

Office of Institutional Research and Assessment
Assessment Calendar
Fall 2023

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.

Monday, August 21, 2023	<i>Fall semester begins.</i>
Friday, August 25, 2023	All units will receive a reminder about their Howard Annual Assessment Plan (HAAP)
Friday, September 1, 2023	Any updates to 2023-2024 HAAP Outcomes and Measures due.
Thursday, September 21, 2023	WORKSHOP: "Academic Integrity and Assessment" by Dr. Morris Thomas (2pm-3pm). Click here to register for the Zoom event.
Wednesday, October 11, 2023	WORKSHOP: "Establishing a Meaningful Mission" by Dr. Daphne Bernard (11am-12:30pm). Click here to register for the Zoom event.
Friday, October 13, 2023	Howard Interdisciplinary Evaluation and Assessment (IDEAS) meeting.
Thursday, November 2, 2023	WORKSHOP: "Assessment & Accreditation" by Dr. Daphne Bernard (12pm-1:30pm). Click here to register for the Zoom event.
Friday, November 10, 2023	Total Withdrawal Date.
Tuesday, November 14, 2023	WORKSHOP: "General Education at Howard: Past, Present, and Future" by Dr. Kenneth Anderson (11am-12pm). Click here to register for the Zoom event.
Friday, November 17, 2023	Course evaluations are opened. <i>OUC communication about course evaluations will be sent.</i> <ul style="list-style-type: none"> • <i>Deans and Chairs should remind course instructors of record to log on to the course evaluation platform (Watermark CE&S) and ensure all instructor information is correct.</i> • Instructors should notify their Dean/Chair of any errors on CE&S. • <i>Evaluations can be accessed through email or Canvas. Instructors should encourage their students to complete course evaluations.</i>
Monday, November 27, 2023	Graduating Student Exit Survey (GSES) is opened. <i>OUC communication about GSES will be sent.</i>
Tuesday, November 28, 2023	<i>OUC communication regarding the closing of course evaluations will be sent.</i>
Sunday, December 3, 2023	Course evaluations are closed.
Wednesday, December 6, 2023	<i>Final examinations begin.</i>
Saturday, December 16, 2023	<i>Fall semester ends.</i>
Friday, December 22, 2023	Course evaluation reports are available to instructors. *
Sunday, December 31, 2023	GSES is closed.

***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. Non-traditional academic programs' course evaluation timeline differs based on individual academic calendars.

Please note: As of the close of the fall 2022 semester, **the Office of Institutional Research & Assessment is no longer able to verify course and instructor information** for the course evaluation process. Course and instructor information must be correct in Banner and Canvas *prior to the **Total Withdrawal Date*** of each semester. Deans and chairs can assist instructors in making necessary corrections.

Beginning Spring 2023, any courses or instructors not properly assigned in Banner and/or Canvas will not properly render in the course evaluation platform and risk not receiving evaluations.