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)
- 2. Login using your York College Network Account Credentials.

	York College / CUNY
this is	You need to log in with your York College Network Account, the 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	YORK College	Future Students 🗸	Current Students 🗸	Faculty / Staff 🗸	Alumni / Friends 🗸	Q	
🥥 State: Internal draft							
🕞 Сору	νΔΜς						
Analytics	College-wide assessment committees' annual reports and the annual IEC report						
	To learn about assessment, re Blackboard's Faculty & Staf	egister for the new FREI f Training Tab or click o	E CUNY Assessment 10 n the <u>CUNY Assessmen</u>	1 online course. The tt Council website fo	e course can be accessed or details to enroll.	d anytime on	
	Academic Program Assess	ASSESSMENT - AAC (Aca sment Committee)	ıdemic A	dministrative, Educ	AESS ational, and Student Su Assessment	pport Unit	
	Academic Assess	sment Document Reposi	tory	AESS Assessment	Plans and Reports Rep	ository	

4. Select your unit

	torer a secondative region
	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

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

In	stitutional Effectiv	eness and Strateg	ic Planning Assessn	nent		
Mi	ssion					
The accr as w imp	Office of Institutional Effectiveness editation. The Office conducts comp rell as to improve the educational ex rovement, and evidence-based decis	and Strategic Planning (OIESP) is prehensive research and analytical perience for students. The Office 1 ion-making, and serves as the offi	ntegrates institutional research, assess studies to support the College in fulfi promotes and supports a culture of acc cial reporting source for York College	ment, strategic planning, and lling its mission and strategic goals, countability, transparency, continuous data.		
G0 • P • S • S + <u>a</u>	als rovide data, analyses and research s upport College-wide assessment act upport Middle States Commission o dd goal	upport for planning and evidence- ivities to ensure sustainable and m f Higher Education (MSCHE) acc	based decision making. / E eaningful assessments. / E reditation efforts. / E			
Ani						
1	2026-2027	December 5th, 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 25th, 2022	June 13th, 2022		
4	2020-2021	September 9th, 2020	January 29th, 2021	May 25th, 2021		

Please make sure to update your Mission and Goals before creating a new Plan + add plan

2019-2020

mber 6th. 2019

6. 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.

February 5th, 2020

June 24th, 2020

7. 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

Default	Settings	Ownership	Dates		
Assessme	ent Year •				
2023-20	24				
Unit Dire	ctor				
Unit has Yes	collected ass	essment data f	for the fall semeste	:f •	
Unit has Yes Not yet Not yet ge Note a comme	collected ass , but we know wf , we need guidan	essment data f at needs to be dono te bes the changes	for the fall semeste	я •	
Unit has Yes Not yet Not yet ge Note a comment	collected ass , but we know wh , we need guidan , nt that describ	essment data f at needs to be done se bes the changes	for the fall semester	a •	
Unit has Yes Not yet Not yet ge Note a commei	but we know wh , we need guidan , nt that describ	essment data f at needs to be done re	for the fall semesto	g •	

2

0

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: Ihoeffner 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 Comments Answer 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.

 View Page 	VORKCullege		Future Students 🗸 Curr	ent Students V Faculty / !
😑 Manage Content				
		2025-2026 Institutional Effectiveness and	Strategic Planning Mid-V	ear
/ Edit			Strategie Hammig Mile I	cui
O State Draft		Assessment Check		
>: Cut		Assessment Year: 2025-2026		
Copy		Division: President		
🕆 Delete				
2 Rename		Unit: Institutional Effectiveness and Strategic Planning		
		Unit Director: lhoeffner		
C History		Completed by: mjeet		
Rules		Other Contributors:		
🕐 Alases		Date Completed:March 17th, 2023		
Syndication				
Analytics		/		
Preview		Please indicate your progress on the following for academic year	Answer	Comments
🖂 Siots		Unit has collected assessment data for the fall semester	Not yet, but we know what needs to be done	
Worldlaw Policy		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 fail 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	×
Show Quality Check	
Change state Select the transition to be used for modifying the item's state.	
○ No change	
O 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.	ß
	Cancel Change

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