

Instructions on How to Create an Annual Program Assessment Plan

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, which will show you the following screen
4. Review your mission and goals (*Note: any changes to mission and goals need to be reviewed by AAC and must be done prior to creating the plan*)
5. Click “add plan” on the first row

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	2019-2020	November 6th, 2019	view	September 8th, 2020

+ [add plan](#)

6. Select the year from the drop down menu.
 - a. Enter name of department chair, department assessment coordinator and name and program coordinator name and click *Save*.
 - b. To add names of other individuals who are contributing to the assessment plan, click the ownership tab on the right before clicking save (*optional*)

Add Program Assessment Plan
✕

Program Assessment Plan

Default
Ownership
Dates

Assessment Year •

2020-2021

Department Chair

Department Assessment Coordinator

Program Coordinator

Save

Cancel

7. Click on the **Year** (e.g. 2020-2021) of the newly created **Plan** to begin entering the information

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+ [add goal](#)

#	Year	Plan	Mid-Year	Report
1	2020-2021	September 14th, 2020	+ add mid-year	+ add report

8. Click + add expected outcome

School: Arts and Sciences
Department: Behavioral Sciences
Program: Political Science (BA)
Department Chair: nnaeem1
Department Assessment Coordinator: nnaeem1
Program Coordinator: nnaeem1
Completed by: nnaeem1
Other Contributors:
Date Completed:September 14th, 2020

 [Edit](#)

Program Mission

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Assessment Plan

Please create/choose two program-level student learning outcomes. ✕

[+ add expected outcome](#)

9. Complete the assessment plan form. Select the program goal from drop down and complete the remaining fields

Identify the assessment activities for the current year.

Program Goals +
What goal you will assess this year?
Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies

Program Student Learning Outcomes +
What specific measurable outcome you will assess this year to measure the above stated goal? Align/map the selected unit goal to: Divisional, Strategic, PMP

Alignment with York's Institutional Learning Outcomes (ILOs) +
N/A

Alignment with MSCHES Standard III Competencies +
Oral Communication

Activity +
What steps will you take to achieve the program student learning outcome?

From which course(s), section(s) will you collect student artifacts?
Please enter Course-Section eg. ENGL101-AB per line

Measure +
What tools will be used to evaluate each outcome? (e.g., exams, capstone project, presentations, rubrics, etc.)

Measure Type +
Direct measures provide evidence as per the actual student performance (exams, quizzes, etc.) whereas, indirect measures provide evidence based on perceptions and opinions about student performance (survey's, focus groups, etc.)

Direct
 Indirect
 Both

Target +
What level of achievement/criteria/rate defines success for this outcome?

Save Cancel

10. Repeat as needed for each Outcome
11. Review the entire plan.
12. **Please note program must submit the plan. To submit, change the state of the document.** On the left side menu, click "*State: Draft*" Under change state:
 - a. If the submitter is the AAC member/department assessment coordinator, change the state to "*Submit to Committee/OIESP*"
 - b. 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.