

AAC Instructions

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

The screenshot displays the Y.A.M.S. web application. The main content area is titled 'Pending Review' and is divided into three columns based on the user's role: 'Dept. Assess. Coord./Unit Head', 'VP/Dean', and 'Committee'. The 'Committee' column shows one assessment plan under review: '2023-2024 Political Science (BA) Assessment Plan'. The left sidebar contains a 'State: Internal draft' button, which is the 'State' button mentioned in the instructions. The top navigation bar includes links for 'Future Students', 'Current Students', 'Faculty / Staff', and 'Alumni / Friends'. The footer provides contact information for York College / CUNY.

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 AAC
- Select the program
- **Review Existing Plans** by clicking on the year (e.g. 2019-2020)

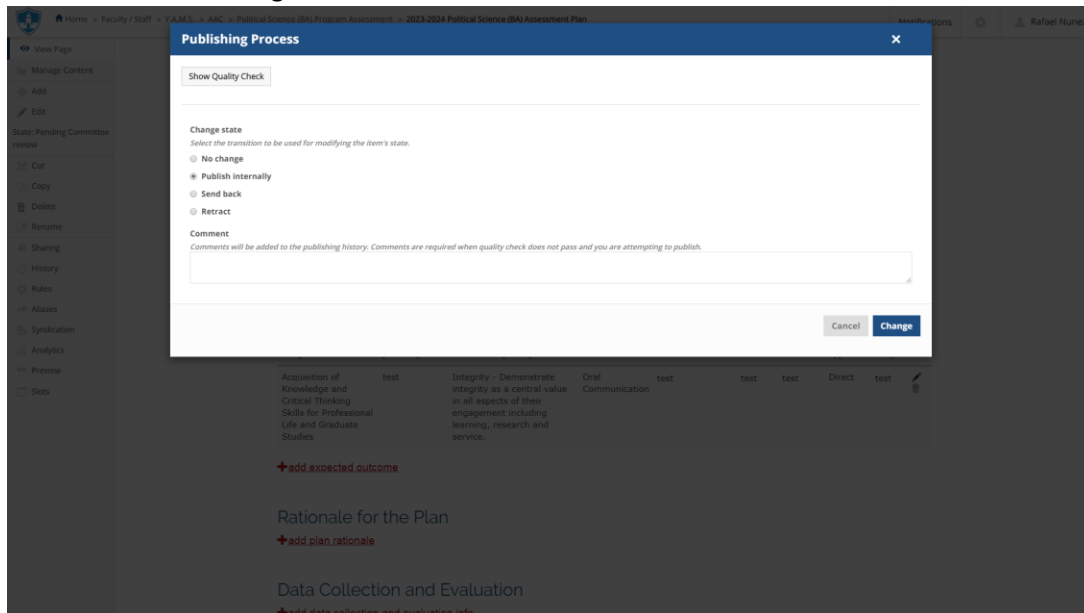
Committee Members:

- View or print the plan

Committee Chair:

- View or print the plan
- Send back to program coordinator or publish internally
 - click on the **State:** button on the left side menu

- Under 'change state,' select **Publish internally** or **Send back/Retract** then click **Change** button on the lower right



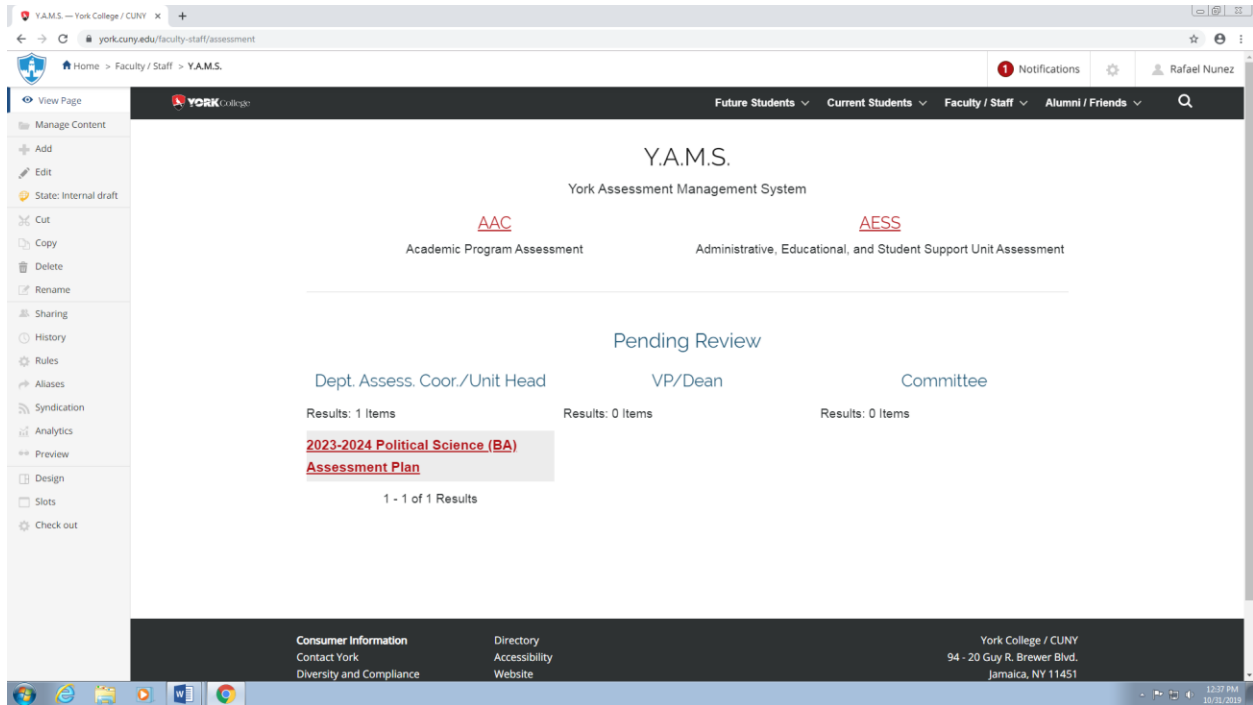
Note: **Send back/Retract** will send the plan back to the draft state for the program coordinator to revise, edit, and resubmit. Send back will email the user upon the state change, retract will not.

Publish internally will make the plan available to all authenticated users (York employees and students)

- Add or edit as needed, if the plan has not been submitted to the AAC committee.

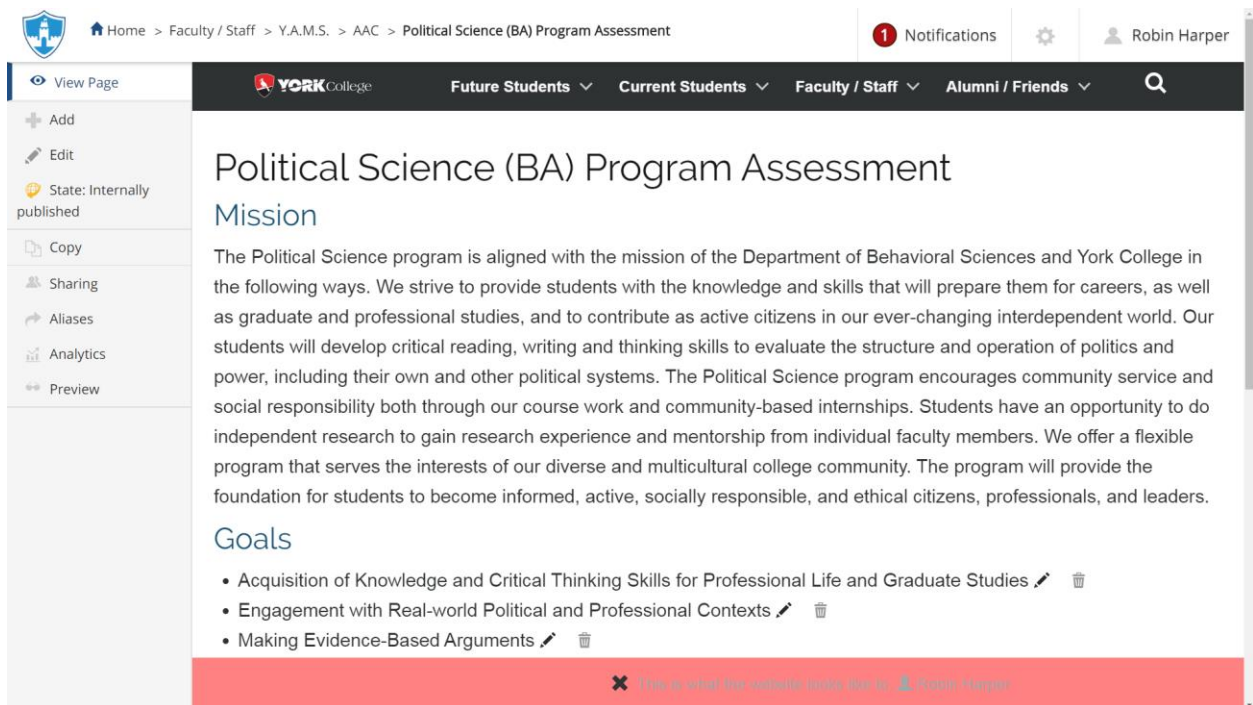
Academic Department Assessment Coordinator Instructions

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 AAC
- Select the program



At this time, you can:

Review Existing Plans

- **Review Existing Plans** by clicking on the year (e.g. 2019-2020)
 - View or print the plan
 - Send back to program coordinator or Submit to AAC Committee and OIESP.
 - i. Click on the **State:** button on the left side menu.
 - ii. Under 'change state,' select **Send back** or **Submit to Committee and OIESP** then click **Change** button on the lower right.

Home > Faculty / Staff > V.A.M.S. > AAC > Political Science (BA) Program Assessment > 2023-2024 Political Science (BA) Assessment Plan

Publishing Process

Show Quality Check

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

No change
 Send back
 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.

Cancel Change

Program Goal	Outcomes (PSLOs)	Institutional Learning Outcomes (ILOs)	Standard III	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	test	Direct test

+add expected outcome

Rationale for the Plan
+add plan rationale

Data Collection and Evaluation

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

Mission

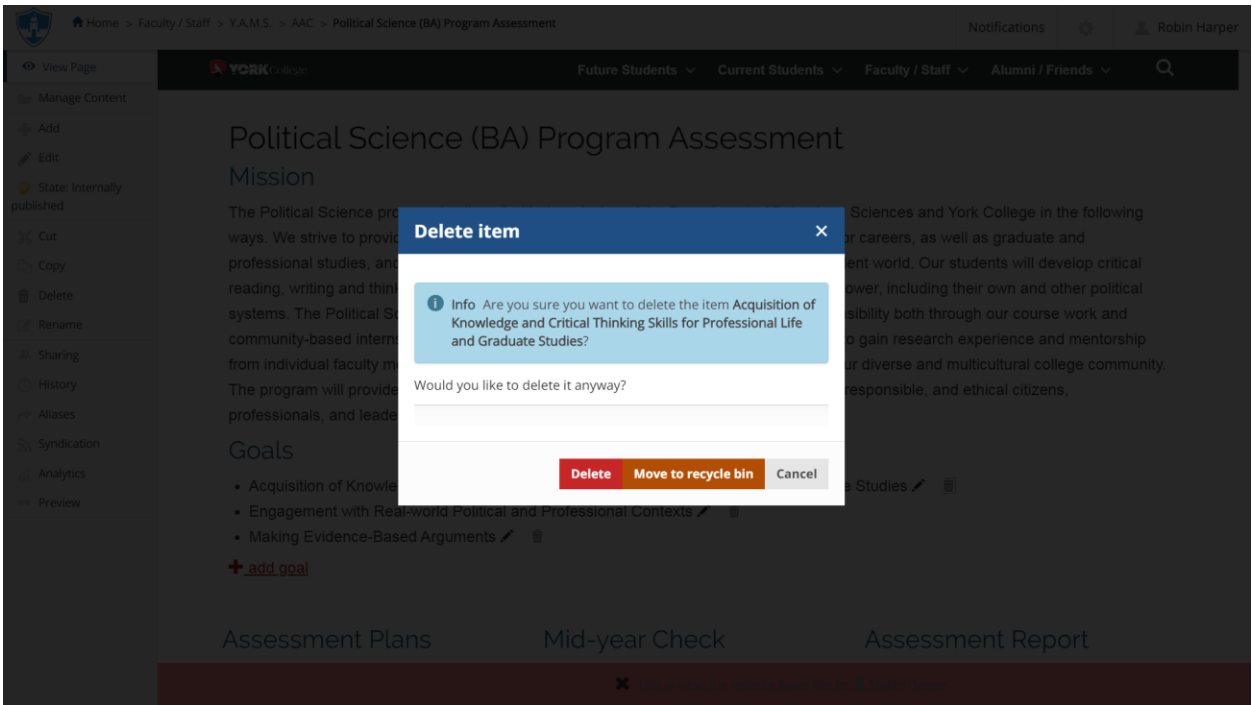
- **Edit the mission** by clicking on **edit** on the left menu or the **pencil icon** below the mission. If changes are made, click **save**, if no change is made, click **cancel**

The screenshot shows the 'Edit Academic Program Assessment' page. The breadcrumb trail is 'Home > Faculty / Staff > Y.A.M.S. > AAC > Political Science (BA) Program Assessment'. The page title is 'Edit Academic Program Assessment' under the 'Institutional Assessment Unit for Academic Programs'. The form includes dropdown menus for 'Program' (Political Science (BA)), 'Department' (Behavioral Sciences), and 'School' (Arts and Sciences). The 'Mission' field contains the text: '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'. At the bottom of the form are 'Save' and 'Cancel' buttons. A red banner at the bottom of the page reads 'This is what the website looks like to: Robin Harper'.

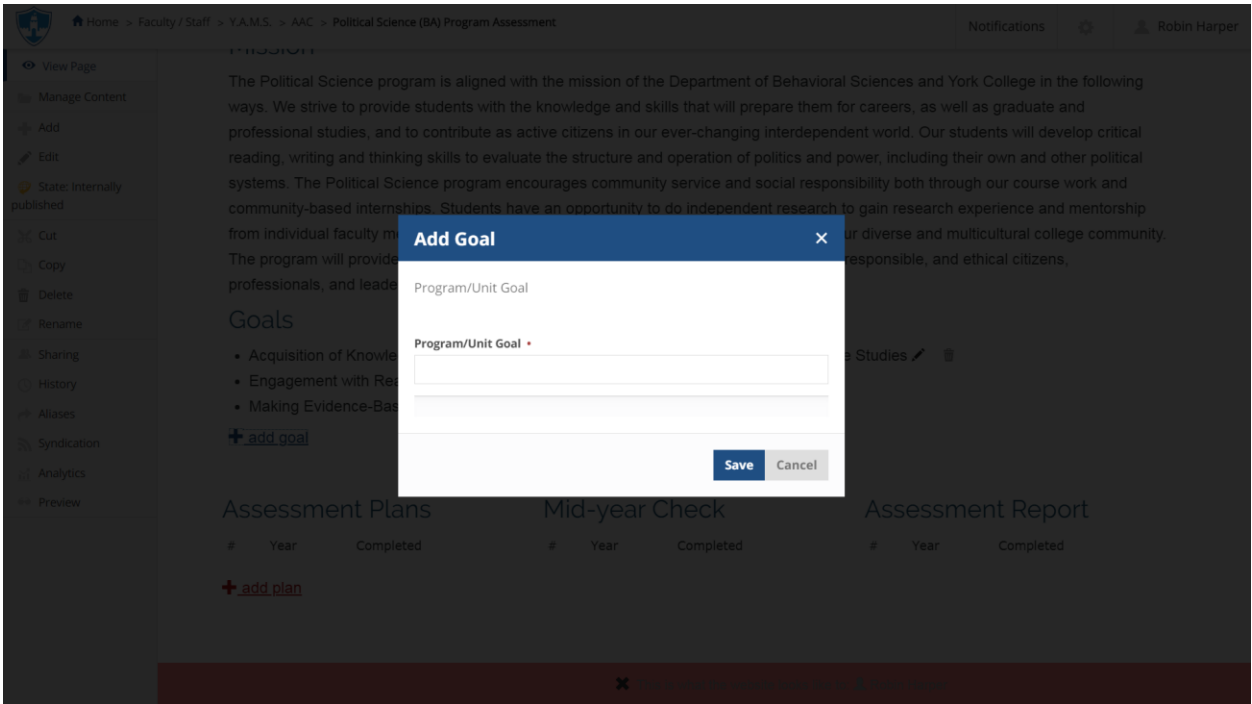
- **Edit a goal** by clicking on the **pencil icon** next to the goal. If changes are made, click **save**, if no change is made, click **cancel**

The screenshot shows the 'Political Science (BA) Program Assessment' page. The breadcrumb trail is 'Home > Faculty / Staff > Y.A.M.S. > AAC > Political Science (BA) Program Assessment'. The page title is 'Political Science (BA) Program Assessment' with a sub-header 'Mission'. The mission text is visible. Below the mission, there is a 'Goals' section with a list of goals: 'Acquisition of Knowledge and Critical Thinking Skills for Professional Life ar...', 'Engagement with Real-world Political and Professional Contexts', and 'Making Evidence-Based Arguments'. An 'add goal' button is present. An 'Edit Goal' modal is open, showing a 'Program/Unit Goal' field with the text 'Acquisition of Knowledge and Critical Thinking Skills for Professional Life ar...'. The modal has 'Save' and 'Cancel' buttons. At the bottom of the page, there are links for 'Assessment Plans', 'Mid-year Check', and 'Assessment Report'. A red banner at the bottom of the page reads 'This is what the website looks like to: Robin Harper'.

- **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**



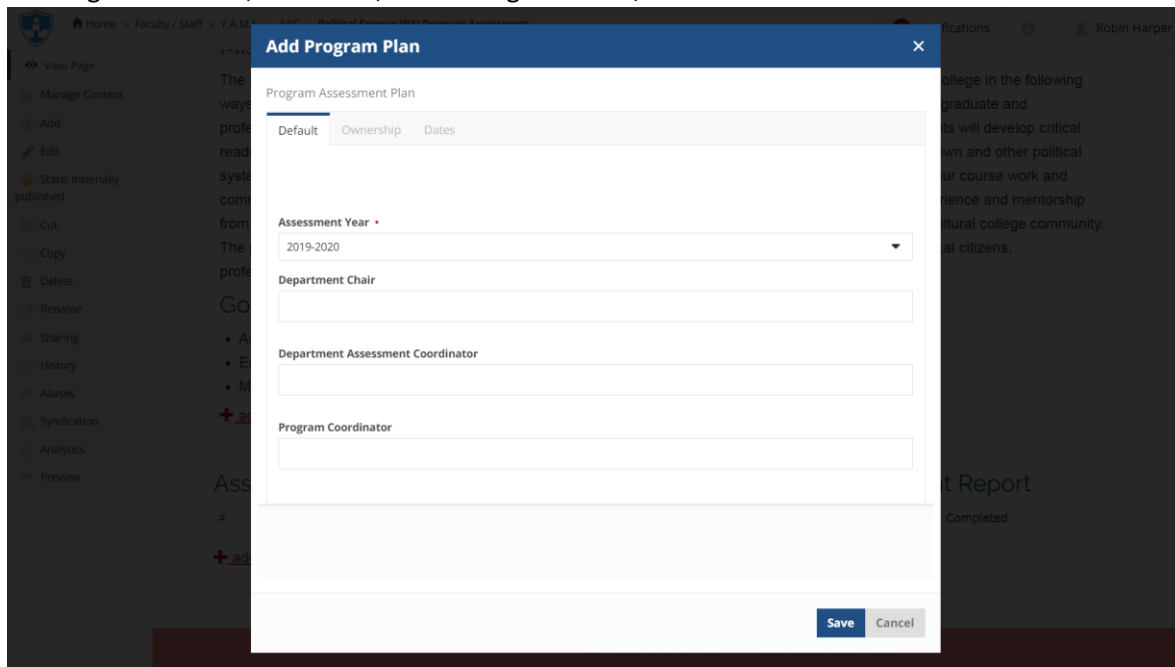
- **Add a new goal** by clicking on the **+ Add goal** below the goals. If changes are made, click **Save**, if no change is made, click **Cancel**



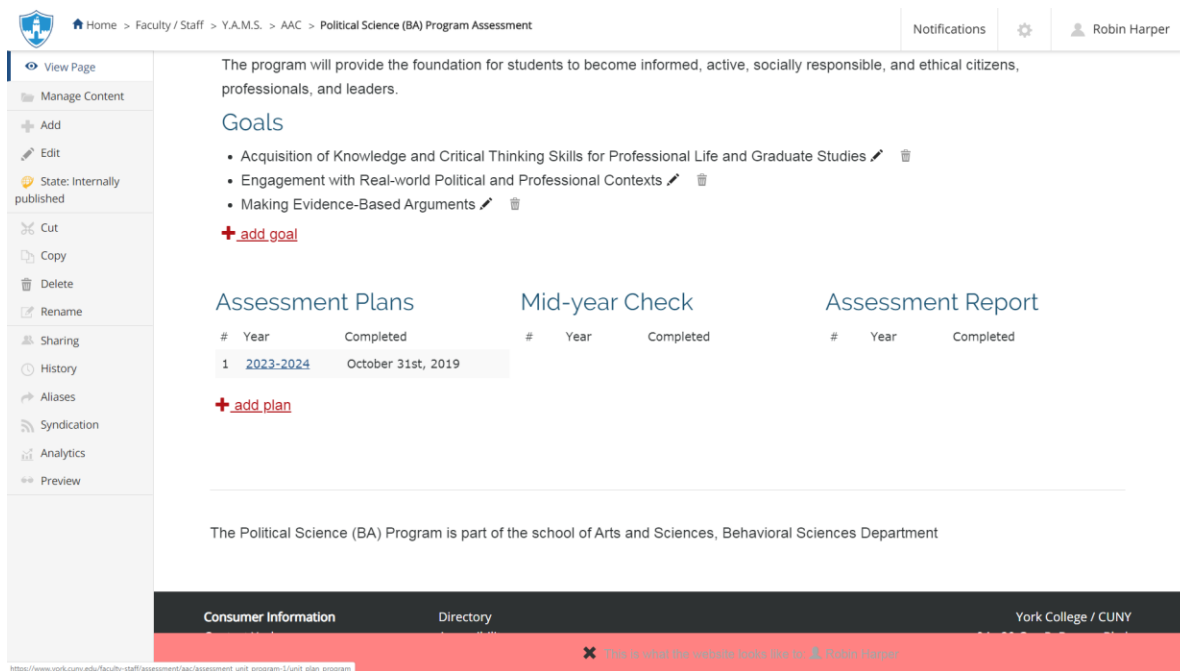
Assessment Plan

- **Add a new plan** by clicking on the **+ Add Goal** below the goals
 - Select the **Assessment Year**, search and select **Department Chair**, search and select **Department Assessment Coordinator**, search and select **Program Coordinator**

If changes are made, click **Save**, if no change is made, click **Cancel**



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



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](#)

Assessment Plans

#	Year	Completed
1	2023-2024	October 31st, 2019

[+ add plan](#)

The Political Science (BA) Program is part of the school of Arts and Sciences, Behavioral Sciences Department

Consumer Information Directory York College / CUNY

https://www.yorkcollege.edu/faculty-staff/assessment/aac/assessment_unit_program-1/unit_plan_program

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

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

Program Student Learning Outcomes (PSLOs) •
 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

Program Student Learning Outcome Alignment with Institutional Learning Outcomes (ILO) •
 N/A

PG Alignment with Middle States Standard III Competencies •
 Oral Communication

From which course(s), section(s) will you collect student artifacts?
 Please enter one Course-Section eg. ENG101-AB per line

Sample Size
 Estimate the number of artifacts to be collected?

Measure •
 What tools will be used to evaluate each outcome? How will you track or collect data?

Measure Type •
 Direct
 Indirect
 Both

Target •
 What is the target? (What level of achievement/criteria/rate defines success for this outcome)

Save Cancel

Repeat as needed for each Outcome

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

Unit 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.

Assessment Plan

Add Planned Rational

Rationale for the Plan •
 Provide a rationale for choosing the above outcomes to assess

Save Cancel

Data Collection and Evaluation
 +add data collection and evaluation info

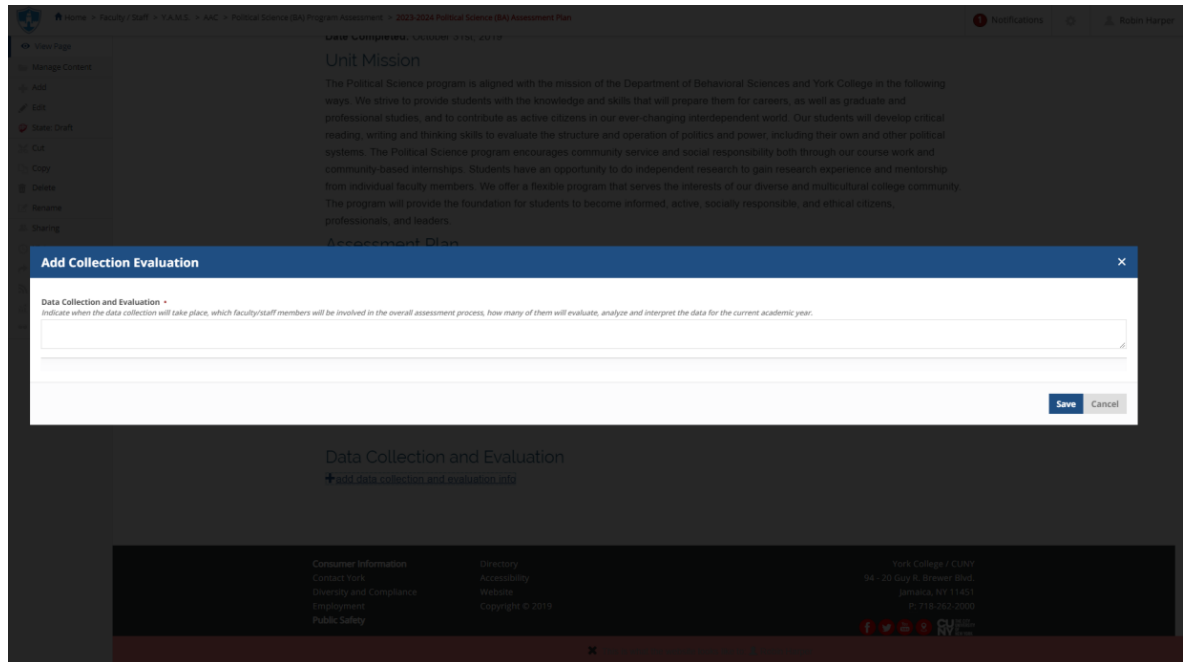
Consumers Information
 Copyright
 Privacy and Compliance
 Accessibility
 Public Safety

Directory
 Accounting
 Website
 Copyright © 2019

York College (2019)
 44 - 20 100th St, River Edge,
 Jamaica, NY 11450
 P: 718-922-2000
 CU
 NY

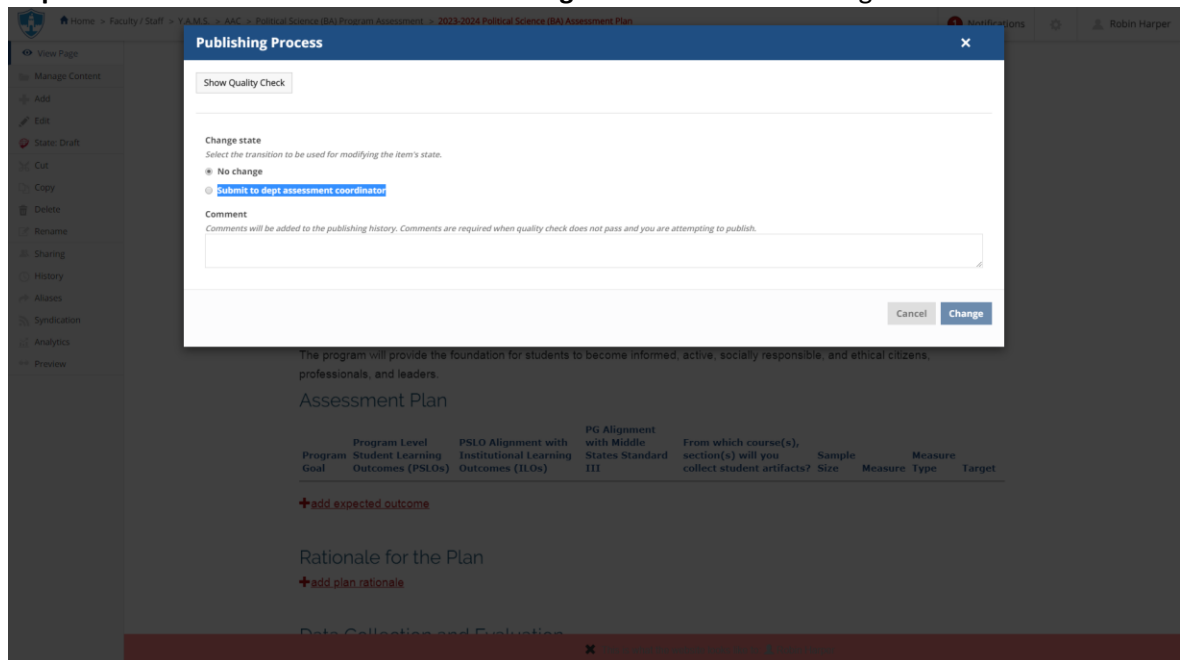
Repeat as needed for each Outcome

- Scroll down to **Data Collection and Evaluation** and click **Add Data Collection and Evaluation Info**, fill the form and click Save or Cancel.



Repeat as needed for each Outcome

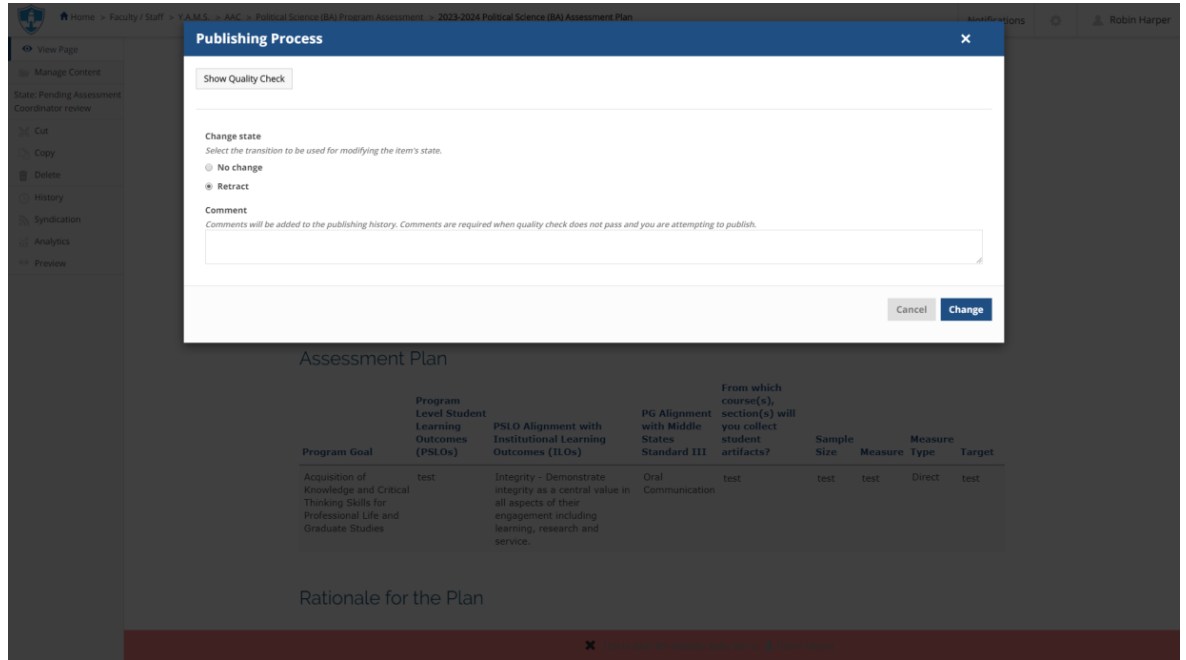
- Review the completed plan
- If the plan is ready to be submitted to the department assessment coordinator, click on the **State:Draft** button on the left side menu. Under 'change state,' select **Submit to Dept Assessment Coordinator** then click **Change** button on the lower right.



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)
 - View or print the plan
 - Add or edit as needed if in draft state (the plan has not been submitted)

- 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.



Academic Program Coordinator Instructions

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

Click AAC

Select your program – you will then see the following screen:

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

1 Notifications Robin Harper

View Page

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

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

This is what the website looks like to Robin Harper

At this time, you can work on Mission, Goals, and Assessment Plans:

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. > AAC > Political Science (BA) Program Assessment

Notifications Robin Harper

View Page

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

Edit Academic Program Assessment

Institutional Assessment Unit for Academic Programs

Program •
Political Science (BA)

Department •
Behavioral Sciences

School •
Arts and Sciences

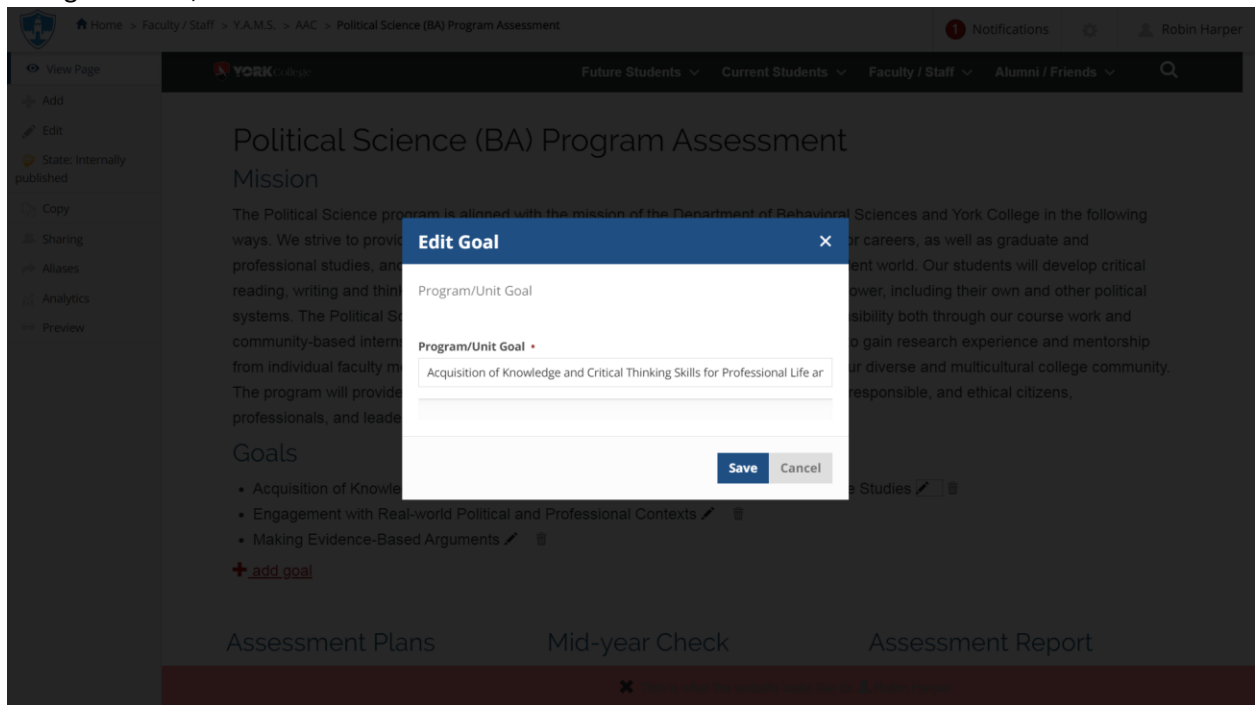
Mission •
The Political Science program is aligned with the mission of the Department of Behavioral Sciences and York College in the following ways. We strive to provide students with the knowledge and skills that will prepare them for careers, as well as graduate and professional studies, and to contribute 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

Save Cancel

This is what the website looks like to Robin Harper

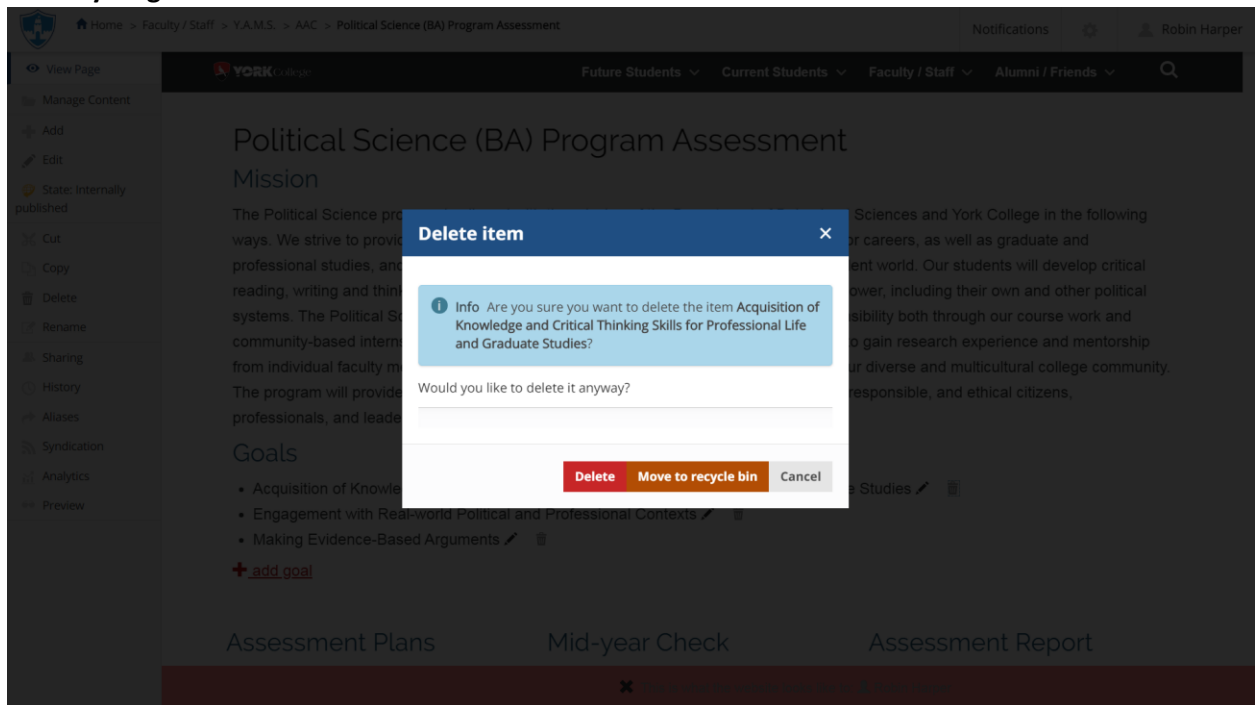
Goal

- **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**



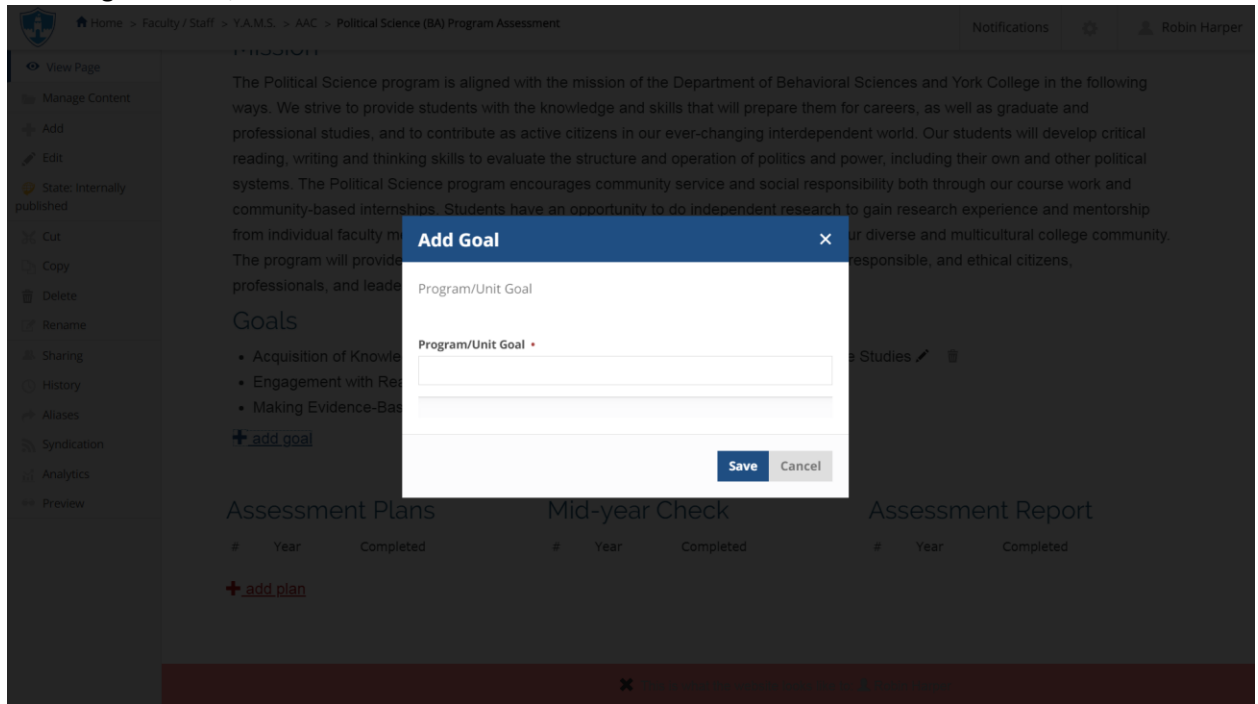
The screenshot shows the 'Political Science (BA) Program Assessment' page. The 'Goals' section is visible, listing three goals: 'Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies', 'Engagement with Real-world Political and Professional Contexts', and 'Making Evidence-Based Arguments'. A dialog box titled 'Edit Goal' is open, showing the current goal text and 'Save' and 'Cancel' buttons.

- **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**



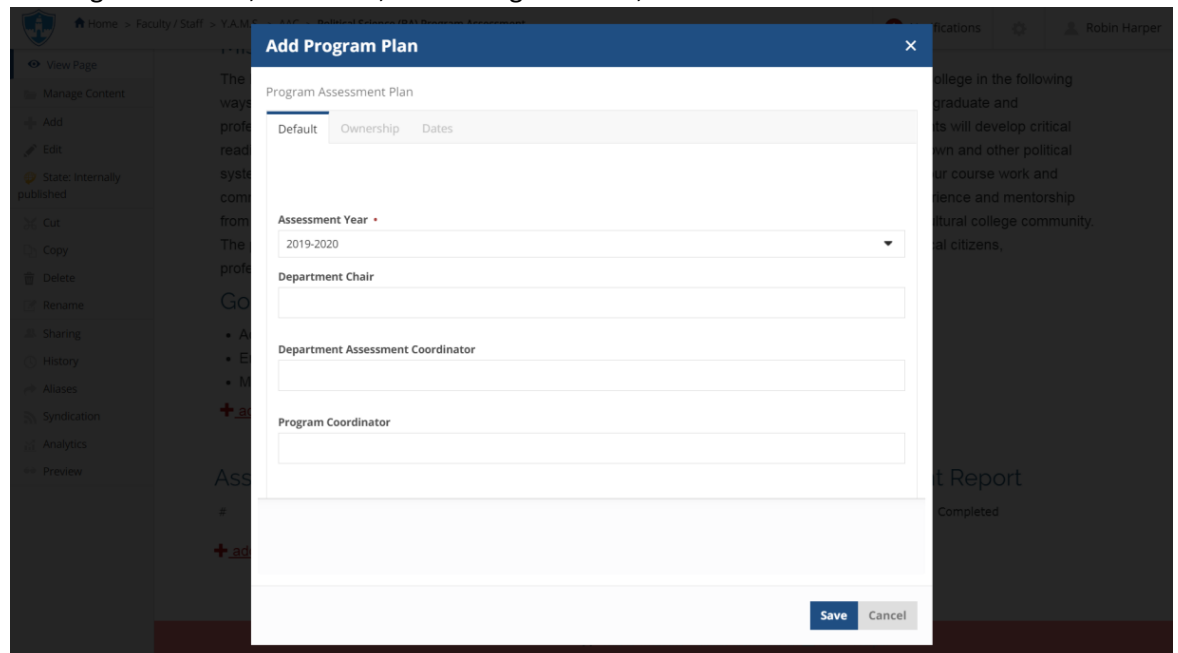
The screenshot shows the 'Political Science (BA) Program Assessment' page. The 'Goals' section is visible. A dialog box titled 'Delete item' is open, asking 'Are you sure you want to delete the item Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies?' and 'Would you like to delete it anyway?'. The dialog box has three buttons: 'Delete', 'Move to recycle bin', and '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

- Scroll down to **Assessment Plan**
- **Add a New Plan** by clicking on the **+ Add Plan**
 - Select the **Assessment Year**, search and select **Department Chair**, search and select **Department Assessment Coordinator**, search and select **Program Coordinator**. If changes are made, click **Save**, if no change is made, click **Cancel**



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

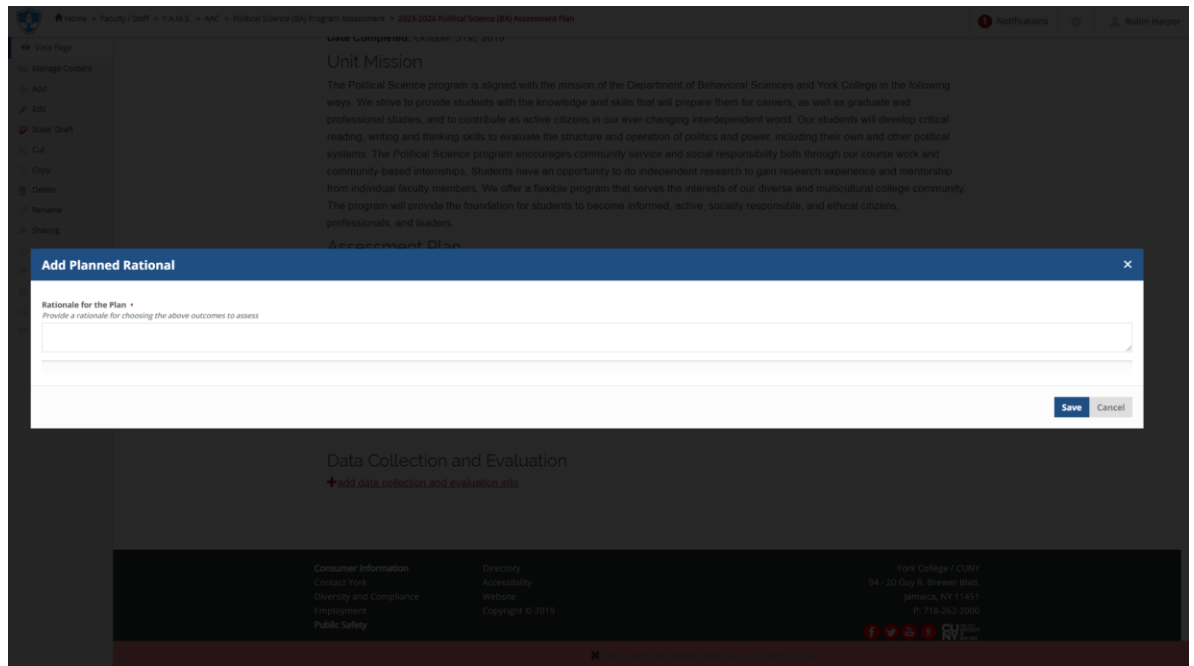
The screenshot shows a web interface for managing assessment plans. At the top, there is a navigation breadcrumb: Home > Faculty / Staff > Y.A.M.S. > AAC > Political Science (BA) Program Assessment. The user is identified as Robin Harper. On the left is a sidebar with options like View Page, Manage Content, Add, Edit, and various actions like Cut, Copy, Delete, etc. The main content area shows a description of the program's purpose, followed by a 'Goals' section with three bullet points: 'Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies', 'Engagement with Real-world Political and Professional Contexts', and 'Making Evidence-Based Arguments'. Below the goals is an 'Assessment Plans' table with columns for '#', 'Year', and 'Completed'. One plan is listed for the year 2023-2024, completed on October 31st, 2019. There are also sections for 'Mid-year Check' and 'Assessment Report', each with a table structure. At the bottom, there is a footer with 'Consumer Information', 'Directory', and 'York College / CUNY'.

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

The screenshot shows a form for adding an expected outcome. It includes several sections: 'Program Goals (PGs)' with a dropdown menu; 'Program Student Learning Outcomes (PSLOs)' with a text input field; 'Program Student Learning Outcome Alignment with Institutional Learning Outcomes (ILO)' with a dropdown menu; 'PG Alignment with Middle States Standard III Competencies' with a dropdown menu; 'From which course(s), section(s) will you collect student artifacts?' with a text input field; 'Sample Size' with a text input field; 'Measure' with a text input field; 'Measure Type' with radio buttons for 'Direct', 'Indirect', and 'Both'; and 'Target' with a text input field. At the bottom right, there are 'Save' and 'Cancel' buttons.

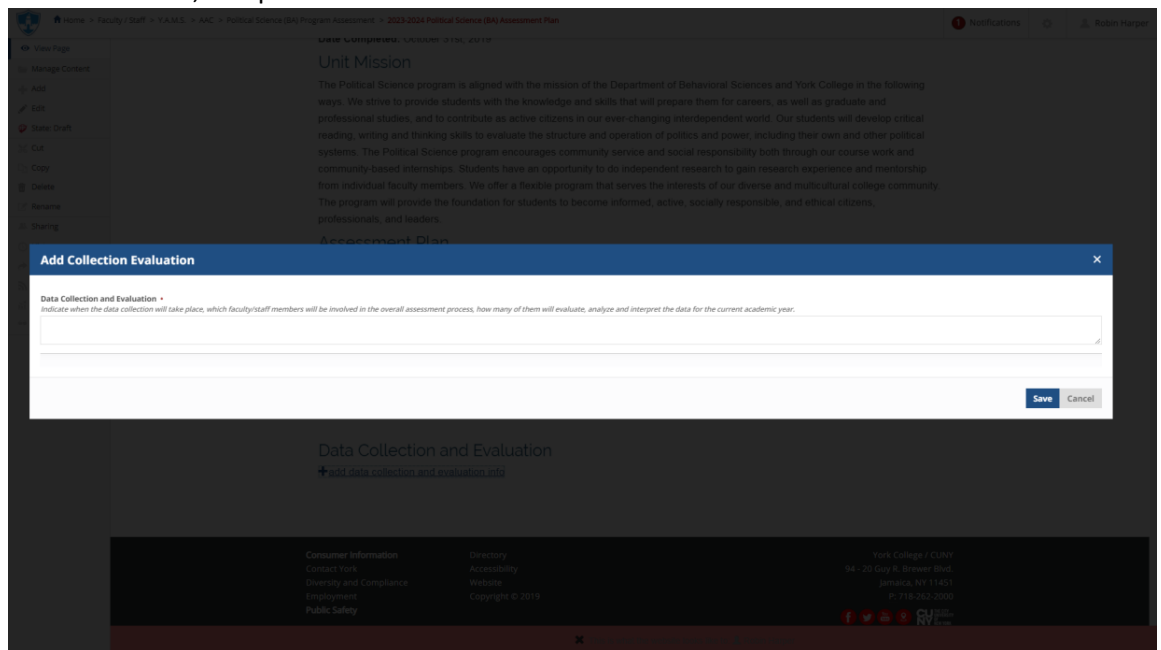
Repeat as needed for each Outcome

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



Repeat as needed for each Outcome

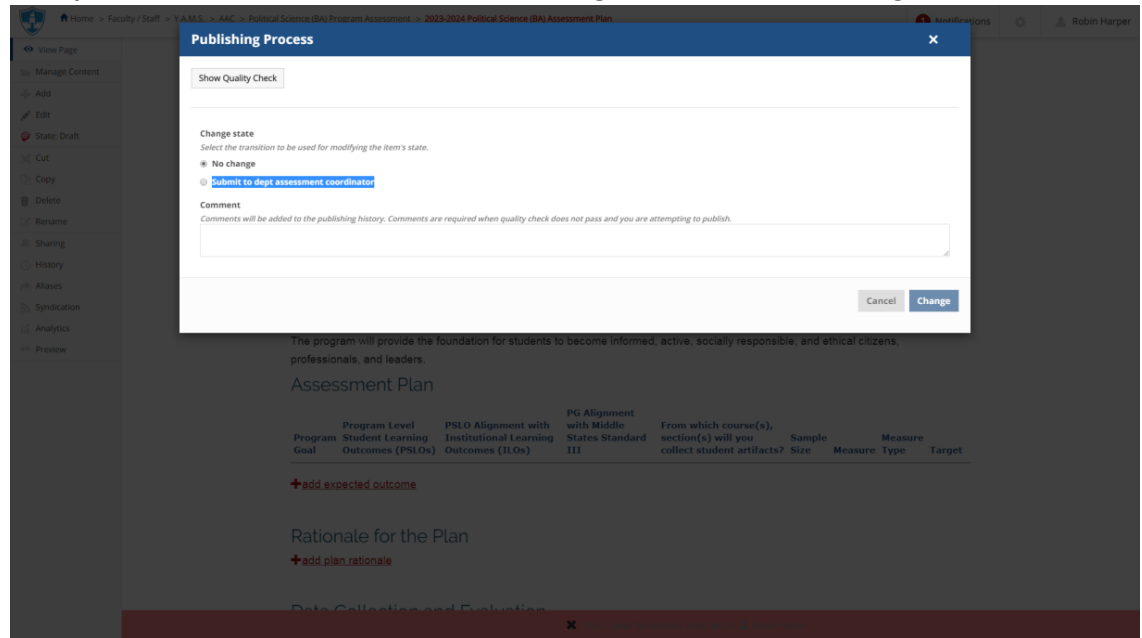
- Scroll down to **Data Collection and Evaluation** and click **Add Data Collection and Evaluation Info**, complete the form and click **Save** or **Cancel**



Repeat as needed for each Outcome

- Review the completed plan
- **Submit:** 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. assessment coordinator 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** and Submit by clicking on the year (e.g. 2019-2020)
 - View or print the plan
 - Add or edit as needed if in draft state (the plan has not been submitted)
 - 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

AESS Unit Director/Designee Instructions

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:

The screenshot shows the York College YAMS interface. The breadcrumb trail is: Home > Faculty / Staff > Y.A.M.S. > AESS > Web Systems Assessment. The user is logged in as Rafael Nunez. The page title is "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
---	------	-----------

Assessment Report

#	Year	Completed
---	------	-----------

At this time, you can work on Mission, Goals, and Assessment Plans:

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 [Settings] Rafael Nunez

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

Edit AESS Unit Assessment

Institutional Assessment for Unit or Division

Unit •
Web Systems

Division •
Administrative Affairs

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

Goal

- **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. > AESS > Web Systems Assessment

Notifications [Settings] Rafael Nunez

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 req
- Assist Student groups
- Assure all University p
- Assure Web Content i
- Develop and maintain
- Train faculty and staff

+ add goal

Assessment Plans

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

Mid-year Check

#	Year	Completed
---	------	-----------

Assessment Report

#	Year	Completed
---	------	-----------

Edit Goal

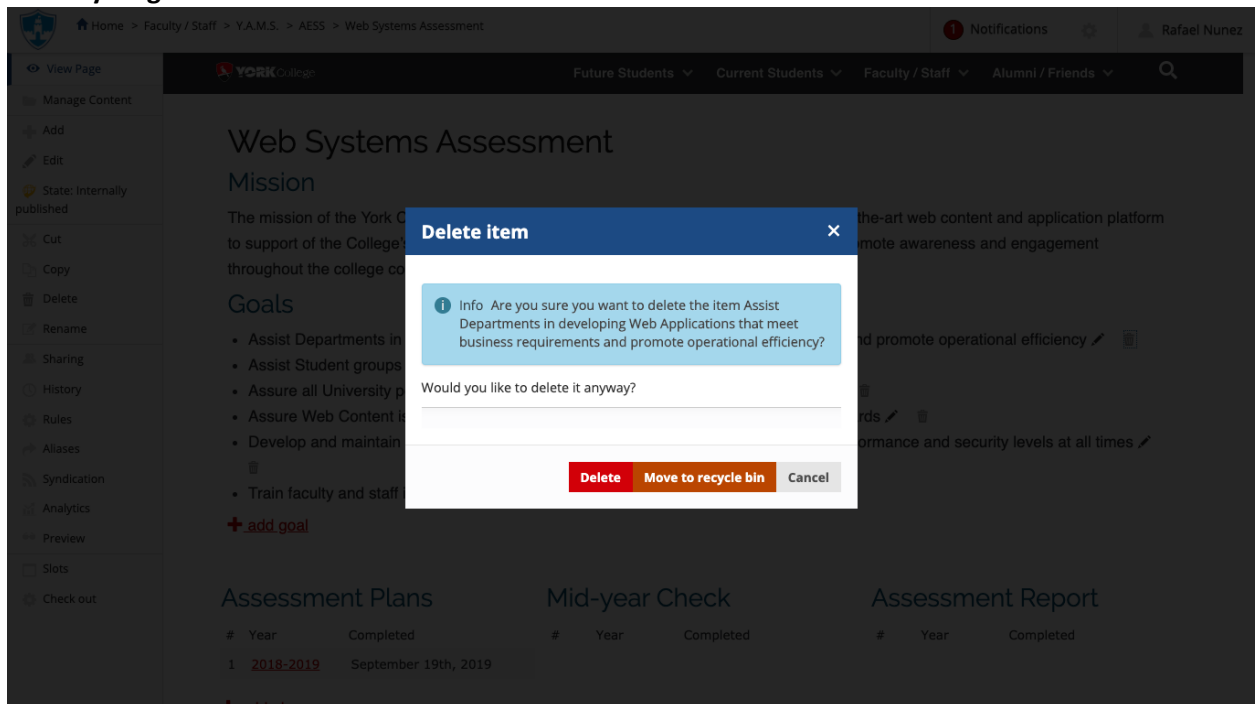
Program/Unit Goal

Program/Unit Goal •

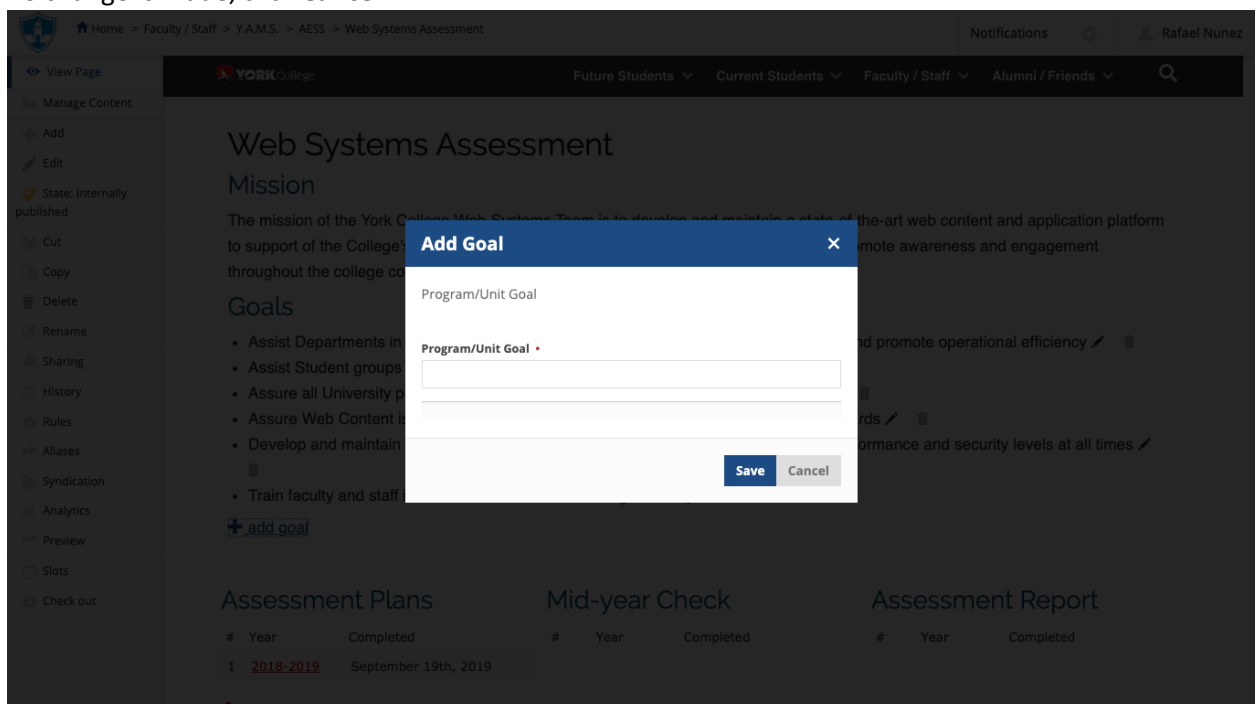
Assist Departments in developing Web Applications that meet business req

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**



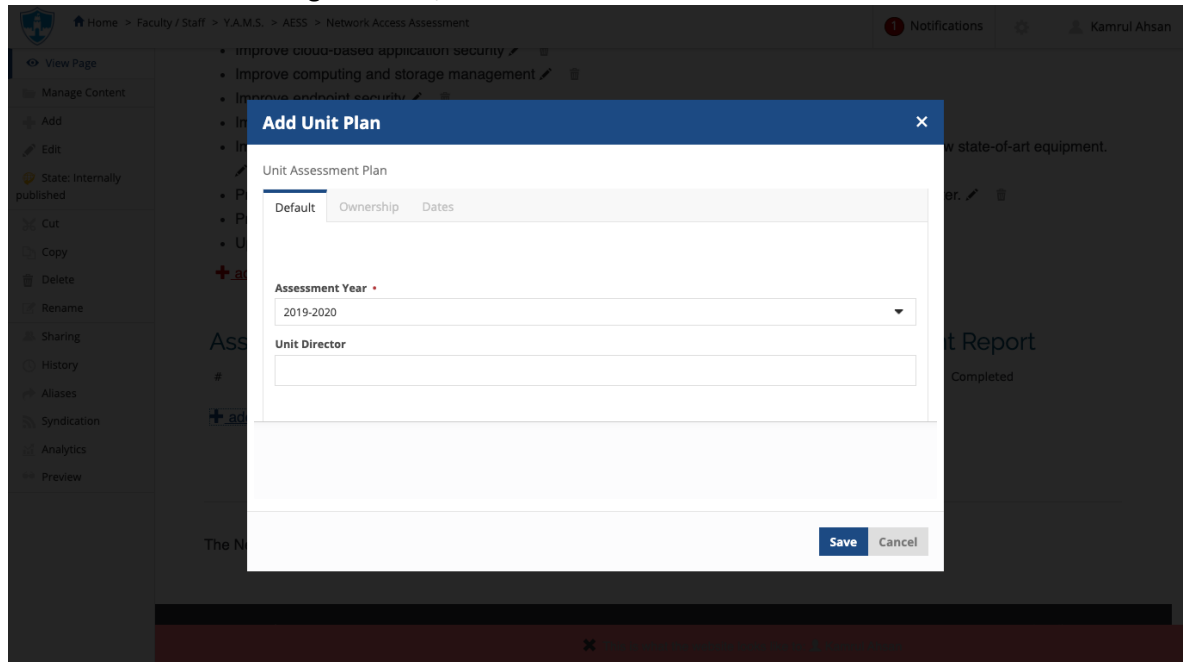
- **Add a new goal** by clicking on the **+ Add Goal** below the goals. If changes are made, click **save**, if no change is made, click **Cancel**.



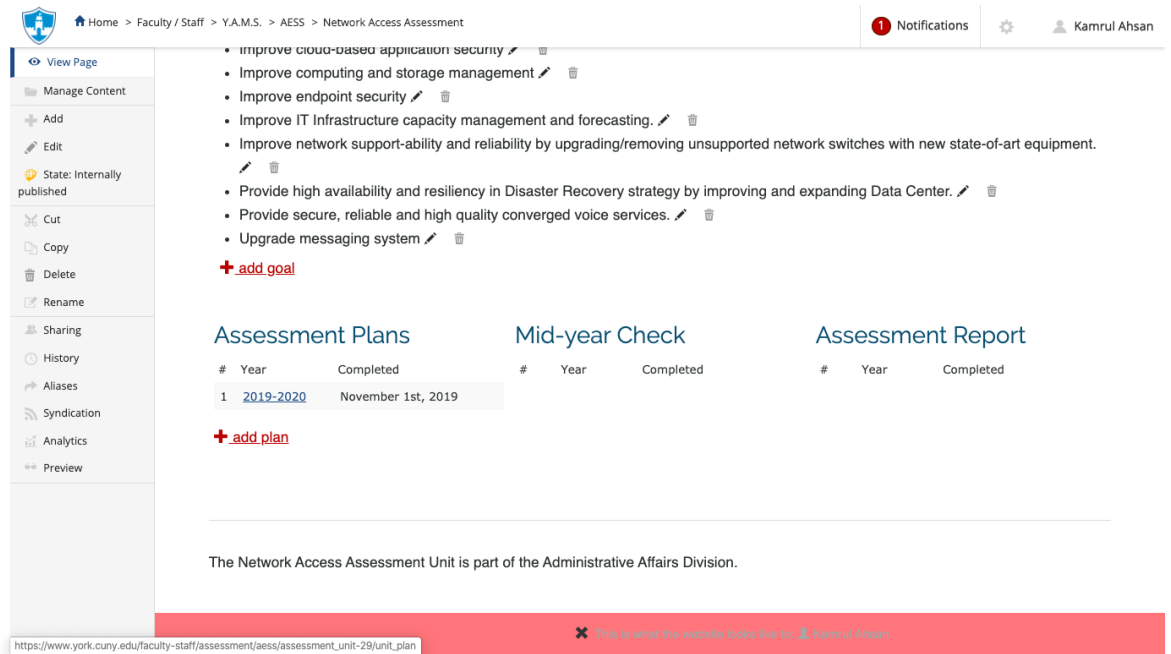
Assessment Plan

- Scroll down to **Assessment Plan**
- **Add a New Plan** by clicking on **+ Add Plan**.

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



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



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

Unit Goal •
What goal you will assess this year?

Improve cloud-based application security

Unit Outcome •
What specific measurable outcome you will assess this year to measure the above stated goal?

Unit Goal Alignment with Divisional Goal
Align/map the selected unit goal to Divisional Goal

No value

Unit Goal Alignment with York's Annual PMP Goal
Align/map the selected unit goal to PMP Goal

No value

Unit Goal Alignment with York's Strategic Goals •
Align/map the selected unit goal to Strategic Goal

TBA

Unit Outcome Alignment with Institutional Learning Outcomes (ILOs) •
Align/map the unit outcome with Institutional Learning Outcomes (ILOs) applicable

N/A

Measure •
What tools will be used to evaluate each outcome? How will you track or collect data?

Measure Type •

Direct

Indirect

Both

Target •
What is the target? (What level of achievement/criteria/rate defines success for this outcome)

Save **Cancel**

Repeat as needed for each Outcome

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

Unit 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.

Add Planned Rational

Rationale for the Plan •
Provide a rationale for choosing the above outcomes to assess

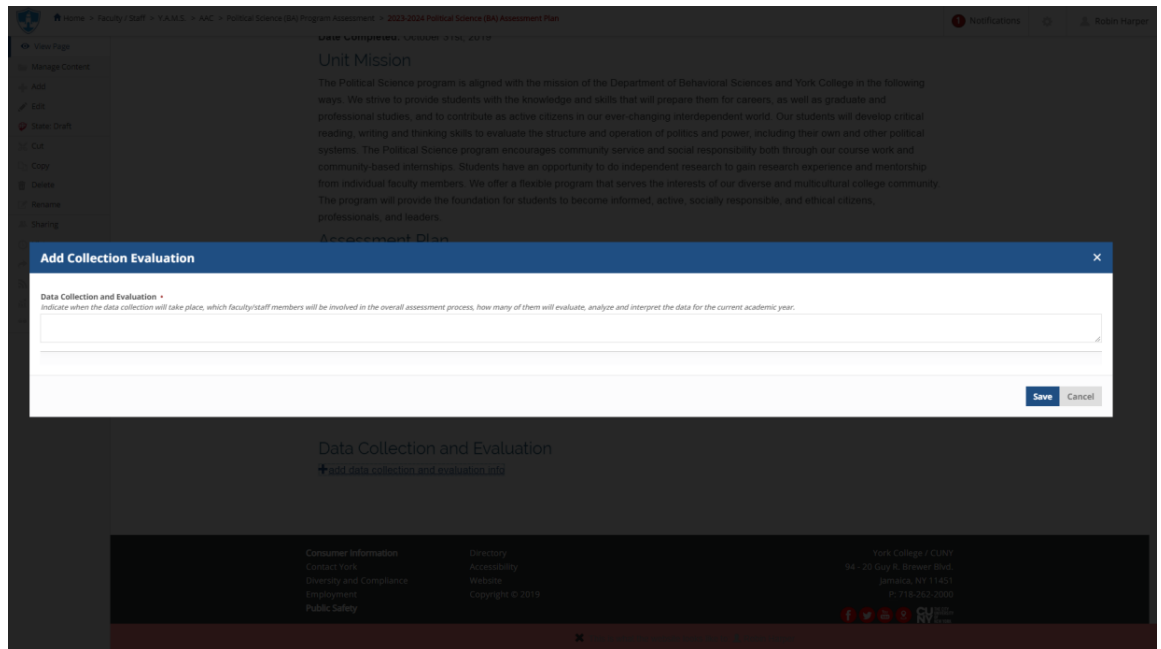
Save **Cancel**

Data Collection and Evaluation
+ add data collection and evaluation info

York College / CUNY
34 - 33 Guy R. Brewer Blvd
Jamaica, NY 11451
P: 718-342-3998

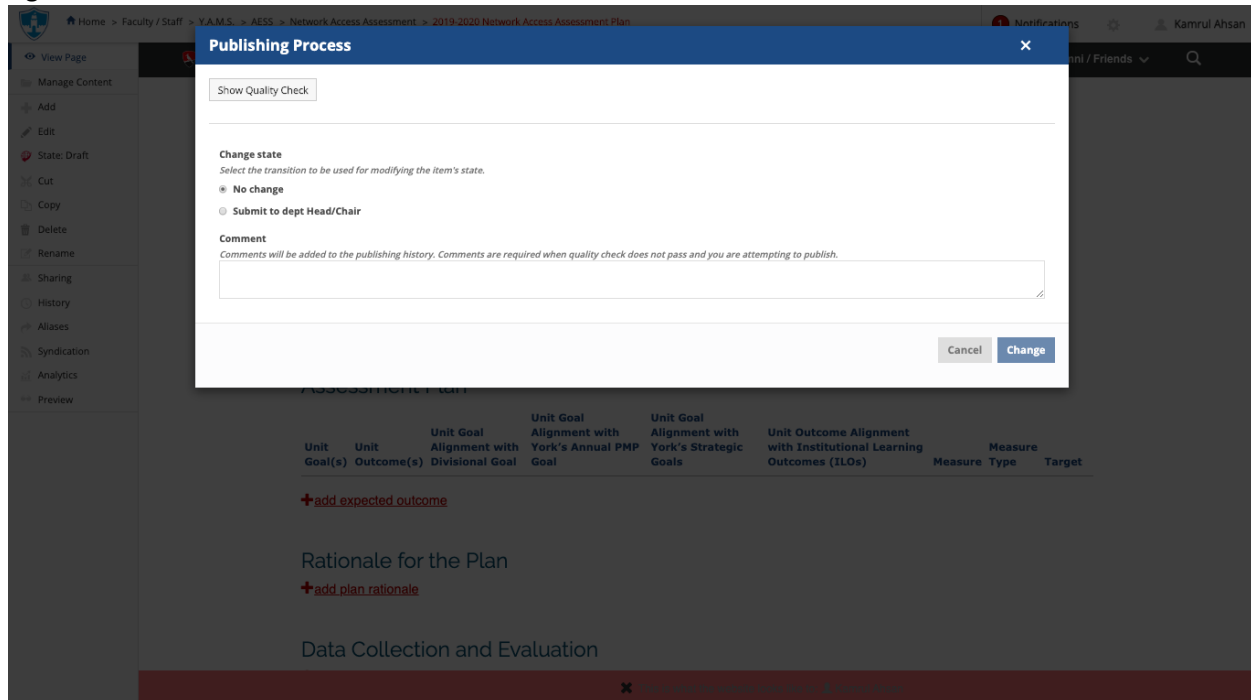
Repeat as needed for each Outcome

- Scroll down to **Data Collection and Evaluation** and click **Add Data Collection and Evaluation Info**, fill the form and click **Save** or **Cancel**.



Repeat as needed for each Outcome

- Review the completed plan
- **Submit:** If the plan is ready to be submitted to the unit head or VP, 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** and Submit by clicking on the year (e.g. 2019-2020)
 - View or print the plan
 - Add or edit as needed if in draft state (the plan has not been submitted)
 - 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.

The screenshot shows a 'Publishing Process' modal window. It includes a 'Show Quality Check' button, a 'Change state' section with radio buttons for 'No change' and 'Retract' (selected), and a 'Comment' text area. Below the modal, the 'Assessment Plan' table is partially visible.

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	Measure 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

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:

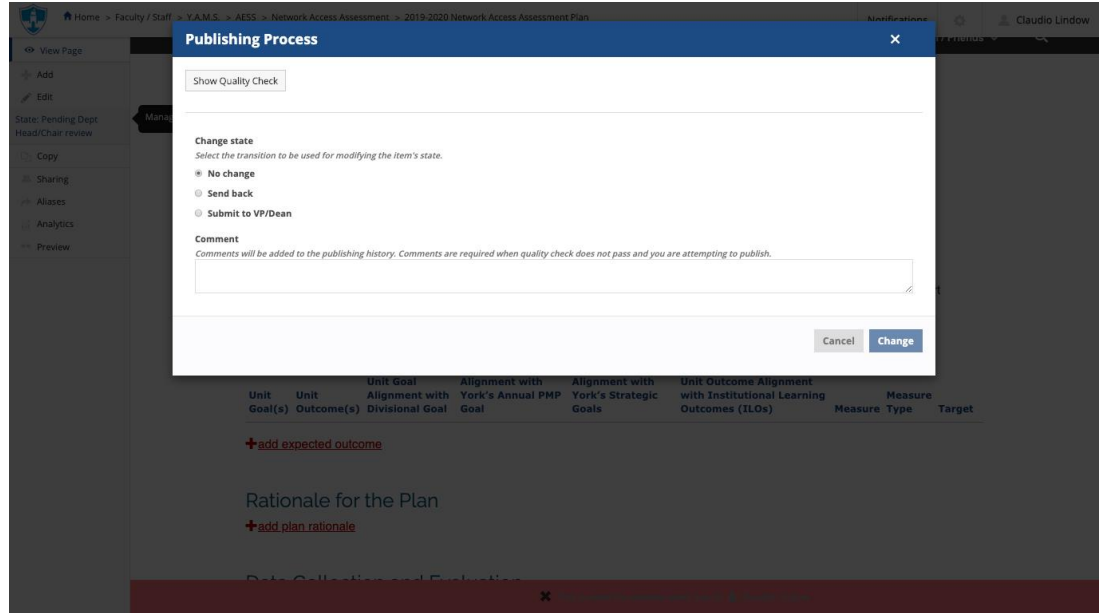
- Select AESS
- Select the unit

At this time, you can:

Review Existing Plans

- **Review Existing Plans** by clicking on the year (e.g. 2019-2020)

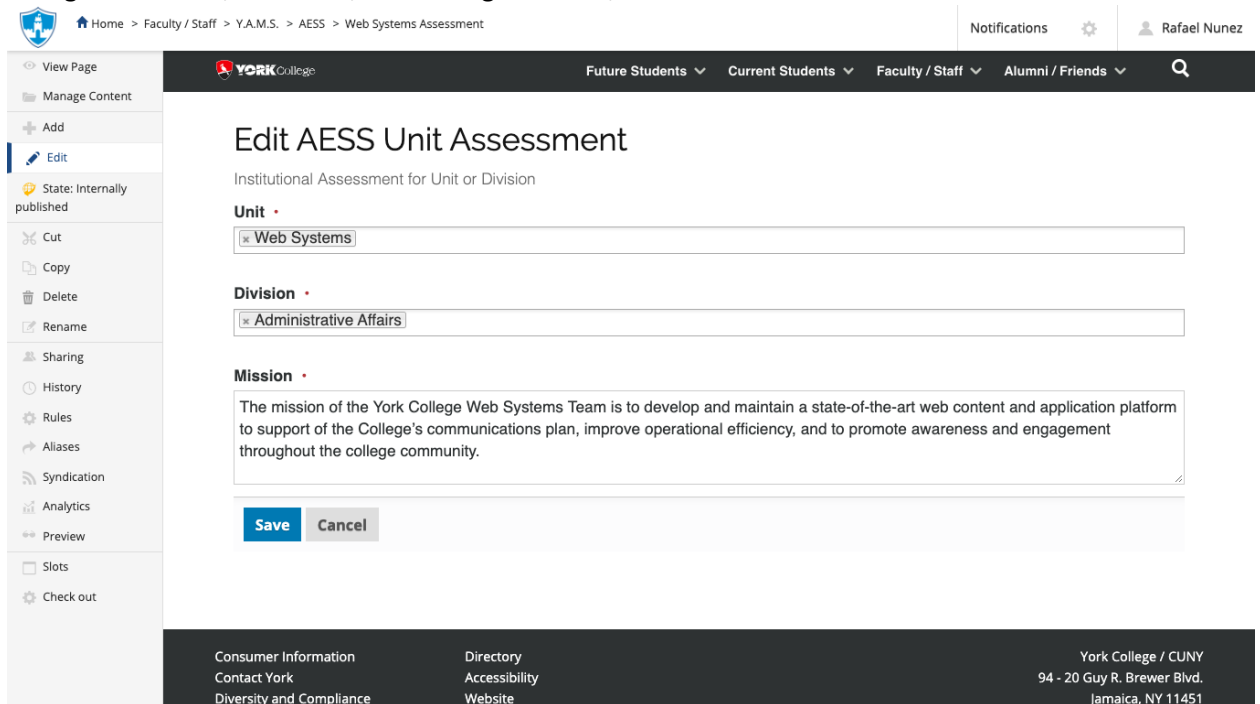
- View or print the plan
- Send back to director/designee or Submit to VP.
 - Click on the **State:** button on the left side menu.
 - Under change state select **Send back** or **Submit to VP** then click **Change** button on the lower right.



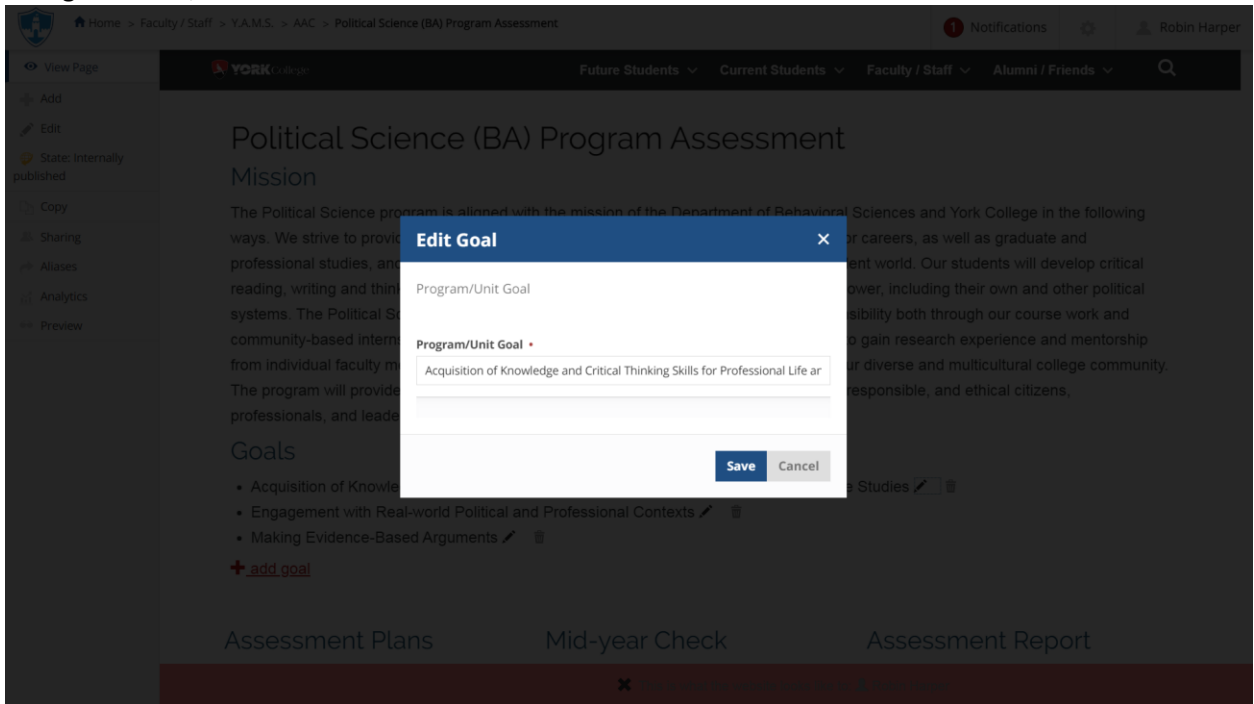
- Add or edit as needed, if the plan has not been submitted to VP. (see below)

Mission

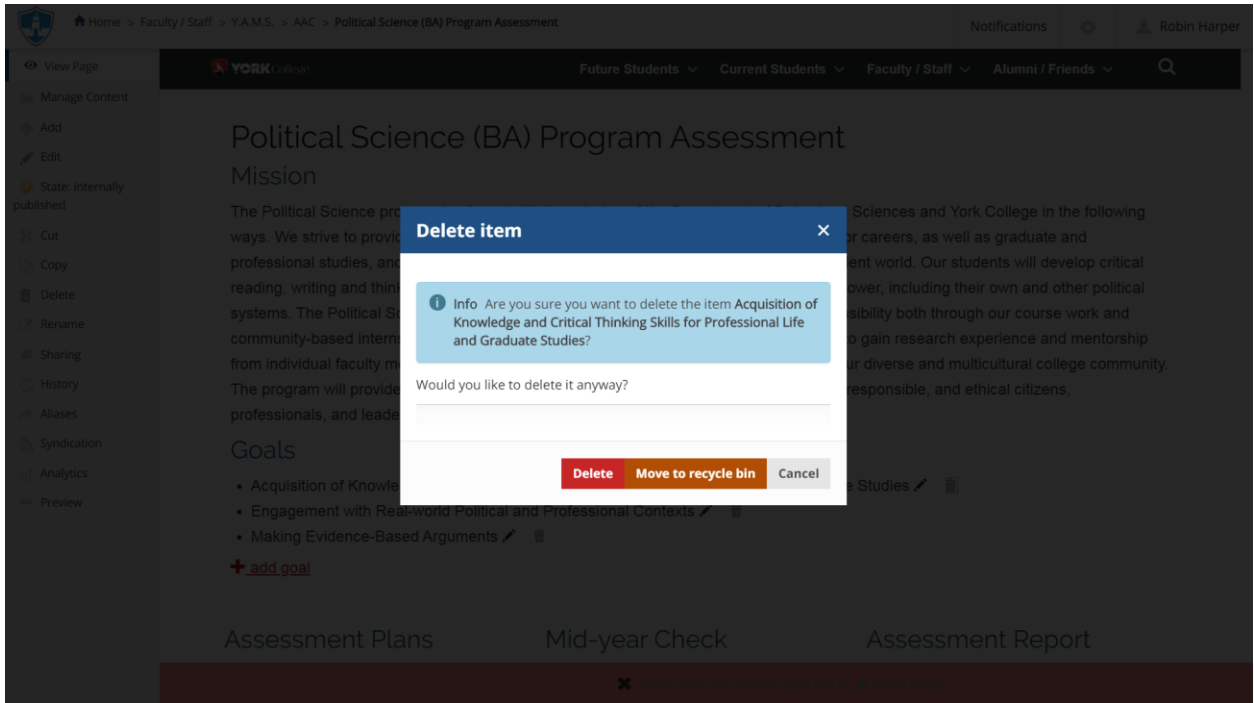
- **Edit the mission** by clicking on **edit** on the left menu or the **pencil icon** below the mission. If changes are made, click **save**, if no change is made, click **cancel**.



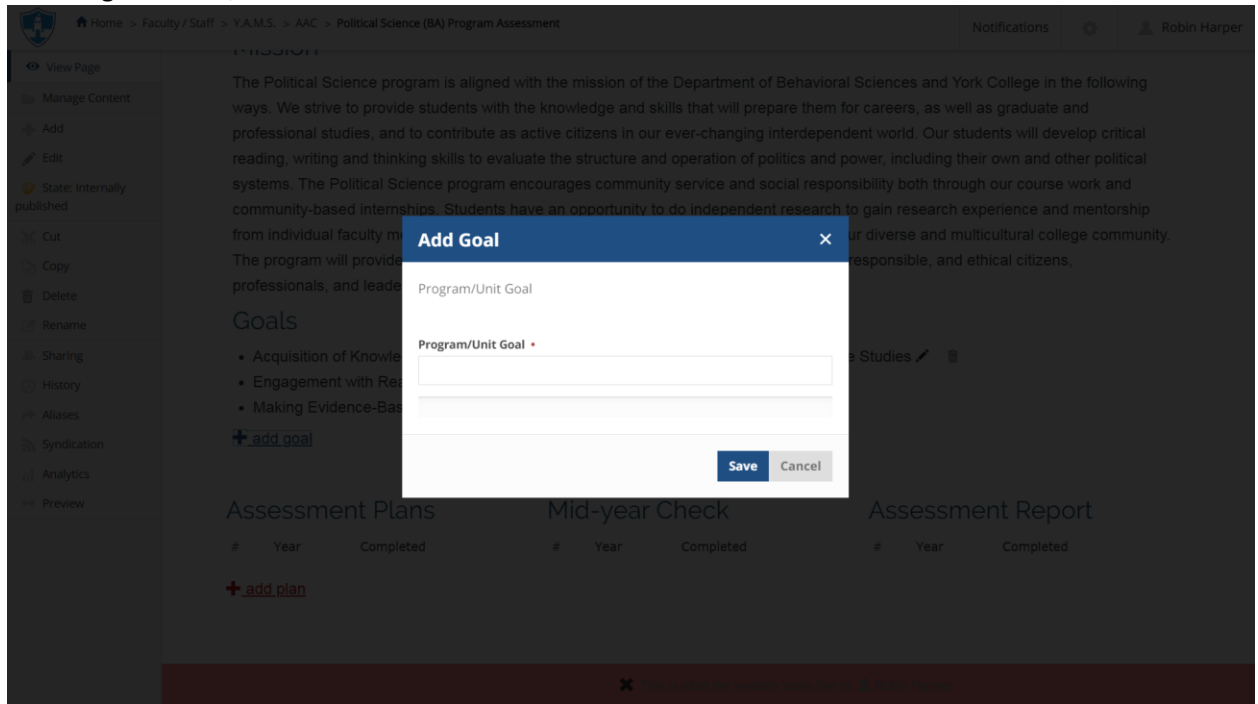
- **Edit a goal** by clicking on the **pencil icon** next to the goal. If changes are made, click **save**, if no change is made, click **cancel**.



- **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**

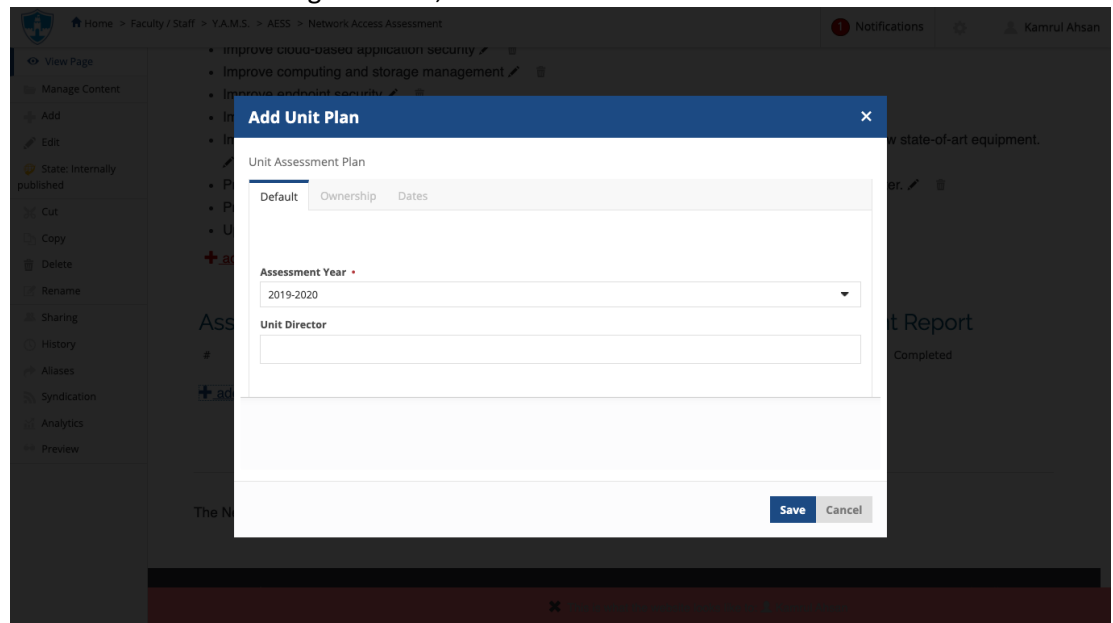


- **Add a new goal** by clicking on the **+ add goal** below the goals. If changes are made, click **save**, if no change is made, click **cancel**.



Assessment Plan

- **Add a new plan** by clicking on the **+ add plan**.
 - Select the **Assessment Year** from the drop down menu, search and select **Unit Director** and click **save**. If no change is made, click **cancel**.



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

Home > Faculty / Staff > Y.A.M.S. > AESS > Network Access Assessment

Notifications | Settings | Kamrul Ahsan

View Page

Manage Content

- Add
- Edit
- State: Internally published
- Cut
- Copy
- Delete
- Rename
- Sharing
- History
- Aliases
- Syndication
- Analytics
- Preview

- improve cloud-based application security
- Improve computing and storage management
- Improve endpoint security
- Improve IT Infrastructure capacity management and forecasting.
- Improve network support-ability and reliability by upgrading/removing unsupported network switches with new state-of-art equipment.
- Provide high availability and resiliency in Disaster Recovery strategy by improving and expanding Data Center.
- Provide secure, reliable and high quality converged voice services.
- Upgrade messaging system

+ add goal

Assessment Plans

#	Year	Completed
1	2019-2020	November 1st, 2019

+ add plan

Mid-year Check

#	Year	Completed
---	------	-----------

Assessment Report

#	Year	Completed
---	------	-----------

The Network Access Assessment Unit is part of the Administrative Affairs Division.

https://www.york.cuny.edu/faculty-staff/assessment/aess/assessment_unit-29/unit_plan

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

Unit Goal •
What goal you will assess this year?
Improve cloud-based application security

Unit Outcome •
What specific measurable outcome you will assess this year to measure the above stated goal?

Unit Goal Alignment with Divisional Goal
Align/map the selected unit goal to Divisional Goal
No value

Unit Goal Alignment with York's Annual PMP Goal
Align/map the selected unit goal to PMP Goal
No value

Unit Goal Alignment with York's Strategic Goals •
Align/map the selected unit goal to Strategic Goal
TBA

Unit Outcome Alignment with Institutional Learning Outcomes (ILOs) •
Align/map the unit outcome with Institutional Learning Outcomes (ILOs) applicable
N/A

Measure •
What tools will be used to evaluate each outcome? How will you track or collect data?

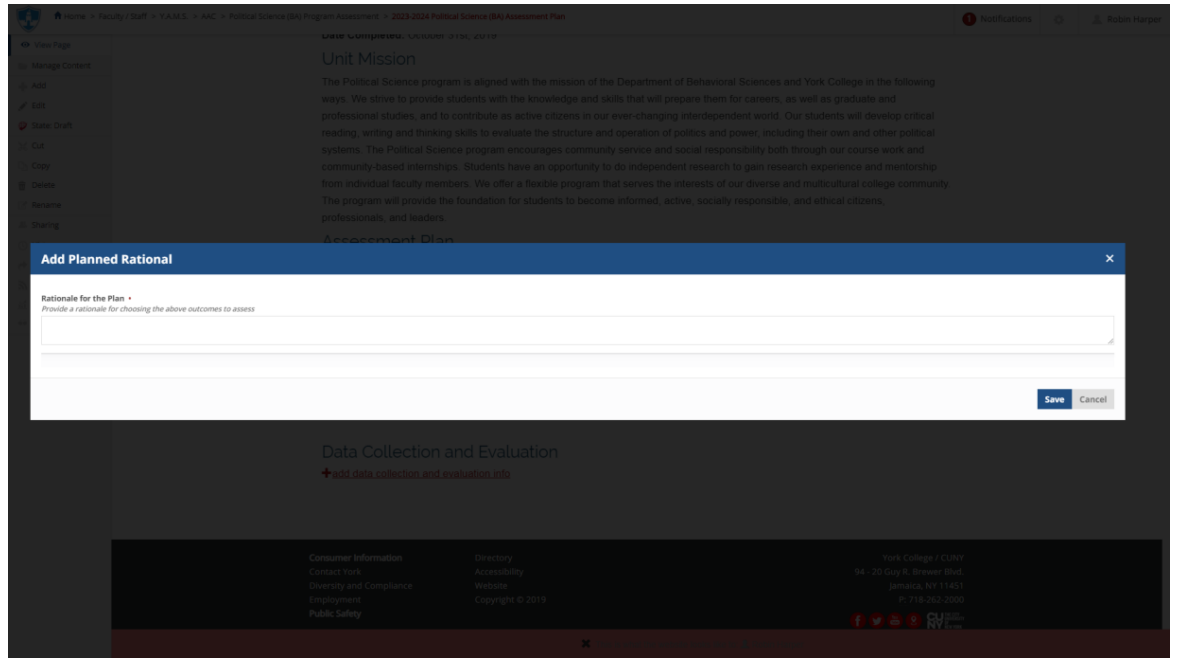
Measure Type •
 Direct
 Indirect
 Both

Target •
What is the target? (What level of achievement/criteria/rate defines success for this outcome)

Save Cancel

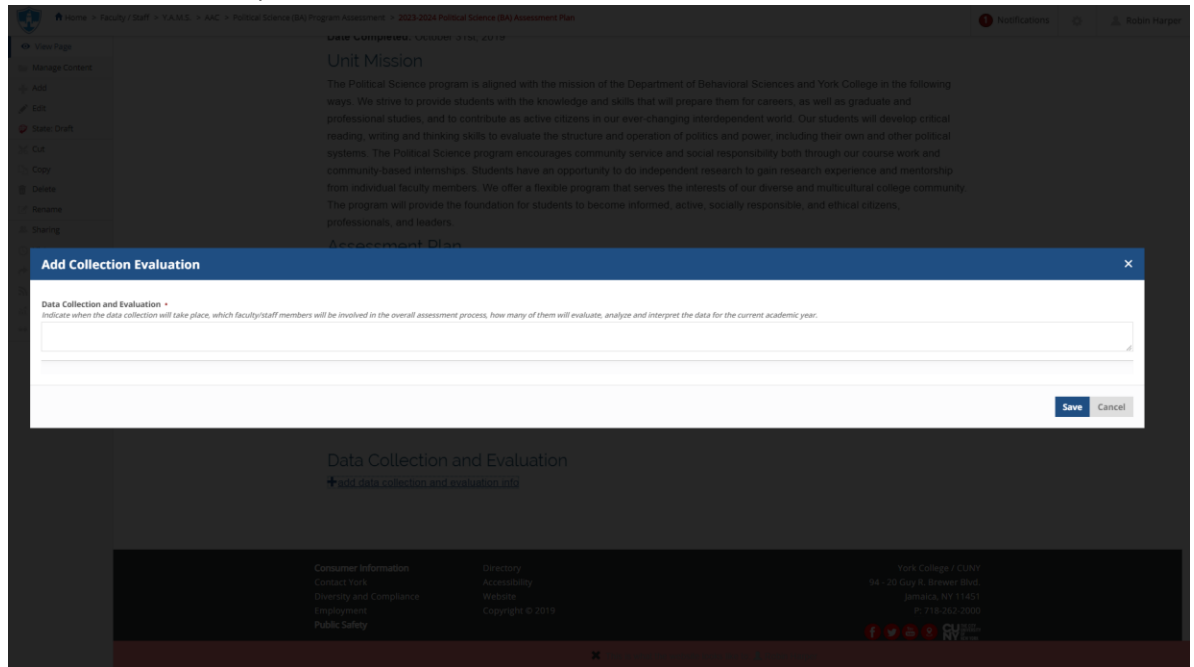
Repeat as needed for each Outcome

- 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

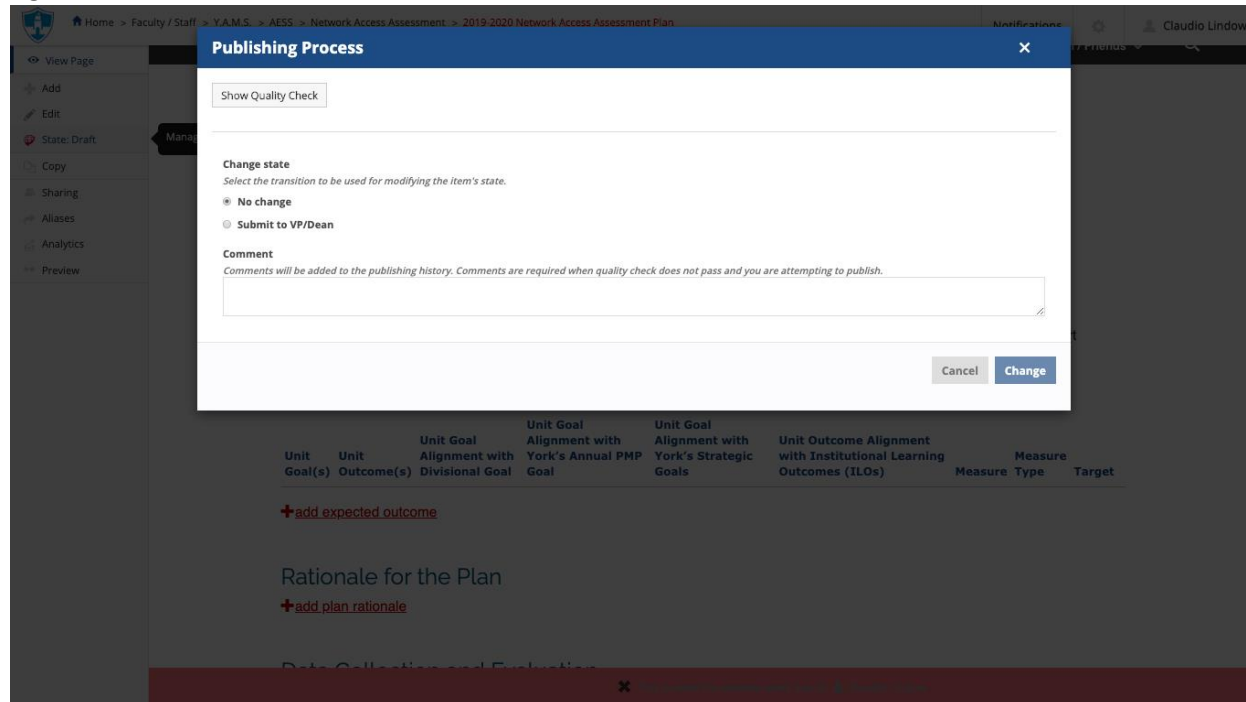
- Scroll down to **Data Collection and Evaluation** and click **Add Data Collection and Evaluation info**, complete the form and click **Save** or **Cancel**.



Repeat as needed for each Outcome

- Review the completed plan
- 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

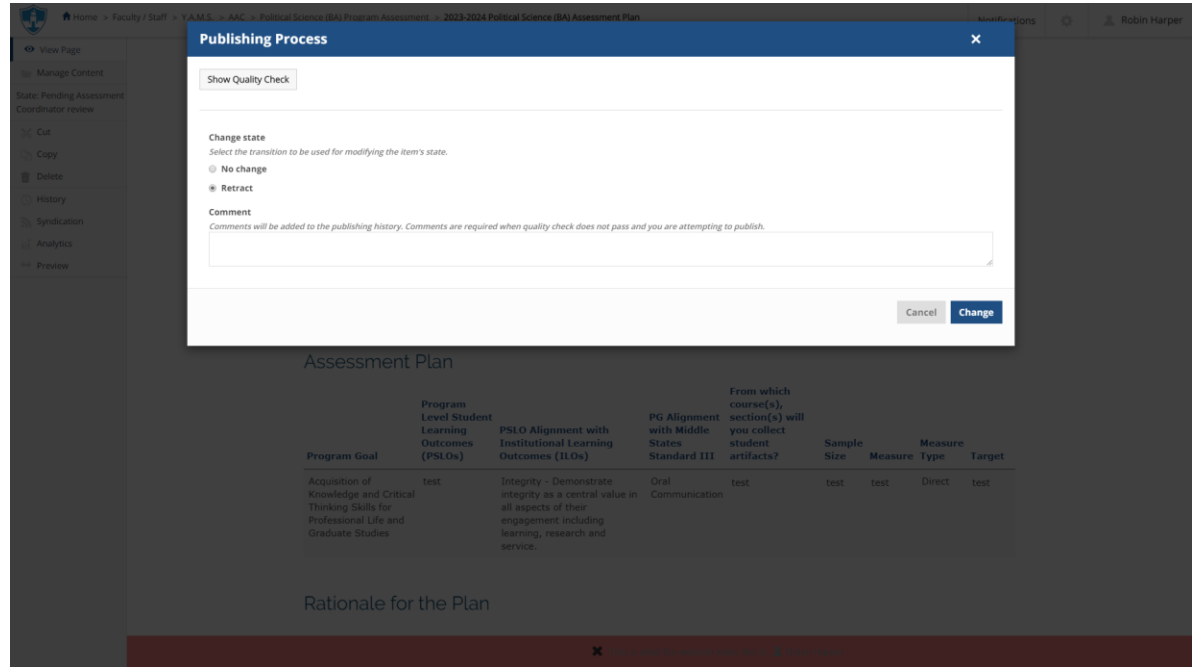
right.



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

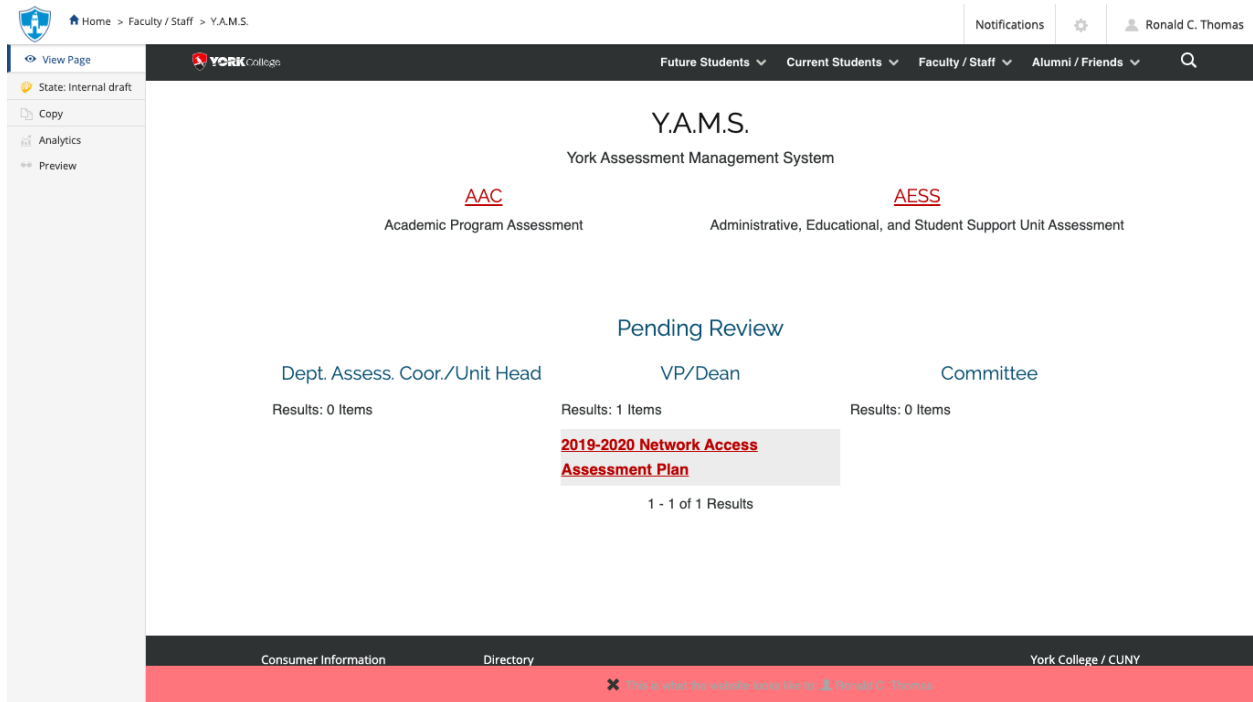
- **View Existing Plans** by clicking on the year (e.g. 2019-2020)
 - View or print the plan
 - Add or edit as needed if in draft state (the plan has not been submitted)
 - If you want to retract a submitted plan (remove it from the review process and/or make changes), click on the **State:** button 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.



AESS Unit VP 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 units and plans by following these instructions:

2019-2020 Network Access Assessment Plan

Assessment Year: 2019-2020
Division: Administrative Affairs
Unit: Network Access
Unit Director: kahsan
Completed by: kahsan
Other Contributors:
Date Completed: November 1st, 2019

Unit Mission

The Information Technology Infrastructure office provides reliable, continuous, secure storage and computing facilities to support students, faculty and staff while maintaining uninterrupted network and voice connectivity service.

Assessment Plan

Unit Goal(s)	Unit Outcome(s)	Unit Goal Alignment with Divisional Goal	Unit Goal Alignment with York's Annual PMP Goal	Unit Goal Alignment with York's Strategic Goals	Unit Outcome Alignment with Institutional Learning Outcomes (ILOs)	Measure	Type	Target

[Rationale for the Plan](#)

[Data Collection and Evaluation](#)

- Select AESS
- Select the unit
- **Review Existing Plans** by clicking on the year (e.g. 2019-2020)
 - View or print the plan
 - Send back to director/designee or Submit to AESSAC.
 - Click on the **State** button on the left side menu.
 - Under Change state select **Send back** or **Submit to Committee and OIESP** then click **Change** button on the lower right.

Publishing Process

Show Quality Check

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

No change
 Send back
 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.

Cancel **Change**

AESSAC Instructions

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

The screenshot shows the Y.A.M.S. dashboard with the following elements:

- Navigation:** Top bar with 'Future Students', 'Current Students', 'Faculty / Staff', 'Alumni / Friends' menus and a search icon. Left sidebar with 'View Page', 'State: Internal draft', 'Copy', 'Analytics', and 'Preview' options.
- Header:** 'Y.A.M.S. York Assessment Management System'.
- Assessment Categories:** 'AAC Academic Program Assessment' and 'AESS Administrative, Educational, and Student Support Unit Assessment'.
- Pending Review Section:**
 - Dept. Assess. Coord./Unit Head:** Results: 1 Items. Item: [2019-2020 Institutional Effectiveness and Strategic Planning Assessment Plan](#). 1 - 1 of 1 Results.
 - VP/Dean:** Results: 0 Items.
 - Committee:** Results: 1 Items. Item: [2019-2020 Network Access Assessment Plan](#). 1 - 1 of 1 Results.
- Footer:** 'Consumer Information', 'Directory', and 'York College / CUNY'.

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

- Select AESS
- Select the unit
- **Review Existing Plans** by clicking on the year (e.g. 2019-2020)

Committee Members:

- View or print the plan

The screenshot shows the detailed view of the '2019-2020 Network Access Assessment Plan' with the following content:

- Assessment Year:** 2019-2020
- Division:** Administrative Affairs
- Unit:** Network Access
- Unit Director:** kahsan
- Completed by:** kahsan
- Other Contributors:**
- Date Completed:** November 1st, 2019
- Unit Mission:** The Information Technology Infrastructure office provides reliable, continuous, secure storage and computing facilities to support students, faculty and staff while maintaining uninterrupted network and voice connectivity service.
- Assessment Plan Table:**

Unit Goal(s)	Unit Alignment with York's Annual PMP Goal	Unit Goal Alignment with York's Strategic Goals	Unit Outcome Alignment with Institutional Learning Outcomes (ILOs)	Measure Type	Target
- Rationale for the Plan**
- Data Collection and Evaluation**

Committee Chair:

- View or print the plan
- Send back to unit director/designee or publish internally.
 - i. Click on the **State:** button on the left side menu.
 - ii. Under change state select **Publish internally** or **Send back** then click **Change** button on the lower right.

The screenshot shows a 'Publishing Process' modal window. It includes a 'Show Quality Check' button at the top. Below that is the 'Change state' section with the instruction 'Select the transition to be used for modifying the item's state.' There are three radio button options: 'No change', 'Publish internally', and 'Send back'. Below the radio buttons is a 'Comment' section with a text area and the instruction 'Comments will be added to the publishing history. Comments are required when quality check does not pass and you are attempting to publish.' At the bottom right of the modal are 'Cancel' and 'Change' buttons. The background of the page shows a table with columns: Unit, Unit Goal, Unit Outcome Alignment, Unit Goal Alignment with York's Annual PMP Goal, Unit Goal Alignment with York's Strategic Goals, Unit Outcome Alignment with Institutional Learning Outcomes (ILOs), Measure, Measure Type, and Target. Below the table, the text 'Rationale for the Plan' and 'Data Collection and Evaluation' is visible.

Note: **Send back** will send the plan back to the draft state for the unit director/designee to revise, edit and resubmit. Send back will email the user upon the state change, retract will not.

Publish internally will make the plan available to all authenticated users (York employees and students)

- Add or edit as needed, if the plan has not been submitted to the AESS committee.