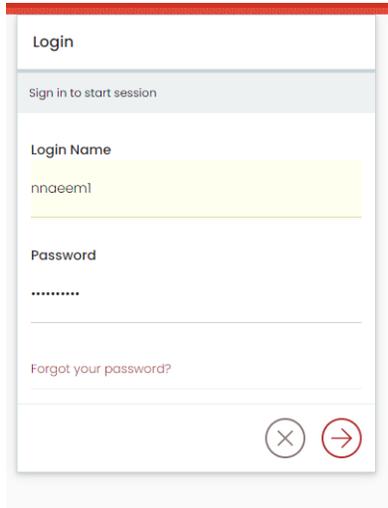


# York Assessment Management System (YAMS): Instructions for Creators

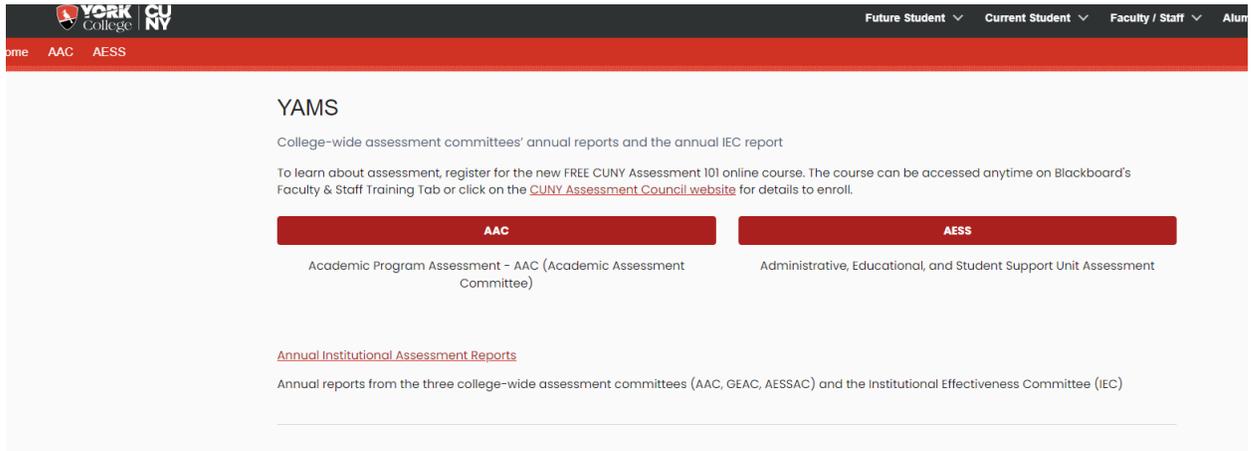
## Overview

1. Go to <https://www.york.cuny.edu/faculty-staff/assessment> or <https://www.york.cuny.edu/> and under Faculty/Staff; Resources tab, click York Assessment Management System
2. Login using your York College Network Account Credentials.



The screenshot shows a login form titled "Login". It includes a "Sign in to start session" header, a "Login Name" field with the text "nnaeeml", a "Password" field with masked characters ".....", and a "Forgot your password?" link. At the bottom right, there are two circular icons: a close button (X) and a next button (arrow).

3. For academic programs, click AAC. For Administrative, Educational, and Student Support Units, click AESS



The screenshot shows the YAMS website interface. At the top, there is a navigation bar with the York College logo and links for "Future Student", "Current Student", "Faculty / Staff", and "Alum". Below the navigation bar, there are two main buttons: "AAC" and "AESS". The "AAC" button is labeled "Academic Program Assessment - AAC (Academic Assessment Committee)" and the "AESS" button is labeled "Administrative, Educational, and Student Support Unit Assessment". Below these buttons, there is a link for "Annual Institutional Assessment Reports" and a paragraph of text: "Annual reports from the three college-wide assessment committees (AAC, GEAC, AESSAC) and the Institutional Effectiveness Committee (IEC)".

4. Select your academic program (organized by department) or AESS unit (organized by division)

**AAC**

Academic Program Assessment - AAC (Academic Assessment Committee)

**School of Arts and Sciences**

DEPARTMENTS	PROGRAMS
Behavioral Sciences	<a href="#">Political Science (BA)</a>
	<a href="#">Psychology (BA)</a>
	<a href="#">Sociology (BA)</a>
Biology	<a href="#">Biology (BA)</a>
	<a href="#">Biology (BS)</a>
	<a href="#">Biotechnology (BS)</a>
	<a href="#">Clinical Trial Management (MS)</a>
Chemistry	<a href="#">Chemistry (BS)</a>
	<a href="#">Pharmaceutical Science (BS)</a>
	<a href="#">Pharmaceutical Science and Business (MS)</a>

**AESS**

Administrative, Educational, and Student Support Unit Assessment

DIVISION	UNIT
Academic Affairs	<a href="#">Academic Advisement Center</a>
	<a href="#">Accelerate, Complete, Engage (ACE)</a>
	<a href="#">Center for Teaching, Learning and Educational Technologies (CTLET)</a>
	<a href="#">Collaborative Learning Center</a>
	<a href="#">College Now</a>
	<a href="#">CUNY Language Immersion Program (CLIP)</a>
	<a href="#">Office of Research and Sponsored Programs</a>
	<a href="#">Office of Student Academic Services</a>
	<a href="#">Office of the Registrar</a>
	<a href="#">Scholarship Center</a>
	<a href="#">University Skills Immersion Program</a>
	<a href="#">York Early College Academy (YECA)</a>
	Administrative Affairs
<a href="#">Office of the Bursar</a>	

5. Click to select your program or unit which will yield to the program/unit webpage displaying mission, goals, annual assessment table, and at the end a table for Academic Program Review (APR) or Periodic Unit Review.

- To view any of the document, click on the date.
- To add a document, click +!
- All documents for any program/unit are accessible internally if the state is *internally published!*
- Add/edits rights to any document are limited to the program/unit designee
- Any changes to mission and goals must be done prior to creating the assessment plan for the year and must be approved by department/unit head

6. Document Workflow

- Each assessment document (plan and report) go through a process for finalizing the document to become internally published
  - Academic: Program coordinators creates and submits to department assessment coordinator (AAC rep) for review and approval. Department rep reviews and either sends it back for edits or moves it forward to AAC by changing the state of the document to *submit to committee*
  - AESS Unit: Unit director/head creates and submits to unit head (if any) and then to divisional VP or designee. The VP reviews and either sends it back for edits or moves it forward to Submit to OIESP/AESSAC to become internally published. Final approvers are VPs.

Icons

-  Add
-  Edit
-  Save
-  Cancel
-  Delete

## Adding an Assessment Plan

1. Login to YAMS as stated above in the Overview section and navigate to your program by clicking on “AAC” and AESS Unit by clicking on “AESS” and select your program/unit.
2. To add Annual Assessment Plan, once on the program/unit main page (mission, goals, and annual assessment), click the plus sign under the Annual Assessment table below the heading PLAN. Note: only those with access for their program/unit can add and edit)

The Political Science program is aligned with the mission of the Department of Behavioral Sciences and York College in the following ways. We strive to provide students with the knowledge and skills that will prepare them for careers, as well as graduate and professional studies, and to contribute as active citizens in our ever-changing interdependent world. Our students will develop critical reading, writing and thinking skills to evaluate the structure and operation of politics and power, including their own and other political systems. The Political Science program encourages community service and social responsibility both through our course work and community-based internships. Students have an opportunity to do independent research to gain research experience and mentorship from individual faculty members. We offer a flexible program that serves the interests of our diverse and multicultural college community. The program will provide the foundation for students to become informed, active, socially responsible, and ethical citizens, professionals, and leaders.

**Goals**

- Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies
- Making Evidence-Based Arguments
- Engagement with Real-world Political and Professional Contexts

**Annual Assessment**

#	YEAR	PLAN	REPORT
1	2023-2024	Sep 25, 2023	+
2	2022-2023	Sep 15, 2022	May 9, 2023
3	2021-2022	May 17, 2021	Apr 25, 2022
4	2020-2021	Oct 7, 2020	May 2, 2021
5	2019-2020	Nov 6, 2019	Sep 8, 2020

**Please note that any changes to mission and goals must be made before creating the assessment plan. Any changes to mission and goals need for academic program need to be reviewed by AAC and for AESS units by the department head.**

7. Select the year from the drop-down menu.
  - Academic programs: Enter name of department chair, department assessment coordinator, and program coordinator then click on the save icon  at the left top corner

Default Ownership Dates

ADD PROGRAM ASSESSMENT PLAN

Assessment Year ● Select...

Department Chair

Department Assessment Coordinator

Program Coordinator

Is there a change in the program curriculum? Select...

If yes, please resubmit curriculum map.

- AESS Units: Select year and type in unit director name then click on the save icon  at the left top corner

Default	Ownership	Dates
ADD UNIT PLAN		
Assessment Year	2026-2027	
Unit Director	test	

- Optional: To add names of other individuals who are contributing to the assessment plan, click the second tab at the top called ownership before clicking save
8. On the following page “Assessment Plan” click the Click , select goal and type in outcome and complete the form with remaining fields. Once completed, then click save icon 
  9. Repeat step 8 to add more outcomes.
  10. Review and submit by clicking on the status icon  on left which states the default state of the document is “draft”, click to change state and select the next approver for your area.

• **Academic:**



• **AESS Unit:**



Alternatively, you may also click on the three dots on the left and on State, open the drop down and select the next approver .

STATE	● Draft	▼
HISTORY	>	
SHARING	>	
URL MANAGEMENT	>	
LINKS AND REFERENCES	>	

**Note:** Once submitted, changes cannot be made by you unless the document is retracted or rejected. However, you can review the document by going back to the main screen.

## Adding an Assessment Report

1. Login to YAMS as stated above in the Overview section and navigate to your program/unit. Academic programs, click on “AAC” and AESS Units, click on “AESS” and select your program/unit.

**Note: Reports are tied to the Assessment Plan for each AY (report pulls info from plan)**

2. To add Report, once on the program/unit main page (mission, goals, and annual assessment), click the plus sign under the Annual Assessment table below the heading REPORT in the row for the academic year in which you are completing the report.

Annual Assessment

#	YEAR	PLAN	REPORT
1	2023-2024	Sep 25, 2023	
2	2022-2023	Sep 15, 2022	May 9, 2023
3	2021-2022	May 17, 2021	Apr 25, 2022
4	2020-2021	Oct 7, 2020	May 2, 2021
5	2019-2020	Nov 6, 2019	Sep 8, 2020
		+	

3. Click continue on the following screen

The report has been created successfully.

**Continue**

4. On the following page, Assessment Report, the plan content will appear and the yellow box prompting to complete the report for each outcome. Click complete this section under each of the outcomes.

**Assessment Method**  
CUNYFirst registration report ar

**Target**  
At least 90% of ACE students w

**Outcome # 1 Report**

**Complete this section**

5. Complete the form on the following screen and click save icon on top left corner. Note: As the info is pulled from the plan, the only sections that need to be completed are the following:

- a. **Academic programs:** Begin with *sample size* followed by target met, findings and progress, use of results, recommended changes and next step, budgetary consideration, assessment communication, method of communication.
- b. **AESS units:** Begin with *target met* followed by findings and progress, use of results, recommended changes and next step, budgetary consideration, assessment communication, method of communication, and additional notes.

Sample Size ●

Indicate the sample size. If sample is collected from more than one course, state 1 etc. In addition, please state why the sample size is appropriate and representativ

Target ●

Expected outcome: 70 sheet, ranked on a scc appropriate level of m and reporting findings 4 is deemed meeting I produce a substantial collect and analyze dc

What level of achievement/criteria/rate defines success for this outcome? (e.g. 75

Target Met ●

Select...

Select if the target established in the assessment plan is met or not met.

Findings and Progress ●

Briefly summarize the results, and progress made. Indicate if the expected target \ to the expected outcome.

Use of Results: Changes ●

Select...

Change(s) Needed, Check all that apply

Recommended Changes and Next Steps ●

- 6. Repeat step 5 to enter findings for each outcome and save
- 7. Add any attachments

**Attachments**

Upload Attachments (if applicable)- Please do not disclose any document that includes personal or identifiable information. Attach summary table, rubrics, assignment tasks, etc.



- 8. Complete the Changes Implemented section (this is a progress update on the recommended changes and next steps identified on last year's report). Click "complete this section for each outcome" and save.

### Changes Implemented

Reflecting on last year's annual assessment report findings, identify the current status on the actions implemented to sustain or improve outcomes, or changes that have been made in the program, when they were implemented, and when they will be reassessed.

STUDENT LEARNING (OS)	FINDINGS AND PROGRESS	USE OF RESULTS: CHANGE(S) NEEDED	RECOMMENDED CHANGES AND NEXT STEPS	CHANGES IMPLEMENTED	CURRENT STATUS	STATUS ON BUDGETARY CONSIDERATION
undamental critical nking skills to analyze olitical theories, ame actors	1) Ninety three hundred percent of students developed and wrote research papers and presented them in class.	• No Change	Action Plan: Continue to administer program methods as described above. Re-assess again in an upcoming AY			

Complete this section

- On the following screen, complete the form to state whether the changes identified were implemented or not and if there were no action plan/next steps then select n/a then click save icon on top left.

Edit reported\_program\_changes\_implemented

Changes Implemented ●

Current Status ●

Describe the changes implemented and indicate when they will be reassessed. If changes were not implemented, please indicate the reason.

Status on Budgetary Consideration

State the current budget status

- Optional: On the report page scroll down to the end and add any other activities and accomplishments

- Add attachments, including unit summary activities table

### Attachments

Upload Attachments (if applicable)- Please do not disclose any document that includes personal or identifiable information.



- Review the report and submit by clicking on the status icon 0% Draft on left which states the default state of the document is “draft”, click to change state and select the next approver for your area.

• **Academic:**



• **AESS Unit:**



Alternatively, you may also click on the three dots on the left and on State, open the drop down and select the next approver .

STATE	● Draft	▼
HISTORY		>
SHARING		>
URL MANAGEMENT		>
LINKS AND REFERENCES		>

**Note:** Once submitted, changes cannot be made by you unless the document is retracted or rejected. However, you can review the document by going back to the main screen.