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.

3. Click AESS
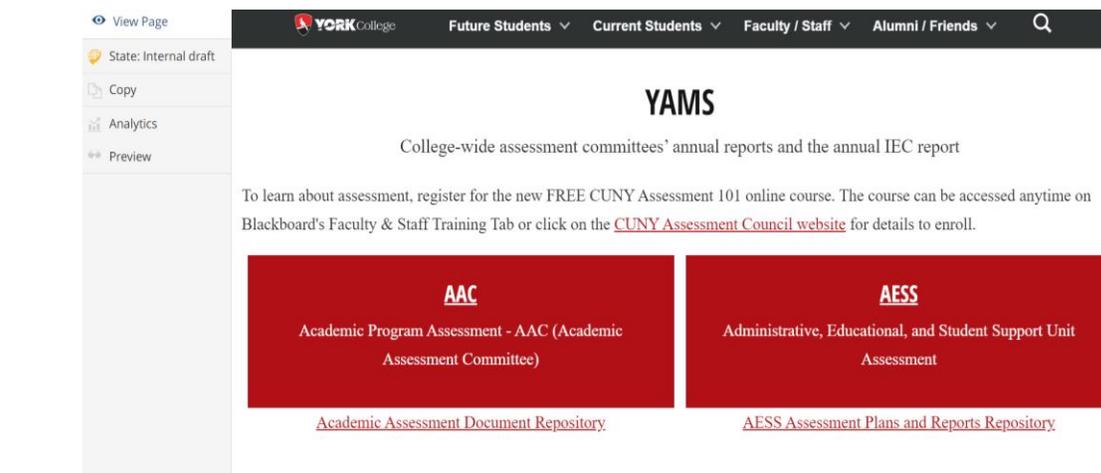
4. Select your unit

5. 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 Assesment

#	Year	Plan	Mid-Year	Report
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 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. 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.
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

AESS Unit Mid-Year Assessment Check

Default Settings Ownership Dates

Assessment Year •
2023-2024

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:

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.

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

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