

AESS Unit Head Instructions

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

Under pending review, you will see any assessment plan that requires review. Alternatively, you can get to programs and plans by following these instructions:

- Select AESS
- Select the unit

At this time, you can:

Review Existing Plans

- **Review Existing Plans** by clicking on the year (e.g. 2019-2020)
 - a. View or print the plan
 - b. Send back to director/designee or Submit to VP.
 - i. Click on the **State:** button on the left side menu.
 - ii. Under change state select **Send back** or **Submit to VP** then click **Change** button on the lower right.

The screenshot shows a 'Publishing Process' modal window. The 'Change state' section has three radio buttons: 'No change' (selected), 'Send back', and 'Submit to VP/Dean'. The 'Comment' section has a text area and a note: 'Comments will be added to the publishing history. Comments are required when quality check does not pass and you are attempting to publish.' The background shows a sidebar with 'State: Pending Dept Head/Chair review' and a table with columns for Unit, Unit Goal, and various alignment goals.

- c. Add or edit as needed, if the plan has not been submitted to VP. (see below)

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**.

Home > Faculty / Staff > Y.A.M.S. > AESS > Web Systems Assessment

Notifications Rafael Nunez

YORK College Future Students Current Students Faculty / Staff Alumni / Friends

Edit AESS Unit Assessment

Institutional Assessment for Unit or Division

Unit •

Division •

Mission •
The mission of the York College Web Systems Team is to develop and maintain a state-of-the-art web content and application platform to support of the College's communications plan, improve operational efficiency, and to promote awareness and engagement throughout the college community.

Save **Cancel**

Consumer Information Directory
Contact York Accessibility
Diversity and Compliance Website

York College / CUNY
94 - 20 Guy R. Brewer Blvd.
Jamaica, NY 11451

- **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**.

Home > Faculty / Staff > Y.A.M.S. > AAC > Political Science (BA) Program Assessment

Notifications Robin Harper

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Political Science (BA) Program Assessment

Mission

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 a high-quality education that prepares them for careers, as well as graduate and professional studies, and the global workforce. Our students will develop critical thinking skills, including their own and other political science perspectives, and the ability to gain research experience and mentorship from individual faculty members. The program will provide students with a diverse and multicultural college community, and lead to responsible, and ethical citizens.

Goals

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

[+ add goal](#)

Assessment Plans Mid-year Check Assessment Report

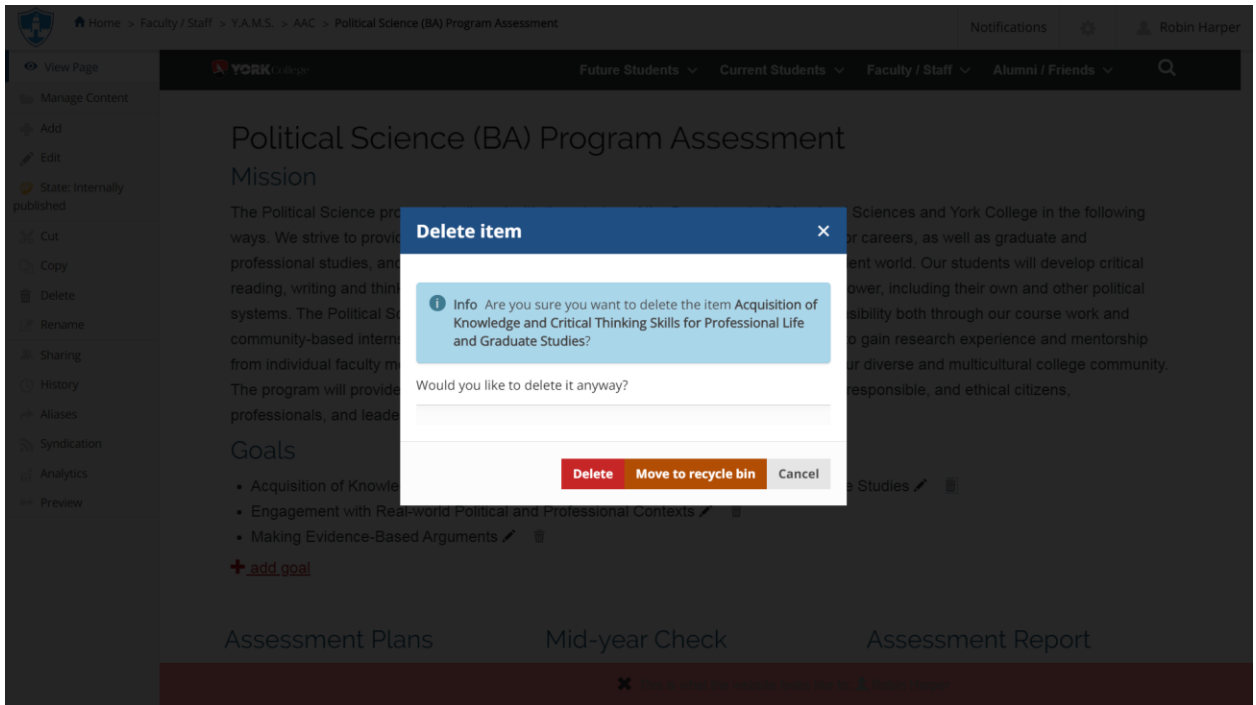
Edit Goal

Program/Unit Goal

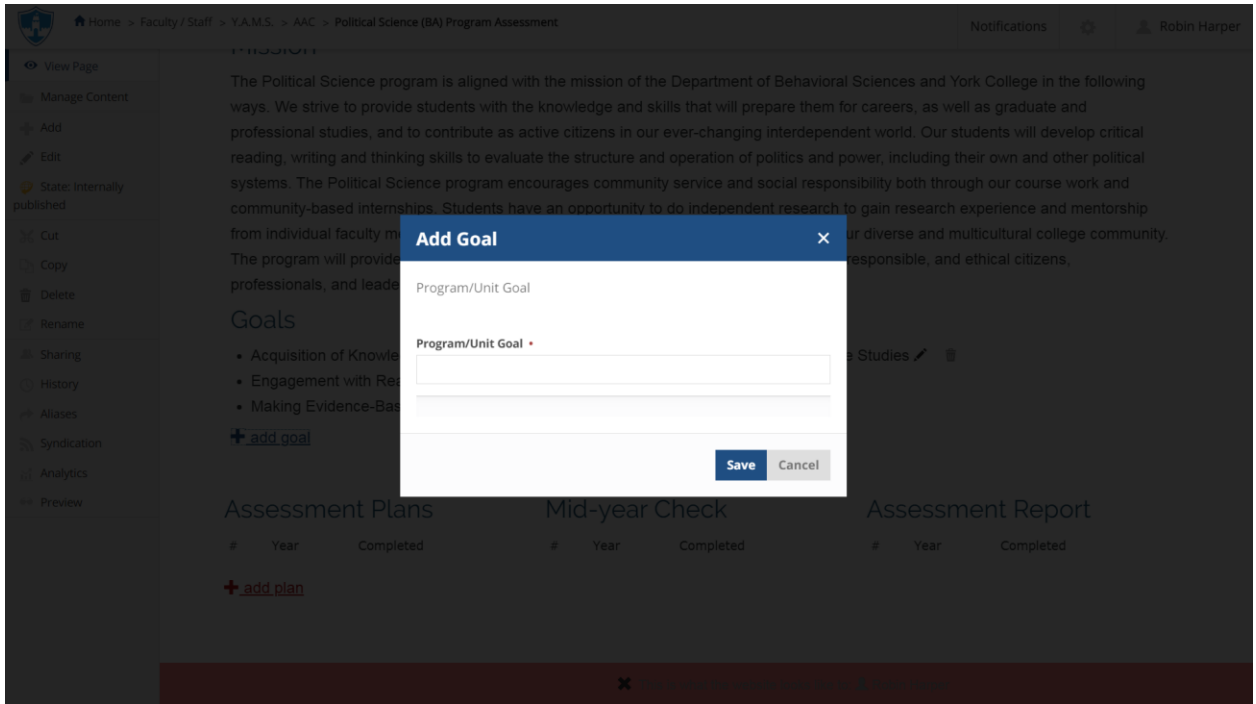
Program/Unit Goal •
Acquisition of Knowledge and Critical Thinking Skills for Professional Life ar

Save **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**



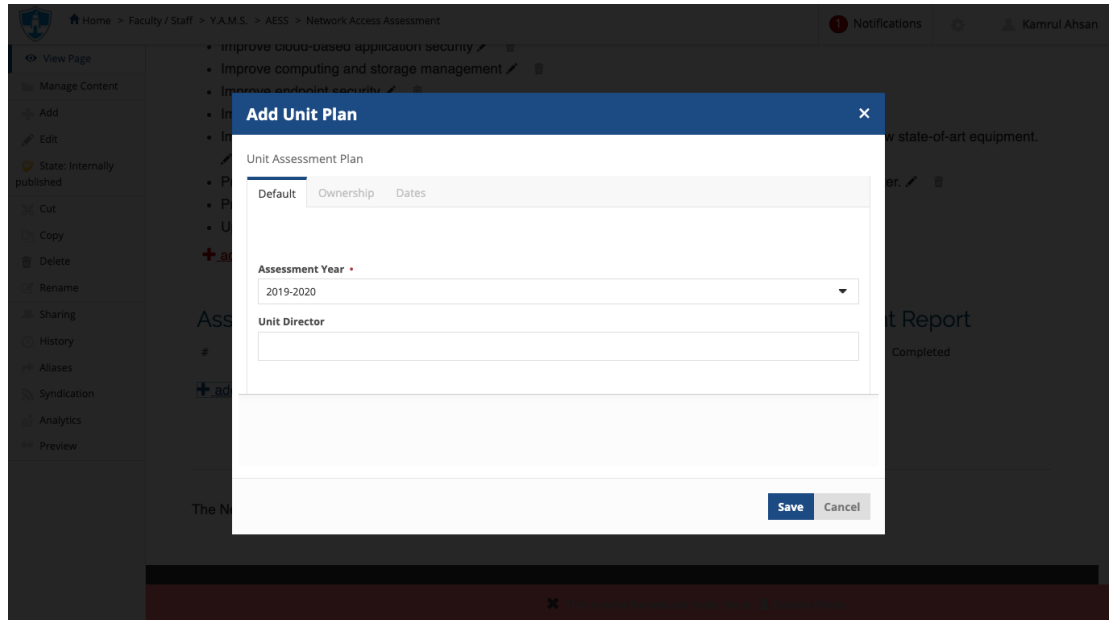
- **Add a new goal** by clicking on the **+ add goal** below the goals. If changes are made, click **save**, if no change is made, click **cancel**.



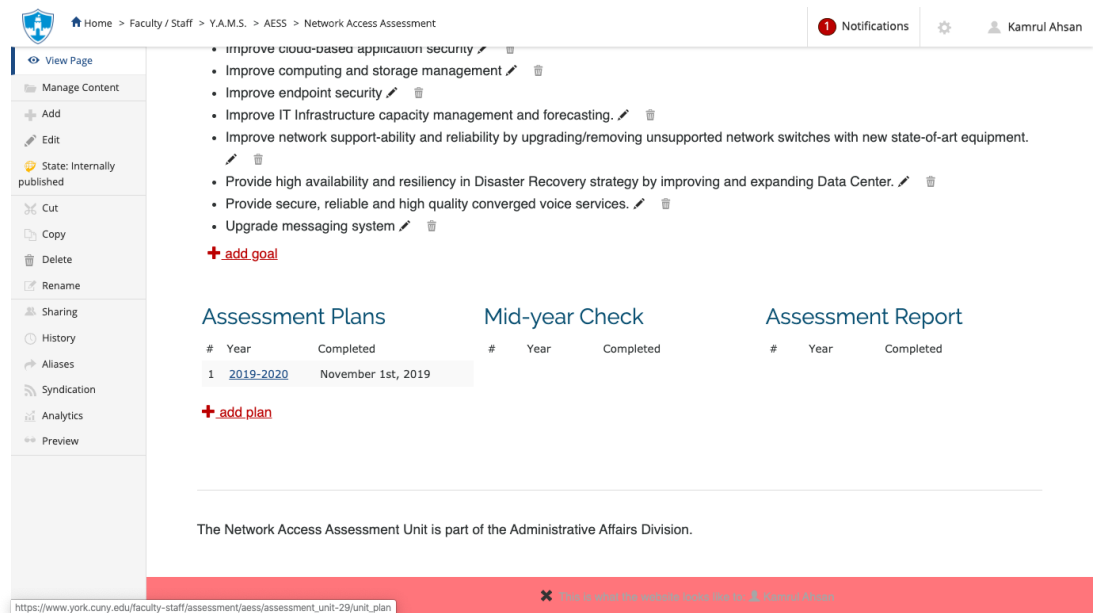
Assessment Plan

- **Add a new plan** by clicking on the **+ add plan**.

- a. Select the **Assessment Year** from the drop down menu, search and select **Unit Director** and click **save**. If no change is made, click **cancel**.



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



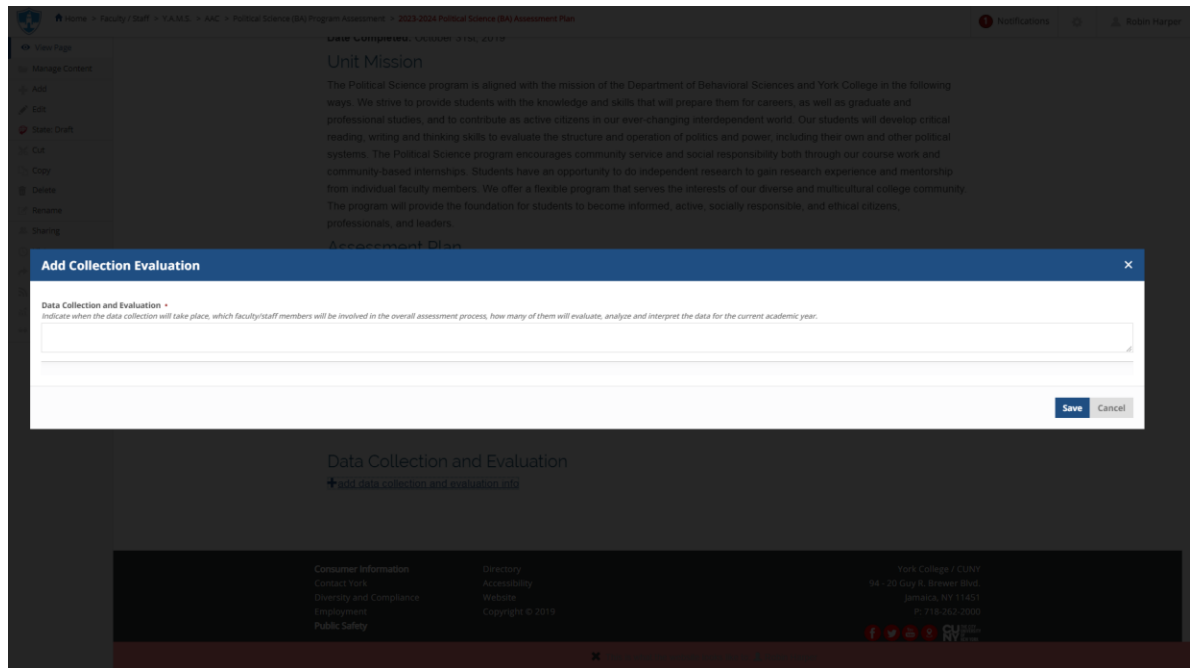
- c. Scroll down to **Assessment Plan** and click on **Add Expected Outcome**, complete the form and click **Save** or **Cancel**.

Repeat as needed for each Outcome

- d. Scroll down to **Rationale for the Plan** and click **Add Plan Rationale**, fill the form and click **Save** or **Cancel**.

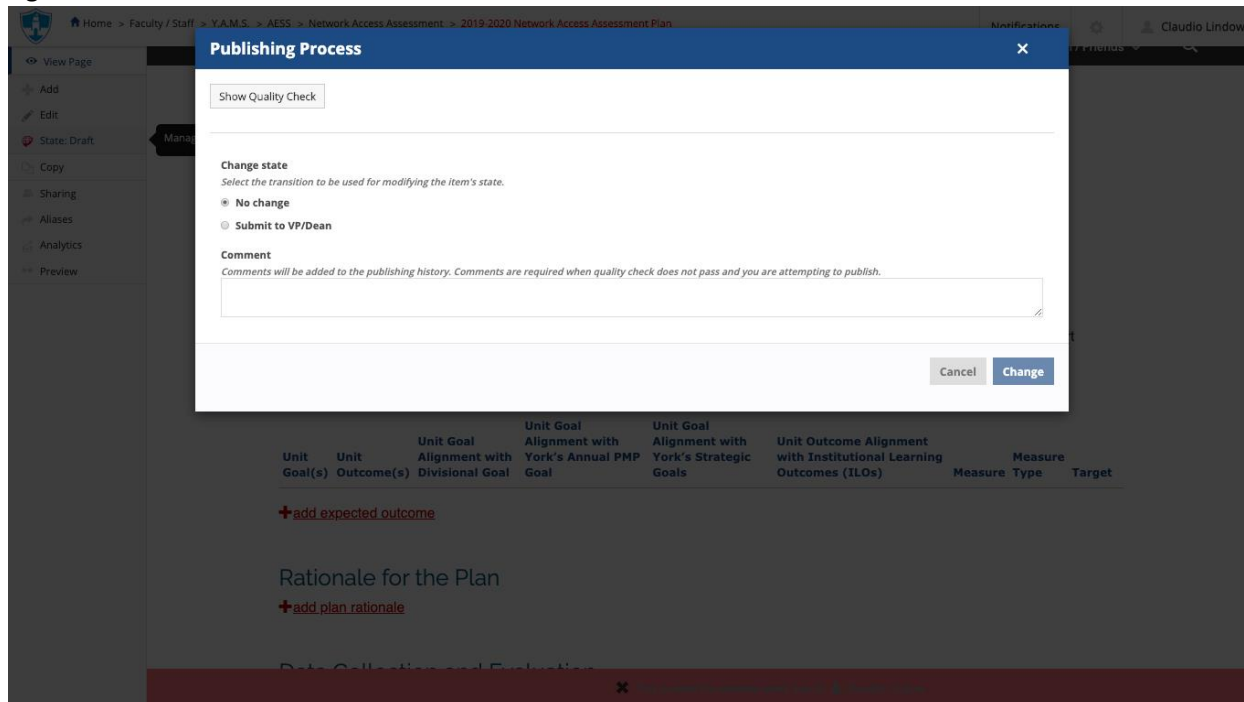
Repeat as needed for each Outcome

- e. 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

- f. Review the completed plan
- g. 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 Head/Chair or VP** (this depends on the user role) 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** by clicking on the year (e.g. 2019-2020)
 - a. View or print the plan
 - b. Add or edit as needed if in draft state (the plan has not been submitted)
 - c. 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.

Publishing Process

Show Quality Check

Change state
Select the transition to be used for modifying the item's state.

No change

Retract

Comment
Comments will be added to the publishing history. Comments are required when quality check does not pass and you are attempting to publish.

Cancel Change

Assessment Plan

Program Goal	Program Level Student Learning Outcomes (PSLOs)	PSLO Alignment with Institutional Learning Outcomes (ILOs)	PG Alignment with Middle States Standard III	From which course(s), section(s) will you collect student artifacts?	Sample Size	Measure Type	Target
Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies	test	Integrity - Demonstrate integrity as a central value in all aspects of their engagement including learning, research and service.	Oral Communication	test	test	Direct	test

Rationale for the Plan