due at the end of the month (results and actions). Chairs will also be asked to edit their Provost Annual Report in the Planning and Self-Study. *Chairs should gather assessment results from faculty before or just after the semester has officially ended.*
May 4, 2022	Spring semester ends.
May 16, 2022	Course evaluation reports are available to instructors. *
May 31, 2022	Howard Annual Assessment Reports due for all academic units (results and actions). These should be submitted directly into the Planning and Self-Study System. GSES and Alumni Surveys are closed. *Chairs should submit these directly into the Planning and Self-Study System.*
June 15, 2022	IR Academic Profiles made available to all academic units.
June 30, 2022	Provost Annual Reports are due for all academic units (results and actions). *Chairs should submit these directly into the Planning and Self-Study System.*

*Course evaluations will be made available to instructors and administrators after all final grades have been submitted. This will delay some graduate and professional programs with different grade submission policies.