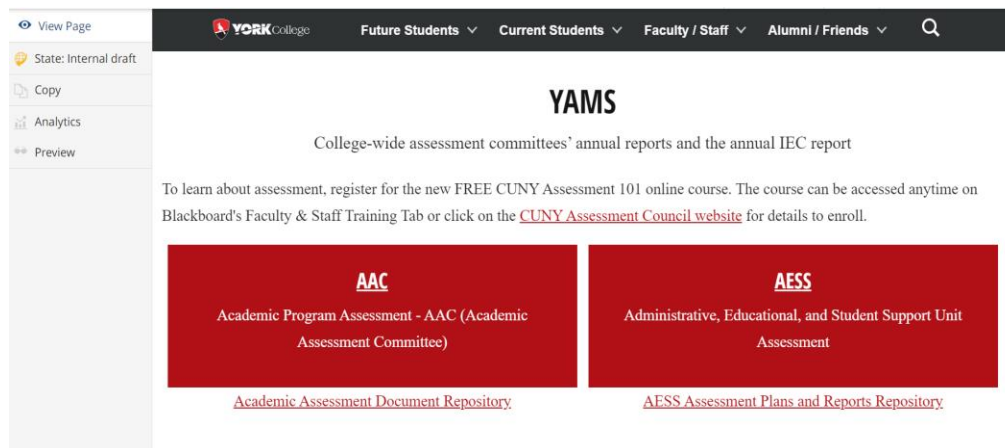# York Assessment Management System (YAMS)

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

1. Go to YAMS webpage (https://york.cuny.edu/yams)

2. Login using your York College Network Account Credentials.



3. Click AAC



4. Select your program

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 | + add mid-year | March 15th, 2023 |
| 2 | 2022-2023 | September 15th, 2022 | February 7th, 2023 | + add report |
| 3 | 2021-2022 | May 17th, 2021 | February 14th, 2022 | April 25th, 2022 |
| 4 | 2020-2021 | October 7th, 2020 | February 9th, 2021 | May 2nd, 2021 |
| 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)*

**Add Program Assessment Plan** ✕

Program Assessment Plan

Default   Ownership   Dates

**Assessment Year** •

2020-2021

**Department Chair**

**Department Assessment Coordinator**

**Program Coordinator**

**Save**   Cancel

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

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

Identify the assessment activities for the current year.

**Program Goals** •
*What goal you will assess this year?*
Acquisition of Knowledge and Critical Thinking Skills for Professional Life and Graduate Studies

**Program Student Learning Outcomes** •
*What specific measurable outcome you will assess this year to measure the above stated goal? Align/map the selected unit goal to: Divisional, Strategic, PMP*

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

**Alignment with MSCHE Standard III Competencies** •
Oral Communication

**Activity** •
*What steps will you take to achieve the program student learning outcome?*

**From which course(s), section(s) will you collect student artifacts?**
*Please enter Course-Section eg. ENG101-AB per line*

**Measure** •
*What tools will be used to evaluate each outcome? (e.g., exams, capstone project, presentations, rubrics, etc.)*

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

**Target** •
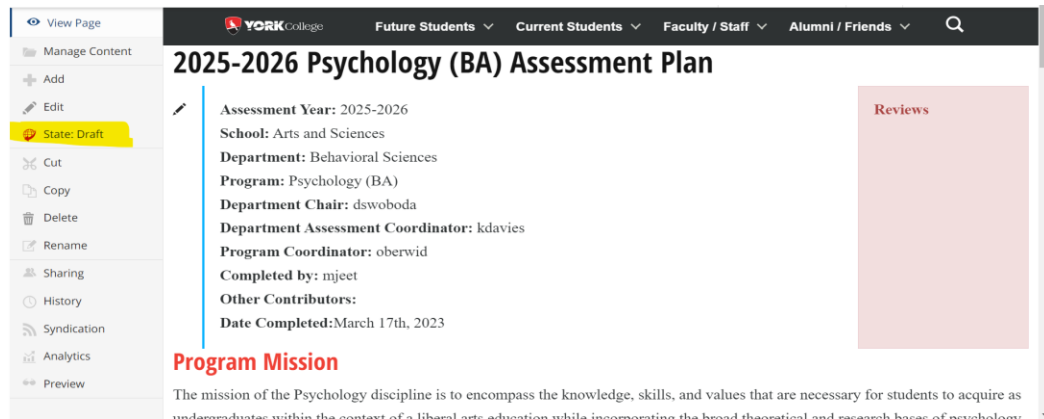*What level of achievement/criteria/rate defines success for this outcome?*

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.



**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.