Instructions on How to create a Mid-year check-in for Academic Program

- 1. Go to <u>YAMS webpage (https://york.cuny.edu/yams)</u>
- 2. Login using your York College Network Account Credentials.



3. Click AAC

● View Page	Reference Students V Current Students	dents \vee Faculty / Staff \vee Alumni / Friends \vee Q							
🤪 State: Internal draft									
🗅 Сору	V	MS							
Analytics									
•• Preview	College-wide assessment committees' annual reports and the annual IEC report								
	To learn about assessment, register for the new FREE CUNY Asse Blackboard's Faculty & Staff Training Tab or click on the <u>CUNY A</u>	ssment 101 online course. The course can be accessed anytime on <u>Assessment Council website</u> for details to enroll. <u>AESS</u>							
	Academic Program Assessment - AAC (Academic	Administrative, Educational, and Student Support Unit							
	Assessment Committee)	Assessment							
	Academic Assessment Document Repository	AESS Assessment Plans and Reports Repository							

4. Select your program

AAC

Academic Program Assessment - AAC (Academic Assessment Committee)

School of Arts and Sciences

Departments	Programs
Behavioral Sciences	Political Science (BA)
	Psychology (BA)
	Sociology (BA)
Biology	Biology (BA)
	<u>Biology (BS)</u>
	Biotechnology (BS)
	Clinical Trial Management (MS)
Chemistry	Chemistry (BS)
	Pharmaceutical Science (BS)
	Pharmaceutical Science and Business (MS)
Earth and Physical Sciences	Environmental Health Science (BS)

5. On the program webpage, under the Annual Assessment table, look for the second column *Mid-Year Check*, click + add mid-year check in the row for the academic year (for which you are completing this), e.g. below

Annual Assesment							
#	Year	Plan	Mid-Year	Report			
1	2025-2026	March 15th, 2023	+ <u>add mid-year</u>	March 15th, 2023			
2	2022-2023	September 15th, 2022	February 7th, 2023	+ add report			
3	2021-2022	<u>May 17th, 2021</u>	February 14th, 2022	<u>April 25th, 2022</u>			
4	2020-2021	October 7th, 2020	February 9th, 2021	May 2nd, 2021			
5	2019-2020	November 6th, 2019	view	September 8th, 2020			
Ple	Please make sure to update your Mission and Goals before creating a new Plan + add plan						

6. Select the **Assessment Year** from the drop down menu, identify the **Department Chair, Department Assessment Coordinator, Program Coordinator** and complete the rest of the form (six questions) by selecting one response from the three choices listed. Enter comments as necessary/appropriate.

•

7. Click Save

Program is continuing to implement the annual assessment plan •

- Yes
- Not yet, but we know what needs to be done
- Not yet, we need guidance

Comments

					11
epartment faculty are inform	ned of the program's cu	urrent year's assess	ment activities		
Yes					
No					
Comments					
Program faculty (full-time and	l/or part-time) are enga	aged in the current	year's assessment act	ivities •	//
Yes					
No					
Comments					
				Save	Cancel

8. The Mid-Year Check will now display in the middle column. Click on the year to review and submit the mid-year check.

Assessment Plans		Μ	Mid-year Check			Assessment Report		
# Year	Completed	#	Year	Completed	#	Year	Completed	
1 2019-2020	November 6th, 2019	1	2019-2020	None				
<u> </u>		+	<u>add mid year check</u>					

9. Review the completed mid-year check by clicking on the year as indicated above. This will display the following screen:



2019-2020 Political Science (BA) Mid-Year Assessment Check

- 10. **Submit**: If the mid-year check is ready to be submitted to the department assessment coordinator, open the mid-year check as per above.
 - a. Click on the State: Draft button on the left side menu

View Page	YORK cullege		Future Students 🗸 C	urrent Students 🗸 🛛 F
Manage Content				
Add		2022-2023 Physics (BS) Mid-Year Assessme	nt Check	
Edit			ine encent	
State Draft		Assessment Year: 2022-2023		
Cut		School: Arts and Sciences		
Сору		Department: Earth and Physical Sciences		
Delete		Program: Physics (BS)		
lename		Department Chair:		
iharing		Department Assessment Coordinator:		
listory		Program Coordinator:		
yndication		Completed by present		
nayocs		Completed by: maeemi		
review		Other Contributors:		
		Date Completed:March 27th, 2023		
		/		
		Please indicate your progress on the following for academic year	Answer	Commen
		Program has collected assessment data for the fall semester	Yes	test
		Program is in the process of analyzing data from the fall semester	Not yet, but we know what needs to be done	
		Program has completed the fall assessment activities	Yes	
		Program is continuing to implement the annual assessment plan	Yes	
		Please indicate your department and program faculty's engagement	Answer	Commen
		Department family are informed of the program's ourrent year's assessment activities	Vez	

b. Under change state, select **Submit to Committee** then click **Change** button on the lower right

Home > Faculty / Staff > 1	Y.A.M.S. > AAC. > Political Science (BA) Program Assessment. > 2023-2024 Political Science (BA) Assessment Plan	Notifications	
 View Page 	Publishing Process	×	
🕞 Manage Content	Show Quality Check		
🕂 Add			
🖋 Edit			
🥑 State: Draft	Change state Saled the transition to be used for modificing the item's state		
X Cut	No change No change		
🗅 Сору	Submit to dept assessment coordinator		
💼 Delete	Comment		
🕑 Rename	Comments will be added to the publishing history. Comments are required when quality check does not pass and you are attempting to publish.		
A Sharing			
() History			
🥕 Aliases			
℅ Syndication	Can	cel Change	
Analytics	• • • • • • • • • • • • • • • • • • •		
😔 Preview	The program will provide the foundation for students to become informed, active, socially responsible, and ethical citize professionals, and leaders.	ins,	

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