Academic Program Coordinator Instructions

Go to https://york.cuny.edu/yams and login using your York College Network Account Credentials

Click **AAC**

Select your program – you will then see the following screen:

At this time, you can work on Mission, Goals, and Assessment Plans:

Mission

- **Edit the Mission** by clicking on **Edit** on the left menu or the **Pencil Icon** below the mission. If changes are made, click **Save**, if no change is made, click **Cancel**

Goal

- **Edit a Goal** by clicking on the **Pencil Icon** next to the goal. If changes are made, click **Save**, if no change is made, click **Cancel**

- **Delete a goal** by clicking on the **trash icon** next to the goal. You can **delete** the goal, move it to the **recycling bin** or **cancel**
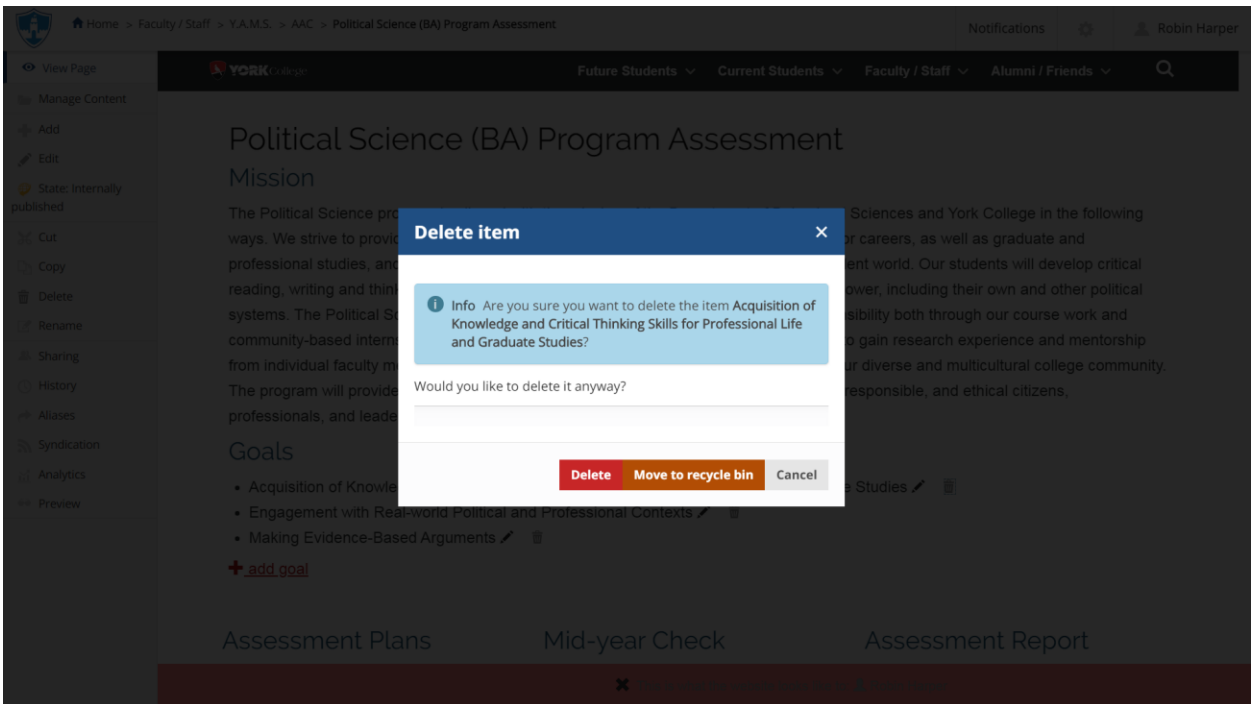
- **Add a new goal** by clicking on the **+ add goal** below the goals. If changes are made, click **Save**, if no change is made, click **Cancel**
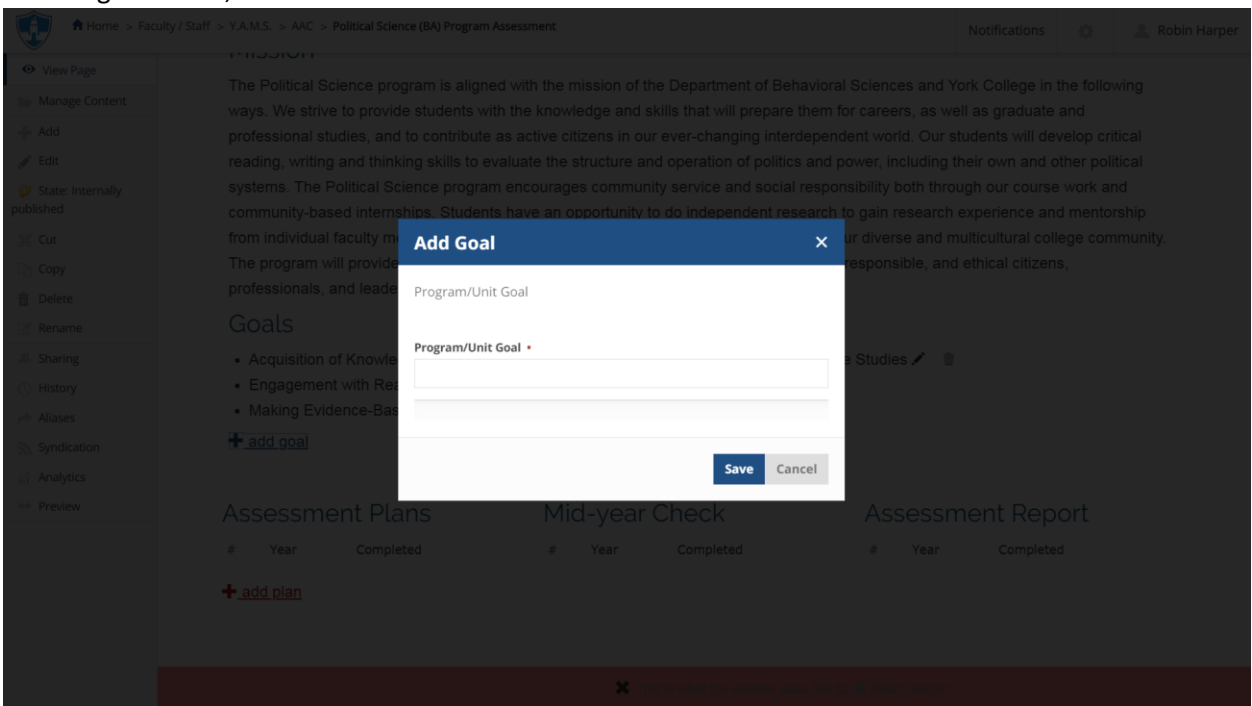
Assessment Plan

- Scroll down to **Assessment Plan**
- **Add a New Plan** by clicking on the **+ Add Plan**
  - ➢ Select the **Assessment Year**, search and select **Department Chair**, search and select **Department Assessment Coordinator**, search and select **Program Coordinator**.

If changes are made, click **Save**, if no change is made, click **Cancel**

➢ Click on the Y**ear** (e.g. 2023-2024)of the newly created **Plan** to begin entering the information

➢ Scroll down to **Assessment Plan** and click on **Add Expected Outcome**, complete the form and click **Save** or **Cancel**.

Repeat as needed for each Outcome

➢ Scroll down to **Rationale for the Plan** and click **Add Plan Rationale**, complete the form and click **Save** or **Cancel**

Repeat as needed for each Outcome

➢ Scroll down to **Data Collection and Evaluation** and click **Add Data Collection and Evaluation Info**, complete the form and click **Save** or **Cancel**
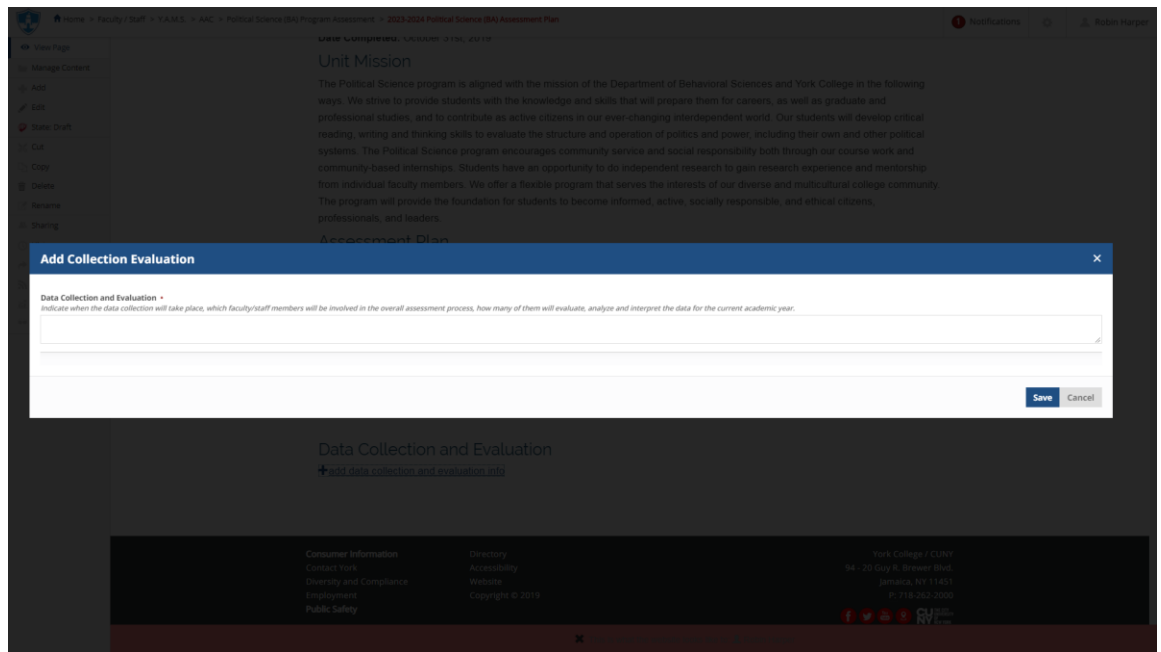
Repeat as needed for each Outcome

➢ Review the completed plan

➢ **Submit**: If the plan is ready to be submitted to the department assessment coordinator, click on the **State:Draft** button on the left side menu. Under change state, select **Submit to dept. assessment coordinator** then click **Change** button on the lower right.

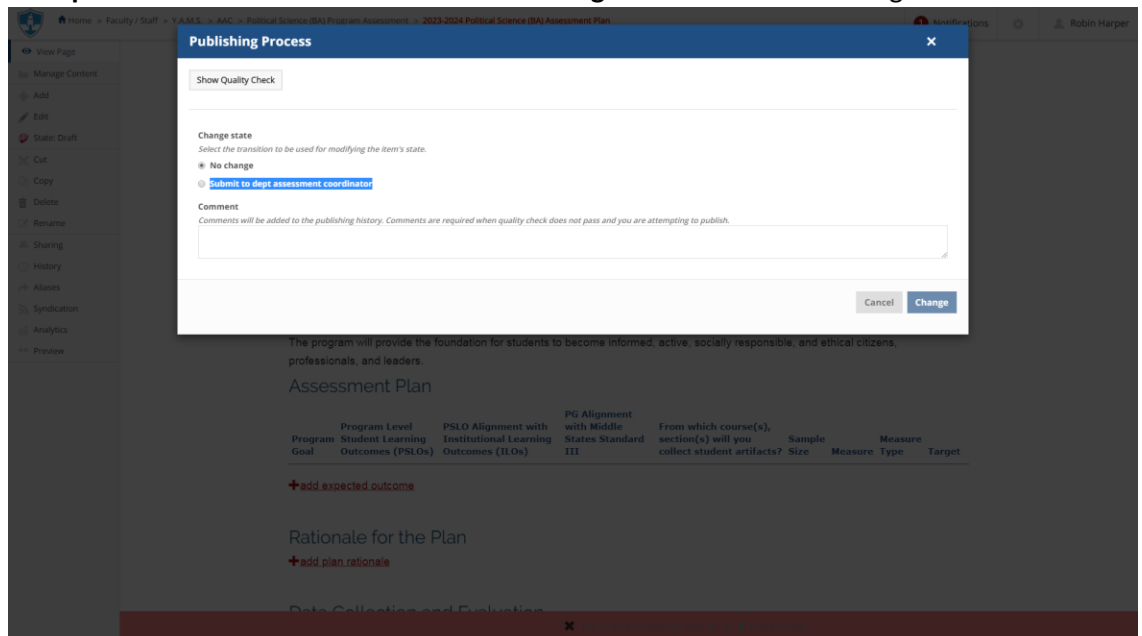**Note**: Once submitted, changes cannot be made by you unless the document is retracted or rejected

- **View Existing Plans** and Submit by clicking on the year (e.g. 2019-2020)
   ➢ View or print the plan
   ➢ Add or edit as needed if in draft state (the plan has not been submitted)
   ➢ If you want to retract a submitted plan (remove it from the review process and/or make changes), click on the **State:** button on the left side menu. Under change state select **Retract** then click **Change** button on the lower right. This will bring back your document

to the draft state where you can make changes and upon revision resubmit.