

AESS Unit Director/Designee Instructions: Mid-Year Check

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

Click AESS

Select your unit, which will show you the following screen:

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

Notifications | Rafael Nunez

View Page | YORK College | Future Students | Current Students | Faculty / Staff | Alumni / Friends

Web Systems Assessment

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.

Goals

- Assist Departments in developing Web Applications that meet business requirements and promote operational efficiency
- Assist Student groups in the effective use of Web technology and services
- Assure all University policies and mandates pertaining to Website Content are met
- Assure Web Content is compliant with Americans with Disability Act accessibility standards
- Develop and maintain Web systems, software, and applications to ensure optimum performance and security levels at all times
- Train faculty and staff in the use of the Content Management System

[+ add goal](#)

Assessment Plans

#	Year	Completed
1	2018-2019	September 19th, 2019

[+ add plan](#)

Mid-year Check

#	Year	Completed
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Assessment Report

#	Year	Completed
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At this time, at the bottom of the page under the second column Mid-Year Check, click on + add mid-year check:

Assessment Plans

#	Year	Completed
1	2019-2020	November 6th, 2019

[+ add plan](#)

[+ add mid year check](#)

Add Unit Mid-Year Check

- Select the **Assessment Year** from the drop down menu, select the **Unit Director** and complete the rest of the form (six questions) by selecting one response from the three choices listed. Enter comments as necessary/appropriate.

Default Settings Ownership

Assessment Year •
2019-2020

Unit Director
Lori Hoeffner

Unit has collected assessment data for the fall semester •
 Yes
 Not yet, but we know what needs to be done
 Not yet, we need guidance

Comments

Unit is in the process of analyzing data from the fall semester •
 Yes
 Not yet, but we know what needs to be done
 Not yet, we need guidance

Comments

Unit has completed the fall assessment activities •
 Yes
 Not yet, but we know what needs to be done
 Not yet, we need guidance

b. Click **Save**

Unit 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

Department staff are informed of the unit's current year's assessment activities •
 Yes
 No

Comments

Unit staff (full-time and/or part-time) are engaged in the current year's assessment activities •
 Yes
 No

Comments

Change Note *Enter a comment that describes the changes you made.*

Save Cancel

- c. 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			Mid-year Check			Assessment Report		
#	Year	Completed	#	Year	Completed	#	Year	Completed
1	2019-2020	November 6th, 2019	1	2019-2020	None			
+ add plan			+ add mid year check					

- d. Review the completed mid-year check by clicking on the year as indicated above. This will display the following screen:
2019-2020 Institutional Effectiveness and Strategic Planning Mid-Year Assessment Check

Assessment Year: 2019-2020
Division: President's Office
Unit: Institutional Effectiveness and Strategic Planning
Unit Director: lhoeffner
Completed by: nnaeem1
Other Contributors:
Date Completed: 1969/12/31 00:00:00 US/Eastern

Please indicate your progress on the following for academic year			Answer	Comments
Unit has collected assessment data for the fall semester			Yes	
Unit is in the process of analyzing data from the fall semester			Yes	
Unit has completed the fall assessment activities			Yes	
Unit is continuing to implement the annual assessment plan			Yes	
Please indicate your department and unit staff's engagement			Answer	Comments
Department staff are informed of the unit's current year's assessment activities			Yes	
Unit staff (full-time and/or part-time) are engaged in the current year's assessment activities			Yes	

- e. **Submit:** If the mid-year check is ready to be submitted to the unit head or VP, open the mid-year check as per above, click on the **State: Draft** button on the left side menu. Under change state, select **Submit to Committee and OIESP**, then click **Change** button on the lower right.

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

Publishing Process
✕

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

No change
 Publish internally
 Submit to Committee and OIESP

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