

# York Assessment Management System (YAMS)

## Instructions on How to Create an Annual Year-End Program Assessment Report

1. Go to [YAMS webpage \(https://york.cuny.edu/yams\)](https://york.cuny.edu/yams)
2. Login using your York College Network Account Credentials
3. Click AAC and select your program,
4. Scroll down to the table that lists year, plan, mid-year, and report (as depicted below).
5. Click “add report” in the row for the appropriate AY (Note: the report is driven by the plan created earlier in the year).

### 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 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. ✓

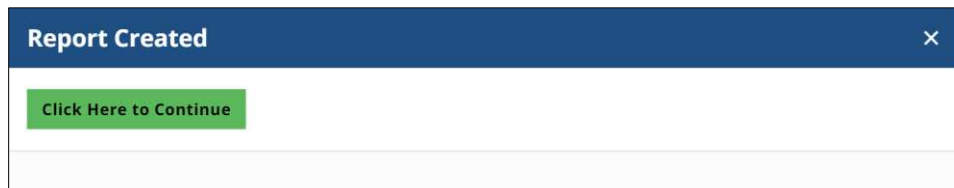
#### Goals

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

+ [add goal](#)

#	Year	Plan	Mid-Year	Report
1	2021-2022	<a href="#">May 17th, 2021</a>	<a href="#">February 14th, 2022</a>	<a href="#">add report</a>
2	2020-2021	<a href="#">October 7th, 2020</a>	<a href="#">February 9th, 2021</a>	<a href="#">May 2nd, 2021</a>
3	2019-2020	<a href="#">November 6th, 2019</a>	<a href="#">view</a>	<a href="#">September 8th, 2020</a>

6. Click on “click here to continue”



7. To report assessment findings for **each** program student learning outcome listed in last year’s plan, click “complete this section” located under each outcome with subheading “Outcome #1 Report, Outcome #2 Report, etc.

#### Outcome # 1 Report

[Complete this section](#) ✕

#### Outcome # 2 Report

[Complete this section](#) ✕

Note: Programs may report on outcomes that were not part of the plan submitted earlier by clicking on “add new reported activity” following the last outcome listed

+ [Add New Reported Activity](#)

8. After clicking “complete this section” for each outcome, complete all fields in the form.
  - i. **Sample Size:** Indicate the sample size. If sample is collected from more than one course, state the sample from each course separated by comma. E.g. Eng 101, n=15, Eng 210, n=20, etc. In addition, please state why the sample size is appropriate and representative of the program student population
  - ii. **Target Met:** Select if the target established in the assessment plan is met or not met.
  - iii. **Findings and Progress:** Briefly state findings and progress made
  - iv. **Use of Results:** Select type of Change(s) Needed, check all that apply
  - v. **Recommended Change** Explain the recommended change(s) or if there is no change, state why
  - vi. **Action Plan/Next Steps** Explain the next steps, identify when changes will be implemented and who is responsible
  - vii. **Budgetary Consideration** Select yes or no if there are any budgetary considerations that are the direct result of the assessment findings.
  - viii. **Assessment Communication** Identify to whom the assessment findings will be communicated: check all that apply
  - ix. **Methods of Communication** Identify how the results were shared: check all that apply

**Sample Size** •  
Indicate the sample size. If sample is collected from more than one course, state the sample from each course separated by comma. E.g. Eng 101, n=15, Eng 210, n=20, etc. In addition, please state why the sample size is appropriate and representative of the program student population

**Activity** •  
What steps will you take to achieve the unit outcome?  
Students will produce an oral and/or written report that reveals an evidence-based argument. Data will be collected in fall. Full-time faculty in PDL will meet and decide upon any necessary changes to the program once the assessment data is analyzed.

**Measure**  
What tools will be used to evaluate each outcome? How will you track or collect data?  
Students will produce an oral and/or written report that reveals an evidence-based argument. Artifacts will be scored using a rubric (under development).

**Measure Type**  
Direct

**Target**  
What is the target? (What level of achievement/criteria/rate defines success for this outcome)  
PSLO 2.3: 70 percent of 200 level students and 80 percent of 300 and 400 level students will score 3-4 (satisfactory level of proficiency)

**Target Met** •  
Select if the target established in the assessment plan is met or not met.  
 Met  
 Not Met

**Findings and Progress** •  
Briefly state findings and progress made

**Use of Results** •  
Change(s) Needed, check all that apply  
 Curriculum  
 Pedagogy  
 Assessment  
 Procedure/Process  
 Professional Development  
 Other  
 No Change

**Recommended Change** •  
Explain the recommended change(s) or if there is no change, state why

**Action Plan/Next Steps** •  
Explain the next steps, identify when changes will be implemented and who is responsible

**Budgetary Consideration** •  
Select yes or no if there are any budgetary considerations that are the direct result of the assessment findings.  
 Yes, request submitted to department chair  
 No  
 Not applicable

**Assessment Communication** •  
Identify to whom the assessment findings will be communicated: check all that apply

Save Cancel

9. Click *Save*
10. Repeat steps 7-9 for each outcome in the annual plan.
11. To add attachment that supports your assessment activities such as a rubric or copy of a survey, etc. Click “*add attachment*”

12. Select the *document type*, choose *file* and click “*Save*”.

13. **Completed the Changes Implemented Section of the report.** This section is based on the report completed by the program in the previous year and includes the outcomes assessed, findings use of results, action plan/next steps. The purpose of it on this report is to provide an update on the action plan/next steps identified last year.

- a. Click “*Complete this section*” next to each of the action plan/next steps

**Upload Attachments**

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

+ [add attachment](#)

**Changes Implemented**

Reflecting on last year’s annual assessment report, identify the changes that have been made in the unit, when they were implemented, and when they will be reassessed.

Unit Goal(s)	Unit Outcome(s)	Findings	Use of Results: Change(s) Needed	Action Plan/Next Steps	Changes Implemented	Current Status	Status on Budgetary Consideration
✓ Provide data, analysis and research support for planning and evidence-based decision making.	College community will be informed on student success data through creation of research briefs.	The Office of Institutional Effectiveness and Strategic Planning achieved the outcome and target. OIEESP ensured that the College community was informed on student success data through creation of at least eight research briefs. The research briefs were communicated in multiple methods to various stakeholders. After each research brief was written, it was shared with Cabinet, posted on OIEESP	No Change	OIEESP staff will continue to email all relevant committees and departments as research briefs are produced on an ongoing basis each fall. OIEESP will offer workshops on using the data.			<a href="#">Complete this section</a> X

- b. Indicate if the changes and action steps identified last year were implemented, not implemented, or not applicable (if there were no changes)
- c. Under the next heading “*Current Status*”, Describe the changes implemented and indicate when they will be reassessed. If changes were not implemented, please indicate the reason.
- d. State on Budgetary Consideration: State the current budget status if there was a request submitted last year based on the assessment activity
- e. Click “*save*”

**Changes Implemented**

Implemented  
 Not Implemented  
 Not Applicable

**Current Status**

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

Required input is missing.

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**Status on Budgetary Consideration**

State the current budget status

Approved  
 Pending approval  
 Not approved  
 Not Applicable

**Save** Cancel

14. Optional: Click “*add other activities/accomplishments*” to add information on program achievements that the program would like to share with the College community.

**Other Activities/Accomplishments**

Optional
✕

[+ add Other Activities/Accomplishments](#)

15. Please review all information carefully.

16. **Please note program must submit the report.** To submit,
- a. Click on "state" on the left-hand corner (default is *draft*)
  - b. Select the next approver in line, and click change.
    1. If the submitter is the AAC member/department assessment coordinator, change the state to “*Submit to Committee/OIESP*”
    2. If the submitter is the program coordinator (not AAC member/department assessment rep.) select “*Submit to department assessment coordinator*”. The department assessment coordinator will then review and submit to the committee.

**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.