

AESS Unit VP 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. At the top, there's a navigation bar with 'Home > Faculty / Staff > Y.A.M.S.' and user information for Ronald C. Thomas. Below the navigation, the main content area displays 'Y.A.M.S. York Assessment Management System'. There are two main categories: 'AAC Academic Program Assessment' and 'AESS Administrative, Educational, and Student Support Unit Assessment'. Under 'AESS', there's a 'Pending Review' section with three columns: 'Dept. Assess. Coord./Unit Head' (Results: 0 Items), 'VP/Dean' (Results: 1 Items), and 'Committee' (Results: 0 Items). A highlighted result under 'VP/Dean' is '2019-2020 Network Access Assessment Plan'. At the bottom, there's a footer with '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:

The screenshot shows the '2019-2020 Network Access Assessment Plan' page. The navigation bar shows 'Home > Faculty / Staff > Y.A.M.S. > AESS > Network Access Assessment > 2019-2020 Network Access Assessment Plan'. The main content area displays the title '2019-2020 Network Access Assessment Plan' and the following details:

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

 Below these details are sections for 'Unit Mission', 'Assessment Plan', 'Rationale for the Plan', and 'Data Collection and Evaluation'. The 'Assessment Plan' section includes a table with the following columns: Unit Goal, 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, and Target.

- 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.

