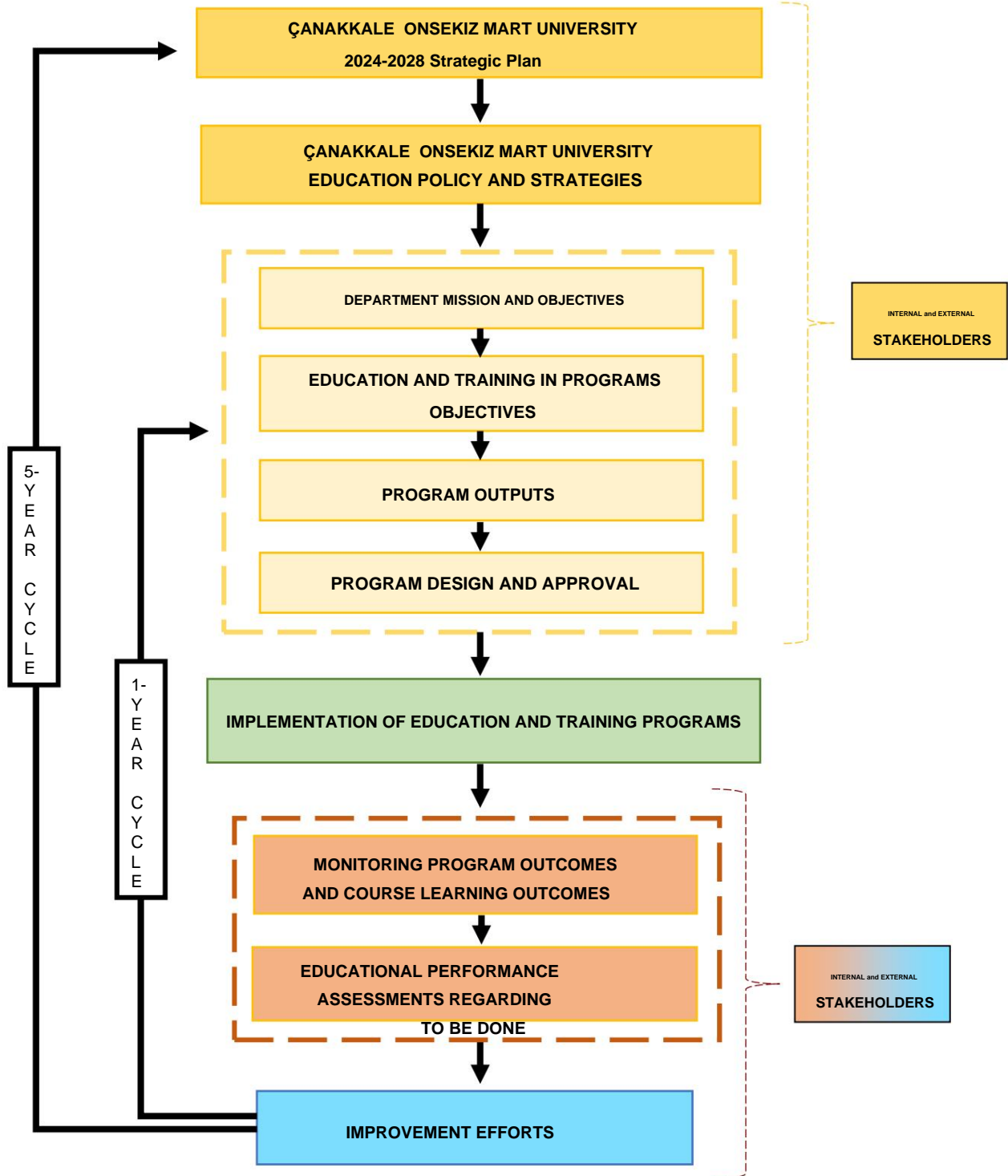




TC
ÇANAKKALE ONSEKİZ MART UNIVERSITY
 IN THE EDUCATION AND TRAINING PROCESS
PDCA Cycle and Process Calendar

Document Code	: PK-004
Publication Date	: 04.04.2022
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From its current status	Development and Corporate
Responsible Personnel	Monitoring Coordinator



Preparer	Controlling	Approved
Quality Improvement and Corporate Monitoring Coordinator	Vice Rector	Rector

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Planning: The planning of the university's educational processes is carried out by the relevant Institutes, Faculties, Schools, and Vocational Schools, taking into account the Strategic Plan and Education Policy. Proposals for opening new courses/ programs and updating teaching plans/courses are conducted by the relevant units, considering stakeholder feedback. Planning at the academic unit level is discussed in the relevant boards and commissions (MEYOK Board and Education Commission), and if deemed appropriate, it is approved by the Senate and submitted to the Council of Higher Education for approval. The Student Affairs Directorate, the Dean's Office, the Bologna Process Coordination Office, the Strategic Education Coordination Office, and the Quality Assurance Commission play an active role in the planning and improvement of educational processes.

Implementation: The university's educational processes are implemented by the Institutes, Faculties, Schools, and Vocational Schools under the guidance of senior management and unit managers.

Monitoring: The university's educational processes and program outcomes are monitored through various methods, including faculty and course evaluation surveys, alumni satisfaction surveys, stakeholder meetings, the Program Self-Assessment Report (PSAR), the Institutional and Unit Internal Assessment Report (IIAR), PSAR and IIAR Control Forms, and executive summaries. The Institute, Faculty, School, and Vocational School, as well as the Quality Assurance Commission, Quality Development and Institutional Monitoring Coordination Office, Student Dean's Office, Alumni and Career Relations Coordination Office, and the Information Technology Department, all play active roles in this process. The results of these monitoring mechanisms guide improvements.

Take Action: Monitoring, evaluation, and improvement of the university's educational processes are carried out at the Institute, Faculty, School, and Vocational School levels. Curriculum changes and/or course program updates that are needed are reviewed by the relevant boards and committees of the units and implemented after Senate approval.

Preparer	Controlling	Approved
Quality Improvement and Corporate Monitoring Coordinator	Vice Rector	Rector

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Action to be taken	Responsible Unit	History
Educational Programs Design/Review	Graduate Education Institute, Faculties, Colleges, Vocational Schools	January – May (Every 1-2 Years)
Educational Objectives of the Programs Design/Review	Graduate Education Institute, Faculties, Colleges, Vocational Schools	Once every 5 years
Program Outcomes Writing/Revising	Graduate Education Institute, Faculties, Colleges, Vocational Schools, Bologna Process Coordination Office, Strategic Education Coordination Office	January – May (Every 1-2 Years)
Program Introduction Preparation/Updating PC- <small>Correspondence between Turkish Standards Institutions and Student Selection Committees (TSI) and Student Selection Committees (SPC).</small>	Graduate Education Institute, Faculties, Colleges, Vocational Schools, Bologna Process Coordination Office, Strategic Education Coordination Office	January – May (Every 1-2 Years)
Newly Added or Updated Approval of Education and Training Plans Relevant Units, Boards and Commissions Decisions	Department Board Approval Institute/Faculty/School Board Approval MEYOK Board Approval Education Commission Approval Student Affairs Department	January – May (Once a year)
Senate Approval	Rectorate	May (Once a year)
of the Relevant Training Catalog/Course Information Package Update	All Faculty Members Bologna Process Coordination	At least once every semester (twice a year)
Educational Programs Implementation	Graduate Education Institute, Faculties, Colleges, Vocational Schools	September - June
Implementation of Stakeholder Satisfaction and Evaluation Surveys (Course and Instructor Evaluation Survey, Alumni Satisfaction Survey, etc.)	Graduate Education Institute, Faculties, Colleges, Vocational Schools, Quality Assurance Commission, Quality Development and Corporate Monitoring Coordination Office, Career and Alumni Relations Coordination Office, Information Technology Department	December/January (Once a year)
ÖDR, ÖDR Control Form, KDR, Preparation of KIDR Control Form and Executive Summaries	Graduate Education Institute, Faculties, Colleges, Vocational Schools Unit and Program Quality Assurance Commissions	January-March (Once a year)
Decision-making on improvements related to the monitoring results of internal and external stakeholder meetings.	All Relevant Units	At least once a year
	All Relevant Units	January – May

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Quality Improvement and Corporate Monitoring Coordinator	Vice Rector	Rector