

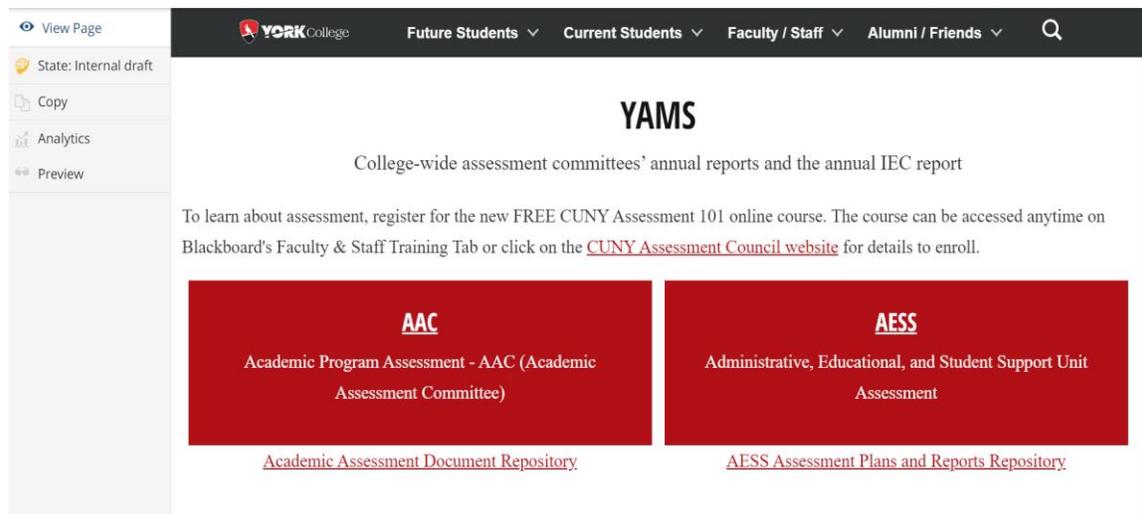
York Assessment Management System (YAMS)

Instructions on How to create an Annual AESS Unit 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 **AESS**



4. Select your unit

AESS

Administrative, Educational, and Student Support Unit Assessment

Division	Unit
Academic Affairs	Academic Advisement Center Accelerate, Complete, Engage (ACE) Center for Teaching, Learning and Educational Technologies (CTLET) Collaborative Learning Center College Now CUNY Language Immersion Program (CLIP) Office of Research and Sponsored Programs Office of Student Academic Services Office of the Registrar Scholarship Center University Skills Immersion Program York Early College Academy (YECA)
Administrative Affairs	Office of Planning and Budget Office of the Bursar Facilities Information Technology Office of Human Resources Public Safety
Enrollment Management and Student Affairs	Admissions Career Services Center for Students with Disabilities Counseling Center Financial Aid Office First-Year Experience and Mentoring Male Initiative Program Office of Veterans Affairs Percy E. Sutton SEEK Program Student Activities Student Health Services Center Testing Center Welcome Center Women's Center
Institutional Advancement and Communications	Institutional Advancement Marketing and Communications
Office of the President	Athletics Diversity and Compliance Government Relations and Strategic Initiatives Institutional Effectiveness and Strategic Planning

Please note that any changes to mission and goals must be made before creating the assessment plan. Approval from the divisional VP is required, OIESP can be contacted for assistance.

- On the unit webpage, under the Annual Assessment Plan table, click “add plan”

Institutional Effectiveness and Strategic Planning Assessment

Mission

The Office of Institutional Effectiveness and Strategic Planning (OIESP) integrates institutional research, assessment, strategic planning, accreditation. The Office conducts comprehensive research and analytical studies to support the College in fulfilling its mission and strategy as well as to improve the educational experience for students. The Office promotes and supports a culture of accountability, transparency, improvement, and evidence-based decision-making, and serves as the official reporting source for York College data. ✎

Goals

- Provide data, analyses and research support for planning and evidence-based decision making. ✎ 🗑
- Support College-wide assessment activities to ensure sustainable and meaningful assessments. ✎ 🗑
- Support Middle States Commission of Higher Education (MSCHE) accreditation efforts. ✎ 🗑

+ [add goal](#)

Annual Assessment

#	Year	Plan	Mid-Year	Report
1	2026-2027	March 24th, 2023	December 15th, 2022	December 6th, 2022
2	2025-2026	March 16th, 2023	March 17th, 2023	+ add report
3	2022-2023	July 18th, 2022	January 30th, 2023	+ add report
4	2021-2022	June 24th, 2021	April 25th, 2022	June 13th, 2022
5	2020-2021	September 9th, 2020	January 28th, 2021	May 25th, 2021
6	2019-2020	November 6th, 2019	February 5th, 2020	June 24th, 2020

Please make sure to update your Mission and Goals before creating a new Plan [+ add plan](#)

- Add Unit Plan information:** Select the **Assessment Year** from the drop-down menu, search and select **Unit Director** and click **Save**. If no change is made, click **Cancel**. The new plan will appear under the **Plan** column, labelled by the date it was created.

7. To add content on the Plan,
 - a. Click on the date of the newly created plan

Annual Assessment

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1	2026-2027	March 24th, 2023	December 15th, 2022	December 6th, 2022
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6	2019-2020	November 6th, 2019	February 5th, 2020	June 24th, 2020

- b. Scroll down to **Assessment Plan** and click on **+ add expected outcome**.

- c. Complete the form and click **Save** or **Cancel**. Repeat step b to add additional outcomes

Add Expected Outcome

Identify the assessment activities for the current year. Align unit outcomes with Strategic Initiatives and LOs (as appropriate).

Unit Goal
How does the unit accomplish its mission? (i.e., what do you do?)
Provide data, analyses and research support for planning and evidence-based decision making.

Unit Outcome
How will you achieve your goal? What is the intended result? The outcomes should align with the annual operational plan initiatives set for the College this year. Please do not number the Outcome. One Outcome per field.

Type of Unit Outcome
Is your unit outcome a Student Learning Outcome (SLO) or Operational Outcome?
Student Learning Outcome (SLO)

Alignment with York's Strategic Objectives
Aligning the assessed unit goal to Strategic Initiatives
1.1 Implement college-wide strategic enrollment practices that support students from entry to graduation

Alignment with Institutional Learning Outcomes (ILOs)
Aligning the unit outcome with Institutional Learning Outcomes (ILOs) applicable
Integrity - Demonstrate integrity as a central value in all aspects of their engagement including learning, research and service.

Activity
What steps will you take to achieve the unit outcome?

Measure
What tools will be used to evaluate each outcome? (e.g., accreditation reports, focus groups, surveys, etc.)

Measure Type
Direct measures provide evidence as per the actual unit performance whereas, indirect measures provide evidence based on perceptions and opinions about unit performance.
 Direct
 Indirect
 Both

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

Save **Cancel**

8. **Plan submission:** : If the plan is ready to be submitted to the Unit Head or VP:
 - a. Click on the **State: Draft** button on the left side menu

Home > Resources For Faculty / Staff > YAMS > AESS > Institutional Effectiveness And Strategic Planning Assessment > 2026-2027 Institutional Effectiveness And Strategic Planning Assessment Plan

2026-2027 Institutional Effectiveness and Strategic Planning Assessment Plan

Assessment Year: 2026-2027
 Division: President
 Unit: Institutional Effectiveness and Strategic Planning
 Unit Director: l:hoeffner
 Completed by: mjeet
 Other Contributors:
 Date Completed: March 24th, 2023

Unit Mission
 The Office of Institutional Effectiveness and Strategic Planning (OIESP) integrates institutional research, assessment, strategic planning, and accre in fulfilling its mission and strategic goals, as well as to improve the educational experience for students. The Office promotes and supports a cultu and serves as the official reporting source for York College data.

Assessment Plan
Outcome 1
Unit Goal
 Provide data, analyses and research support for planning and evidence-based decision making.

- b. 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.

Publishing Process

Show Quality Check

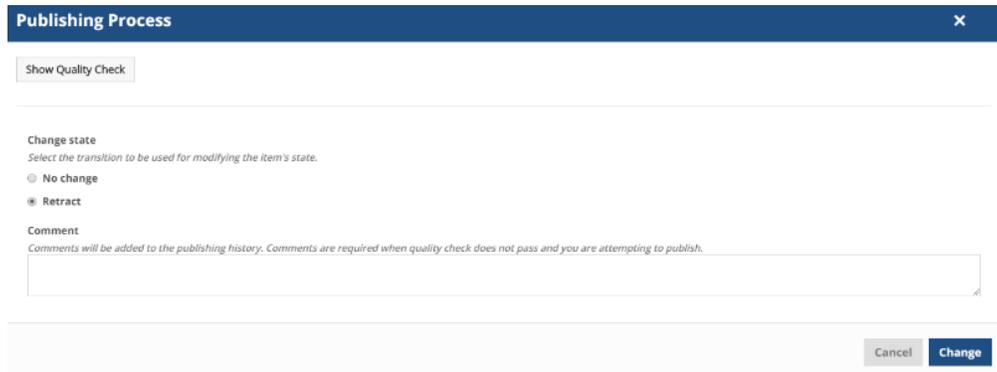
Change state
 Select the transition to be used for modifying the item's state.
 No change
 Submit to dept Head/Chair

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**

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

- To **print or save** the plan, view it by clicking the date under the Plan column, then right click on the page and select either “Print” or “Save as”
- To **Retract** a submitted plan (remove it from the review process and/or make changes), click on the **State: Internally Published** 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 image shows a 'Publishing Process' dialog box with a dark blue header and a close button (X) in the top right corner. Below the header is a 'Show Quality Check' button. The main content area is titled 'Change state' and includes the instruction 'Select the transition to be used for modifying the item's state.' There are two radio button options: 'No change' and 'Retract', with 'Retract' being selected. Below this is a 'Comment' section with 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.' and an empty text input field. At the bottom right of the dialog are 'Cancel' and 'Change' buttons.