

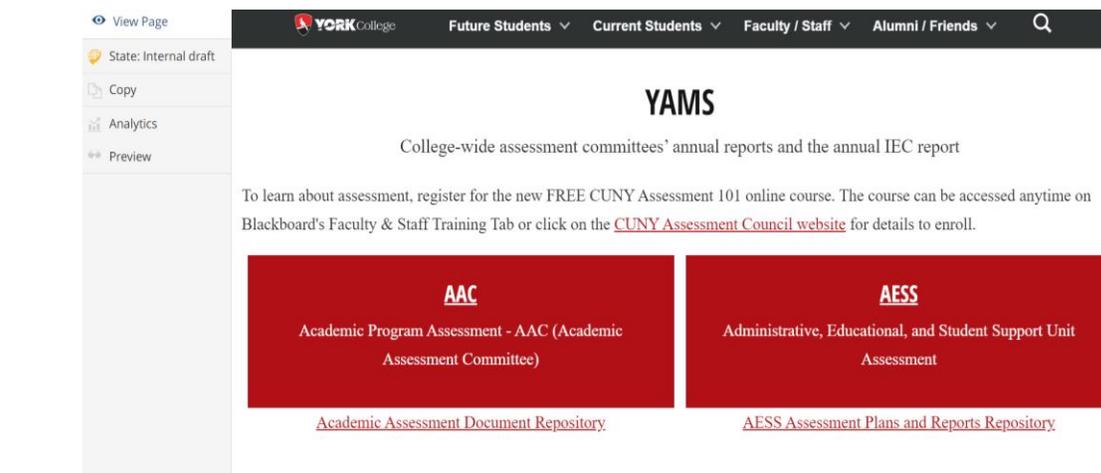
York Assessment Management System (YAMS)

Instructions on How to create a Mid-year check-in for AESS Unit

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



- On the unit webpage, under **Annual Assessment**, in the **Mid-Year** column (third from left), click on [+ add mid-year](#)

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 Assessment

#	Year	Plan	Mid-Year	Report
1	2026-2027	December 9th, 2022	+ add mid-year	December 6th, 2022
2	2022-2023	July 18th, 2022	+ add mid-year	+ add report
3	2021-2022	June 24th, 2021	April 29th, 2022	June 13th, 2022
4	2020-2021	September 9th, 2020	January 29th, 2021	May 29th, 2021
5	2019-2020	November 6th, 2019	February 9th, 2020	June 24th, 2020

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

- Select the **Assessment Year** from the drop-down menu, select the **Unit Director** and complete the next six questions by selecting one response from the choices listed. You can also add optional Comments to each question.
- Click **Save**. The Mid-Year Check will now display under the Mid-Year column, labelled as the date it was created.

Add Unit Mid Year Check
✕

AESS Unit Mid-Year Assessment Check

Default
Settings
Ownership
Dates

Assessment Year ▾

Unit Director

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

Change Note

Enter a comment that describes the changes you made.

Save
Cancel

8. To review the Mid-Year Check, click on the date under the Mid-Year column. The following screen will appear:

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	

9. **Submit:**

- a. If the mid-year check is ready to be submitted to the Unit Head or VP, open the mid-year check, click on the **State: Draft** button on the left side menu.

2025-2026 Institutional Effectiveness and Strategic Planning Mid-Year Assessment Check
Assessment Year: 2025-2026
Division: President
Unit: Institutional Effectiveness and Strategic Planning
Unit Director: lhoeffner
Completed by: mjeet
Other Contributors:
Date Completed: March 17th, 2023

Please indicate your progress on the following for academic year	Answer	Comments
Unit has collected assessment data for the fall semester	Not yet, but we know what needs to be done	
Unit is in the process of analyzing data from the fall semester	Not yet, but we know what needs to be done	
Unit has completed the fall assessment activities	Not yet, but we know what needs to be done	
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	

- b. Under **Change State**, select **Submit to Committee and OIESP**, then click **Change** on the lower right.

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.

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