York Assessment Management System (YAMS)

Instructions on How to create an Annual Year-End AESS Unit Assessment Report

- 1. Go to <u>YAMS webpage (https://york.cuny.edu/yams)</u>
- 2. Login using your York College Network Account Credentials

	York College / CUNY
	You need to log in with your York College Network Account,
this is the	e same account use to login to the computers on campus, VPN, or WIFI.
	Login
	Login with username and password
	Username
	Enter username
	Password
	Enter password

3. Click AESS

• View Page	State Students V Current Students V	lents \checkmark Faculty / Staff \checkmark Alumni / Friends \checkmark Q
🥥 State: Internal draft		
🗅 Сору	V	MS
analytics	17	
•• Preview	College-wide assessment committees'	annual reports and the annual IEC report
	To learn about assessment, register for the new FREE CUNY Asse Blackboard's Faculty & Staff Training Tab or click on the <u>CUNY A</u>	
	Academic Program Assessment - AAC (Academic Assessment Committee)	Administrative, Educational, and Student Support Unit Assessment
	Academic Assessment Document Repository	AESS Assessment Plans and Reports Repository

4. Select your unit

AESS

Administrative, Educational, and Student Support Unit Assessment

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		Institutional Effectiveness and Strategic Planning			

5. On the unit webpage, under the Annual Assessment Plan table, click + add report under the "report" column and on the row for the year that you are creating the report for

Institutional Effectiveness and Strategic Planning Assessment Mission

The Office of Institutional Effectiveness and Strategic Planning (OIESP) integrates institutional research, assessment, strategic planning, and accreditation. The Office conducts comprehensive research and analytical studies to support the College in fulfilling its mission and strategic goals, as well as to improve the educational experience for students. The Office promotes and supports a culture of accountability, transparency, continuous 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 Assesment

#	Year	Plan	Mid-Year	Report
1	2025-2026	March 16th, 2023	+ add mid-year	+ add report
2	2022-2023	<u>July 18th, 2022</u>	January 30th, 2023	+ add report
3	2021-2022	<u>June 24th, 2021</u>	<u>April 25th, 2022</u>	June 13th, 2022
4	2020-2021	September 9th, 2020	January 28th, 2021	May 25th, 2021
5	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

6. Click on Click Here to Continue

Report Created	×
Click Here to Continue	

7. To report assessment findings, click Complete this Section under each outcome, See screenshot below:

Assessment Report

utcome # 1
nit Goal
encourage students to be civic-minded and engaged in activities that broaden their knowledge of the diverse populations of the world.
nit Outcome
crease opportunities for students to be actively involved with partnering community based organizations.
ignment with York's Strategic Initiatives
plement College-wide strategic enrollment practices that support students from entry to graduation
ignment with York's Institutional Learning Outcomes (ILOs)
A
easure
rect
easure Type
mber of students actively involved with partnering community based organizations
rget
least 20 students will be actively involved with partnering community based organizations
utcome # 1 Report
Complete this section

×

- Once the user clicks on the **pencil icon** for a given outcome, the following screen is displayed. The first five fields are prepopulated from the plan such as alignment with divisional goals, ILOs, measure and target.
 - Review the prepopulated fields: Alignment with York's Strategic Goals, Alignment with Institutional Learning Outcomes (ILOs), Measure, Measure Type and Target. (Update measure and alignment <u>only</u> if necessary, otherwise skip to b).

Missing: TBA Alignment with Institutional Learning Outcomes (ILOs) • Align/map the unit outcome with Institutional Learning Outcomes (ILOs)s applicable
•
N/A
Measure • What tools will be used to evaluate each outcome? How will you track or collect data?
A published Factbook
Measure Type •
Direct
Indirect
O Both
Target • What is the target? (What level of achievement/criteria/rate defines success for this outcome)
A published Factbook that provides more details and in depth information on graduation and retention.

- b. On the same screen, scroll down to Target Met and <u>complete</u> all fields from this point forward. This includes:
 - *i.* **Target Met** *Select "Met" or "Not Met" to indicate if the target you established at the beginning of the assessment plan was met or not*
 - *ii.* Use of Results Based on the assessment findings, identify the type of changes that you will make. If other is selected, explain on the following field
 - *iii.* **Recommended Change** *Explain the recommended change(s) or if there is no change, state why*
 - iv. Action Plan/Next Steps Explain the next steps, identify when changes will be implemented and who is responsible
 - v. **Budgetary Consideration** *Select yes, no, or not applicable for budgetary considerations that are the direct result of the assessment findings.*
 - *vi.* **Methods of Communication** *Identify how the results were shared: check all that apply*
- c. Click "Save" once completed

Repeat the same steps (# 8 a-c) to report on each of the outcomes listed in the assessment plan.

Use of Results *
Change(s) Needed, Check all that apply
Program/Service
Procedure/Processo
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 (next) when changes will be implemented and who is responsible
expant the next steps, identity when changes will be implemented and who is responsible
Budgetary Consideration * Select yes or not Hear are any budgetary considerations that are the direct result of the assessment findings.
C Tex. request submitted to department head
Net Applicable
Assessment Communication •
Identify to whom the assessment findings will be communicated: check all that apply
Unit/Department Soff
Department Head
Division VP/AXP
Students
Other faculty/reaff
Senior leadership
Methods of Communication •
Identify how the results were shared: check all that apply
Drails
Meetings
Reports
Other

9. To add attachment that supports your assessment activities such as a rubric or copy of a survey, etc. Click "add attachment"

Upload Attachments					
Complete this section	×				
+ add attachment					

10. Select the document type, choose file and click "Save".

Add Assessment Attachment	×
Attachment	
Document Type •	
C Rubric	
Survey	
O Other	
Upload Attachments • Please do not disclose any document that includes personal or identifieable information.	
Choose File No file chosen	
Save	Cancel

11. Complete the Changes Implemented section by clicking on "complete this section". This is based on the next steps identified based on last year's report. The purpose is to indicate whether the planned changes were implemented or not and state the progress.

	analiges 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	
1	To encourage students to be civic minded and actively involved in their communities	Volunteer sites will report being satisfied with student volunteers	Due to COVID-19, civic engagement was halted	No Change	Provide alternative opportunities for our students to engage in civic engagement activities.	Complete t	this section	×	

Save Cancel

12. The last heading Other Activities/Accomplishments is Optional. Click "add other activities/accomplishments".



13. Add information that contributed to improving the student success and/or operational effectiveness and click "Save".

Add reported_other_activity	×
Other Activity	
Other Activities/Accomplishments • Highlight accomplishments and/or unit assessment activities that contributed to improving the, student success and/or operational effectiveness.	
	Save Cancel

- 14. Review the entire report.
- 15. Submit: If the report is ready to be submitted to the unit head or VP:
 - a. Click on "State: Draft" on the left side menu.



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, see screenshot on next page.

Publishing Process	×
Hide Quality Check	
Short name format	
7 Title length	
Title format	
f Summary length	
* Summary format	
Links	
f Headers	
Accessibility compliance	
S Double check Problems have been detected. It is recommended that you fix them.	
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Change state Select the transition to be used for modifying the Item's state. No change Submit to dept Head/Chair Submit to VP/Dean	

Note: Once submitted, changes cannot be made unless the document is retracted or rejected. However, you can review the document by going back to the main screen.