York Assessment Management System (YAMS)

Instructions on How to create an Annual Year-End AESS Unit Assessment Report

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

AESS

Administrative, Educational, and Student Support Unit Assessment

Division	Unit
Academic Affairs	Academic Advisement Center
	Accelerate, Complete, Engage (ACE)
	Center for Teaching, Learning and Educational Technologies (CTLET)
	Collaborative Learning Center
	College Now
	CUNY Language Immersion Program (CLIP)
	Office of Research and Sponsored Programs
	Office of Student Academic Services
	Office of the Registrar
	Scholarship Center
	University Skills Immersion Program
	York Early College Academy (YECA)
Administrative Affairs	Office of Planning and Budget
	Office of the Bursar
	Facilities
	Information Technology
	Office of Human Resources
	Public Safety
Enrollment Management and Student Affairs	Admissions
	Career Services
	Center for Students with Disabilities
	Counseling Center
	Financial Aid Office
	First-Year Experience and Mentoring
	Male Initiative Program
	Office of Veterans Affairs
	Percy E. Sutton SEEK Program
	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 the Annual Assessment Plan table, click **+ add report** under the "report" column and on the row for the year that you are creating the report for

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. ✎ 🗑
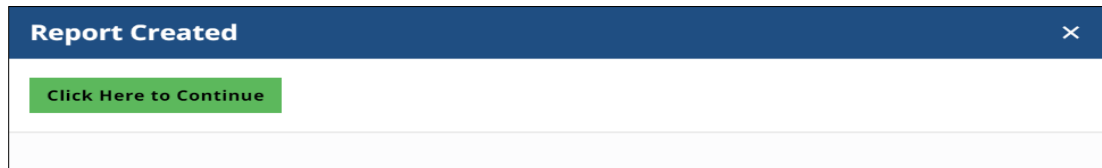- Support Middle States Commission of Higher Education (MSCHE) accreditation efforts. ✎ 🗑

+ add goal

Annual Assesment

#	Year	Plan	Mid-Year	Report
1	2025-2026	March 16th, 2023	+ add mid-year	+ add report
2	2022-2023	July 18th, 2022	January 30th, 2023	+ 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. Click on **Click Here to Continue**

Report Created   ✕

Click Here to Continue

7. To report assessment findings, click **Complete this Section** under **each** outcome, See screenshot below:

Assessment Report

✎ **Outcome # 1**

🗑 **Unit Goal**
To encourage students to be civic-minded and engaged in activities that broaden their knowledge of the diverse populations of the world.

Unit Outcome
Increase opportunities for students to be actively involved with partnering community based organizations.

Alignment with York's Strategic Initiatives
Implement College-wide strategic enrollment practices that support students from entry to graduation

Alignment with York's Institutional Learning Outcomes (ILOs)
N/A

Measure
Direct

Measure Type
Number of students actively involved with partnering community based organizations

Target
At least 20 students will be actively involved with partnering community based organizations

Outcome # 1 Report

Complete this section   ✕

8. Once the user clicks on the **pencil icon** for a given outcome, the following screen is displayed. The first five fields are prepopulated from the plan such as alignment with divisional goals, ILOs, measure and target.

    a. Review the prepopulated fields: **Alignment with York's Strategic Goals, Alignment with Institutional Learning Outcomes (ILOs), Measure, Measure Type and Target.** (Update measure and alignment <u>only</u> if necessary, otherwise skip to b).

        Alignment with York's Strategic Goals •
        Align/map the selected unit goal to Strategic Goal

        Missing: TBA

        Alignment with Institutional Learning Outcomes (ILOs) •
        Align/map the unit outcome with Institutional Learning Outcomes (ILOs)s applicable

        N/A

        Measure •
        What tools will be used to evaluate each outcome? How will you track or collect data?

        A published Factbook

        Measure Type •
        ◉ **Direct**
        ○ **Indirect**
        ○ **Both**

        Target •
        What is the target? (What level of achievement/criteria/rate defines success for this outcome)

        A published Factbook that provides more details and in depth information on graduation and retention.

    b. On the same screen, scroll down to Target Met and <u>complete</u> all fields from this point forward. This includes:

        i. **Target Met** *Select "Met" or "Not Met" to indicate if the target you established at the beginning of the assessment plan was met or not*

        ii. **Use of Results** *Based on the assessment findings, identify the type of changes that you will make. If other is selected, explain on the following field*

        iii. **Recommended Change** *Explain the recommended change(s) or if there is no change, state why*

        iv. **Action Plan/Next Steps** *Explain the next steps, identify when changes will be implemented and who is responsible*

        v. **Budgetary Consideration** *Select yes, no, or not applicable for budgetary considerations that are the direct result of the assessment findings.*

        vi. **Methods of Communication** *Identify how the results were shared: check all that apply*

    c. Click "*Save*" once completed

Repeat the same steps (# 8 a-c) to report on each of the outcomes listed in the assessment plan.

Use of Results *
Change(s) Needed, Check all that apply
☐ Program/Service
☐ Procedure/Processes
☐ Other
☐ No Change

Recommended Change *
Explain the recommended change(s) or if there is no change, state why

Action Plan/Next Steps *
Explain the next steps, identify when changes will be implemented and who is responsible

Budgetary Consideration *
Select yes or no if there are any budgetary considerations that are the direct result of the assessment findings.
○ Yes, request submitted to department head
○ No
○ Not Applicable

Assessment Communication *
Identify to whom the assessment findings will be communicated: check all that apply
☐ Unit/Department Staff
☐ Department Head
☐ Division VP/AVP
☐ Students
☐ Other faculty/staff
☐ Senior leadership

Methods of Communication *
Identify how the results were shared: check all that apply
☐ Emails
☐ Meetings
☐ Reports
☐ Other

[Save] [Cancel]

9. To add attachment that supports your assessment activities such as a rubric or copy of a survey, etc. Click "*add attachment*"

Upload Attachments

Complete this section   ✕

+ add attachment

10. Select the *document type, choose file* and click *"Save".*

Add Assessment Attachment   ✕

Attachment

Document Type *
○ Rubric
○ Survey
○ Other

Upload Attachments *
Please do not disclose any document that includes personal or identifiable information.
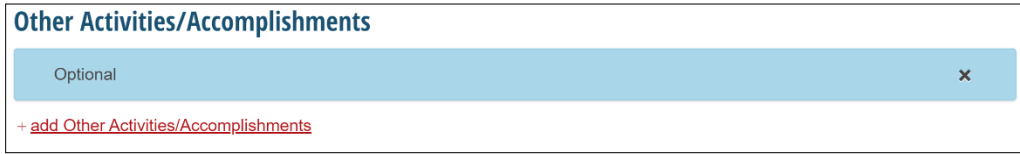[Choose File] No file chosen

[Save] [Cancel]

11. Complete the Changes Implemented section by clicking on "complete this section". This is based on the next steps identified based on last year's report. The purpose is to indicate whether the planned changes were implemented or not and state the progress.
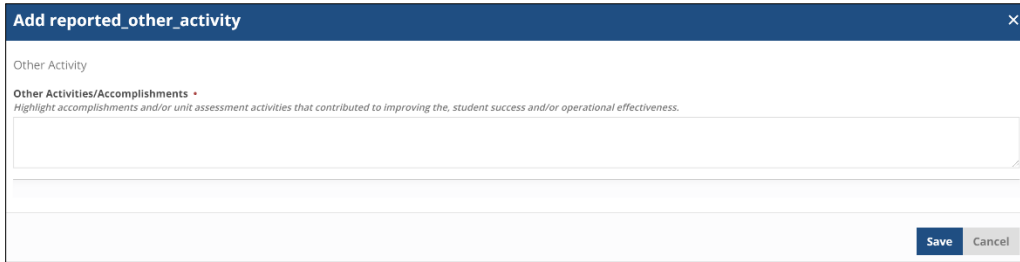
Changes Implemented

Reflecting on last year's annual assessment report, identify the changes that have been made in the unit, when they were implemented, and when they will be reassessed.

Unit Goal(s)	Unit Outcome(s)	Findings	Use of Results: Change(s) Needed	Action Plan/Next Steps	Changes Implemented	Current Status	Status on Budgetary Consideration
To encourage students to be civic minded and actively involved in their communities	Volunteer sites will report being satisfied with student volunteers	Due to COVID-19, civic engagement was halted	No Change	Provide alternative opportunities for our students to engage in civic engagement activities.	Complete this section ✕		

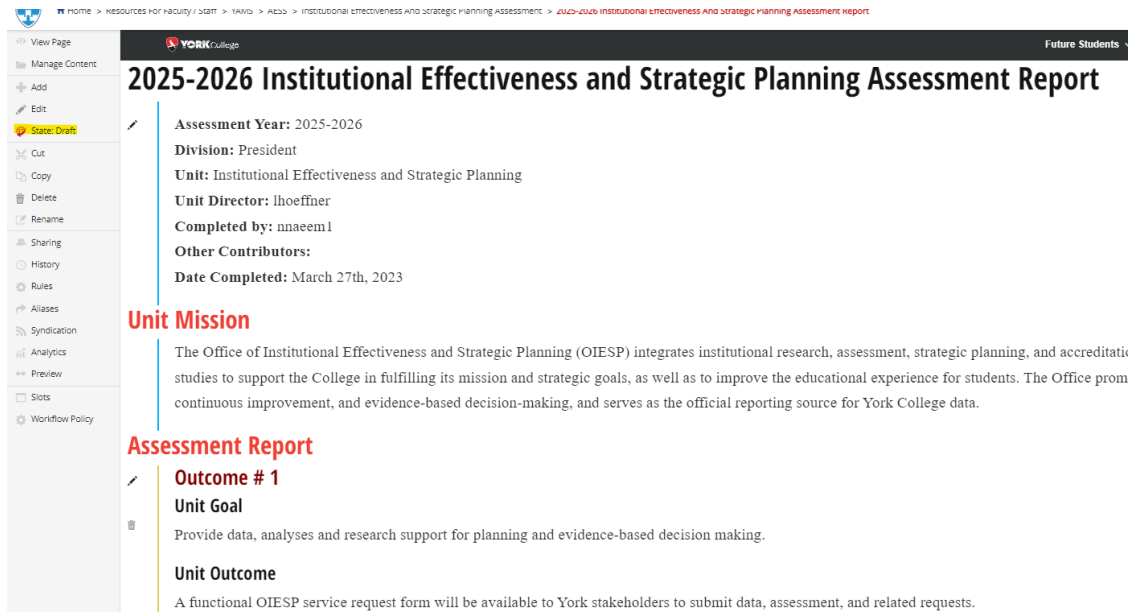12. The last heading Other Activities/Accomplishments is Optional. Click *"add other activities/accomplishments"*.

Other Activities/Accomplishments

Optional	✕

+ add Other Activities/Accomplishments

13. Add information that contributed to improving the student success and/or operational effectiveness and click *"Save"*.

Add reported_other_activity   ✕

Other Activity

Other Activities/Accomplishments •
Highlight accomplishments and/or unit assessment activities that contributed to improving the, student success and/or operational effectiveness.

[Save] [Cancel]

14. Review the entire report.

15. **Submit**: If the report is ready to be submitted to the unit head or VP:
    a. Click on "*State: Draft*" on the left side menu.

YORK College   Future Students

2025-2026 Institutional Effectiveness and Strategic Planning Assessment Report

View Page
Manage Content
Add
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State: Draft
Cut
Copy
Delete
Rename
Sharing
History
Rules
Aliases
Syndication
Analytics
Preview
Slots
Workflow Policy

Assessment Year: 2025-2026
Division: President
Unit: Institutional Effectiveness and Strategic Planning
Unit Director: lhoeffner
Completed by: nnaeem1
Other Contributors:
Date Completed: March 27th, 2023

Unit Mission

The Office of Institutional Effectiveness and Strategic Planning (OIESP) integrates institutional research, assessment, strategic planning, and accreditatio... studies to support the College in fulfilling its mission and strategic goals, as well as to improve the educational experience for students. The Office prom... continuous improvement, and evidence-based decision-making, and serves as the official reporting source for York College data.

Assessment Report

Outcome # 1

Unit Goal

Provide data, analyses and research support for planning and evidence-based decision making.

Unit Outcome

A functional OIESP service request form will be available to York stakeholders to submit data, assessment, and related requests.

b. Under change state, select **Submit to dept Head/Chair or VP (**this depends on the user role) then click **Change** button on the lower right, see screenshot on next page.

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