# York Assessment Management System (YAMS)

## Instructions on How to create an Annual Program Assessment Plan

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

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

### 3. Click AAC

<ul> <li>View Page</li> </ul>	👂 YORK College Future Students 🗸 Cu	urrent Students $\checkmark$ Faculty / Staff $\checkmark$ Alumni / Friends $\checkmark$ Q					
👂 State: Internal draft	~						
Сору		ναμς					
Analytics Preview	College-wide assessment committees' annual reports and the annual IEC report						
	To learn about assessment, register for the new FREE CU Blackboard's Faculty & Staff Training Tab or click on the	JNY Assessment 101 online course. The course can be accessed anytime or e <u>CUNY Assessment Council website</u> for details to enroll.					
	AAC	AFSS					
	Academic Program Assessment - AAC (Academ Assessment Committee)	<u>AESS</u> nic Administrative, Educational, and Student Support Unit Assessment					

4. Select your program

# AAC

Academic Program Assessment - AAC (Academic Assessment Committee)

## **School of Arts and Sciences**

Departments	Programs			
Behavioral Sciences	Political Science (BA)			
	Psychology (BA)			
	Sociology (BA)			
Biology	Biology (BA)			
	Biology (BS)			
	Biotechnology (BS)			
	Clinical Trial Management (MS)			
Chemistry	Chemistry (BS)			
	Pharmaceutical Science (BS)			
	Pharmaceutical Science and Business (MS)			
Earth and Physical Sciences	Environmental Health Science (BS)			

5. On the program webpage, under the Annual Assessment table, click *"add plan"* which will show you the following screen

#### Mission

The Political Science program is aligned with the mission of the Department of Behavioral Sciences and York College in the following ways. We strive to provide students with the knowledge and skills that will prepare them for careers, as well as graduate and professional studies, and to contribute as active citizens in our ever-changing interdependent world. Our students will develop critical reading, writing and thinking skills to evaluate the structure and operation of politics and power, including their own and other political systems. The Political Science program encourages community service and social responsibility both through our course work and community-based internships. Students have an opportunity to do independent research to gain research experience and mentorship from individual faculty members. We offer a flexible program that serves the interests of our diverse and multicultural college community. The program will provide the foundation for students to become informed, active, socially responsible, and ethical citizens, professionals, and leaders.

#### Goals

- Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies 🖍 🍵
- Engagement with Real-world Political and Professional Contexts 🖍 👘
- Making Evidence-Based Arguments 🖍 🍵
- + add goal

#### **Annual Assesment**

#	Year	Plan	Mid-Year	Report				
1	2025-2026	March 15th, 2023	+ <u>add mid-year</u>	<u>March 15th, 2023</u>				
2	2022-2023	September 15th, 2022	February 7th, 2023	+ add report				
3	2021-2022	<u>May 17th, 2021</u>	February 14th, 2022	<u>April 25th, 2022</u>				
4	2020-2021	October 7th, 2020	February 9th, 2021	<u>May 2nd, 2021</u>				
5	2019-2020	November 6th, 2019	view	September 8th, 2020				
Please make sure to update your Mission and Goals before creating a new Plan + add plan								

### Please note that any changes to mission and goals must be made before creating the assessment plan. Any changes to mission and goals need to be reviewed by AAC.

- 6. Select the year from the drop-down menu.
  - a. Enter name of department chair, department assessment coordinator, and program coordinator then click *Save*.
  - b. To add names of other individuals who are contributing to the assessment plan, click the second tab at the top called ownership before clicking save (optional)

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Program Assessment Plan	
Default Ownership Dates	
Assessment York	
2020-2021	
Department Chair	
Department Assessment Coordinator	
Program Coordinator	
Save 0	ancel

7. Click on the Year (e.g. 2020-2021) of the newly created Plan to begin entering the information:

## Political Science (BA) Program Assessment Mission

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#### Goals

- Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies 🖍 🍵
- Engagement with Real-world Political and Professional Contexts 🖍 🍵
- Making Evidence-Based Arguments 🖍 👘

+ add goal

#	Year	Plan	Mid-Year	Report
1	2020-2021	September 14th, 2020	+ add mid-year	+ add report

×

#### 8. Click "+ add expected outcome"

School: Arts and Sciences Department: Behavioral Sciences Program: Political Science (BA) Department Chair: nnaeem1 Department Assessment Coordinator: nnaeem1 Program Coordinator: nnaeem1 Completed by: nnaeem1 Other Contributors: Date Completed:September 14th, 2020

Edit Program Mission

The Political Science program is aligned with the mission of the Department of Behavioral Sciences and York College in the following ways. We strive to provide students with the knowledge and skills that will prepare them for careers, as well as graduate and professional studies, and to contribute as active citizens in our ever-changing interdependent world. Our students will develop critical reading, writing and thinking skills to evaluate the structure and operation of politics and power, including their own and other political systems. The Political Science program encourages community service and social responsibility both through our course work and community-based internships. Students have an opportunity to do independent research to gain research experience and mentorship from individual faculty members. We offer a flexible program that serves the interests of our diverse and multicultural college community. The program will provide the foundation for students to become informed, active, socially responsible, and ethical citizens, professionals, and leaders.

#### **Assessment Plan**

Please create/choose two program-level student learning outcomes.

×

+ add expected outcome

Identify the assessment activities for the current year

9. Complete the assessment plan form. Select the program goal from drop down and complete the remaining fields:

Program Gasis 1 Drad gas Joy unit assess this year?
Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies
Program Student Learning Outcomes -
What specific metsurable outcome you will assess this year to measure the above stated goal? Alignmap the selected unit goal to: Divisional, Strategic, PMP
Alignment with York's institutional Learning OutComes (ILOS) •
NA
Alignment with MSCHE Standard III Competencies •
Oral Communication
Rethring -
What steps will you Lake to achieve the program student kearning outcome?
From which course(s) section(s) will you collect student artifacts? Figure enter course Section (g). Keylori Appentine Figure enter course Section (g). Keylori
Measure *
Mexium Type -
breat measures provide evidence as per the actual student performance (exams, quizzes, etc.) whereas, indirect measures provide evidence based on perceptions and opinions about student performance (surveys, focus groups, etc.)
Direct
0 ment
Target +
the lawe of achievement/criteria/rate defines success for this outcome?
Save Cancel

10. Repeat step 8 and 9 as needed for each Outcome.

11. Review the entire plan.

- 12. To submit, change the state of the document. On the left side menu,
  - a. Click "State: Draft"



- b. Under change state:
  - If the submitter is the <u>AAC member/department assessment coordinator</u>, change the state to "Submit to Committee/OIESP"
  - If the submitter is the <u>program coordinator</u> (not AAC member/department assessment rep.) select "Submit to department assessment coordinator". The department assessment coordinator will then review and submit to the committee.

Show Quality Check Change state Select the transition to be used for modifying the item's state. No change Submit to dept assessment coordinator Comment	Publishing Proc	cess	×
Change state Select the transition to be used for modifying the item's state. O No change Submit to dept assessment coordinator Comment	Show Quality Check		
<ul> <li>No change</li> <li>Submit to dept assessment coordinator</li> <li>Comment</li> </ul>	<b>Change state</b> Select the transition to t	be used for modifying the item's state.	
Comment	<ul> <li>No change</li> <li>Submit to dept asso</li> </ul>	essment coordinator	
Comments will be added to the publishing history. Comments are required when quality check does not pass and you are attempting to publish.	Comment Comments will be added attempting to publish.	d to the publishing history. Comments are required when quality check does not pass and you a	e
Cancel Change		Cancel	Change

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