

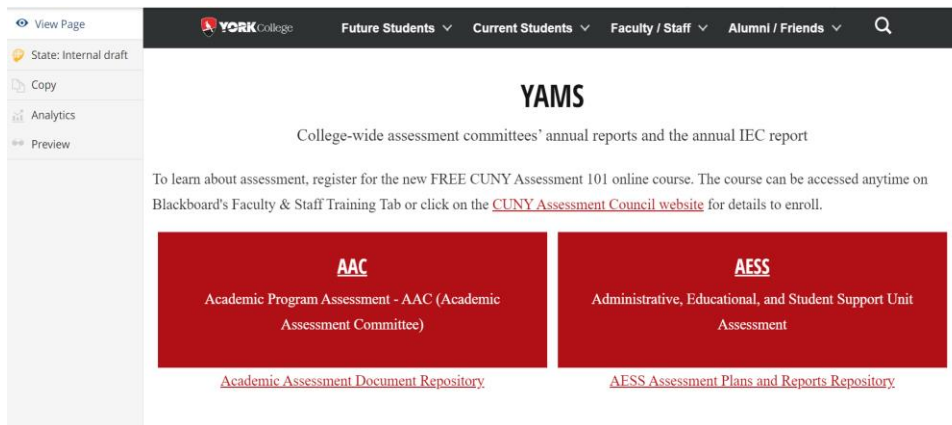
# York Assessment Management System (YAMS)

## Instructions on How to create a Mid-year check-in for Academic Program

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 AAC



4. Select your program

## AAC

Academic Program Assessment - AAC (Academic Assessment Committee)

### School of Arts and Sciences

Departments	Programs
Behavioral Sciences	<a href="#">Political Science (BA)</a>
	<a href="#">Psychology (BA)</a>
	<a href="#">Sociology (BA)</a>
Biology	<a href="#">Biology (BA)</a>
	<a href="#">Biology (BS)</a>
	<a href="#">Biotechnology (BS)</a>
	<a href="#">Clinical Trial Management (MS)</a>
Chemistry	<a href="#">Chemistry (BS)</a>
	<a href="#">Pharmaceutical Science (BS)</a>
	<a href="#">Pharmaceutical Science and Business (MS)</a>
Earth and Physical Sciences	<a href="#">Environmental Health Science (BS)</a>

- On the program webpage, under the Annual Assessment table, look for the second column *Mid-Year Check*, click **+ add mid-year** check in the row for the academic year (for which you are completing this), e.g. below

### Annual Assessment

#	Year	Plan	Mid-Year	Report
1	2025-2026	<a href="#">March 15th, 2023</a>	<a href="#">+ add mid-year</a>	<a href="#">March 15th, 2023</a>
2	2022-2023	<a href="#">September 15th, 2022</a>	<a href="#">February 7th, 2023</a>	<a href="#">+ add report</a>
3	2021-2022	<a href="#">May 17th, 2021</a>	<a href="#">February 14th, 2022</a>	<a href="#">April 25th, 2022</a>
4	2020-2021	<a href="#">October 7th, 2020</a>	<a href="#">February 9th, 2021</a>	<a href="#">May 2nd, 2021</a>
5	2019-2020	<a href="#">November 6th, 2019</a>	<a href="#">view</a>	<a href="#">September 8th, 2020</a>

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, identify the **Department Chair, Department Assessment Coordinator, Program Coordinator** and complete the rest of the form (six questions) by selecting one response from the three choices listed. Enter comments as necessary/appropriate.

**Add Program Mid-Year Check**
✕

Academic Program Mid-Year Assessment Check

**Assessment Year** ▾

2019-2020 ▾

**Department Chair**

**Department Assessment Coordinator**

**Program Coordinator**

**Program has collected assessment data for the fall semester** ▾

Yes  
 Not yet, but we know what needs to be done  
 Not yet, we need guidance

**Comments**

**Program is in the process of analyzing data from the fall semester** ▾

Yes  
 Not yet, but we know what needs to be done  
 Not yet, we need guidance

**Comments**

- Click **Save**

**Program is continuing to implement the annual assessment plan**

- Yes
- Not yet, but we know what needs to be done
- Not yet, we need guidance

**Comments**

**Department faculty are informed of the program's current year's assessment activities**

- Yes
- No

**Comments**

**Program faculty (full-time and/or part-time) are engaged in the current year's assessment activities**

- Yes
- No

**Comments**

**Save** Cancel

8. The Mid-Year Check will now display in the middle column. Click on the year to review and submit the mid-year check.

**Assessment Plans**

#	Year	Completed
1	<a href="#">2019-2020</a>	November 6th, 2019

[+ add plan](#)

**Mid-year Check**

#	Year	Completed
1	<a href="#">2019-2020</a>	None

[+ add mid year check](#)

**Assessment Report**

#	Year	Completed
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9. Review the completed mid-year check by clicking on the year as indicated above. This will display the following screen:

**2019-2020 Political Science (BA) Mid-Year Assessment Check**

**Assessment Year:** 2019-2020  
**School:** Arts and Sciences  
**Department:** Behavioral Sciences  
**Program:** Political Science (BA)  
**Department Chair:** kmokrue  
**Department Assessment Coordinator:** kdavies  
**Program Coordinator:** rharper  
**Completed by:** nnaeem1  
**Other Contributors:**  
**Date Completed:** 1969/12/31 00:00:00 US/Eastern

	Answer	Comments
<b>Please indicate your progress on the following for academic year</b>		
Program has collected assessment data for the fall semester	Yes	
Program is in the process of analyzing data from the fall semester	Yes	
Program has completed the fall assessment activities	Yes	
Program is continuing to implement the annual assessment plan	Yes	
<b>Please indicate your department and program faculty's engagement</b>		
Department faculty are informed of the program's current year's assessment activities	Yes	
Program faculty (full-time and/or part-time) are engaged in the current year's assessment activities	Yes	

10. **Submit:** If the mid-year check is ready to be submitted to the department assessment coordinator, open the mid-year check as per above.

a. Click on the **State: Draft** button on the left side menu

2022-2023 Physics (BS) Mid-Year Assessment Check

Assessment Year: 2022-2023  
School: Arts and Sciences  
Department: Earth and Physical Sciences  
Program: Physics (BS)  
Department Chair:  
Department Assessment Coordinator:  
Program Coordinator:  
Completed by: nnaecm1  
Other Contributors:  
Date Completed: March 27th, 2023

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

Please indicate your department and program faculty's engagement	Answer	Comments
Department faculty are informed of the program's current year's assessment activities	Yes	
Program faculty (full-time and/or part-time) are engaged in the current year's assessment activities	Yes	

b. Under change state, select **Submit to Committee** then click **Change** button 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  
 Submit to dept assessment coordinator

Comment  
Comments will be added to the publishing history. Comments are required when quality check does not pass and you are attempting to publish.

Cancel Change

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