

Office of Institutional Research and Assessment Calendar

Fall 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.

August 22, 2022	Fall semester begins.
August 29, 2022	All units will receive a reminder about their Howard Annual Assessment Plan. Academic chairs should remind faculty whose courses are implicated in the assessment plan that results will be due in October.
September 7, 2022	WORKSHOP: Intro to HAAP
September 13, 2022	WORKSHOP: Developing and aligning LOs-Britt
September 19, 2022	Planning & Self Study platform opens for 2022-2023 HAAP plans
October 7, 2022	Course enrollment and instructor data will be pulled for course evaluations.
October 12, 2022	WORKSHOP: Proactive Assessment Planning
October 13, 2022	HAC meeting
October 14, 2022	Deans will receive instructor lists for all classes to be edited or approved by Chairs. <i>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.</i>
October 21, 2022	All academic and administrative assessment plans are due for HAAP.
October 24, 2022	Communication regarding the Graduating Student Exit Survey will be sent to Deans and Chairs with language that can be sent to students, <i>Deans and Chairs should forward reminders on to their students to maximize response rate.</i>
October 31, 2022	Graduating Student Exit Survey is opened.
November 4, 2022	Edited instructor lists are due. Data will be corrected in the course evaluation system. <i>Edited lists should be sent back as a College or School. Chairs should coordinate with their Deans as appropriate.</i>

November 8, 2022	Communication regarding course evaluations will be sent to Deans, Chairs, faculty, and students. <i>Final instructor or course adjustments will be made as necessary.</i>
November 16, 2022	WORKSHOP: Exploring Equity in HBCU Assessment
November 18, 2022	Course evaluations are opened. OUC communication about course evaluations and GSES will be sent. <i>Deans and Chairs should remind instructors of record to encourage engagement with the course evaluation platform. Evaluations can be accessed through email or Blackboard.</i>
November 28, 2022	OUC communication regarding the closing of course evaluations will be sent.
December 4, 2022	Course evaluations are closed.
December 5, 2022	Final examinations begin.
December 13, 2022	Fall semester ends.
December 14, 2022	GSES is closed.
December 19, 2022	Course evaluation reports are available to instructors. *

*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.