**CHAPTER ONE**

PURPOSE, EXTENT, BASE

**Item 1. PURPOSE:** The purpose of this directive is to determine the selection, structure, terms of office, duties and working principles of the members of the Yeditepe University Faculty of Health Sciences Nursing Department Education Teaching and Curriculum Commission.

**Item 2. EXTENT:** This directive covers the procedures and principles regarding making decisions regarding the education, teaching and curriculum of Yeditepe University Faculty of Health Sciences Nursing Department, evaluating the suggestions from all commissions and making necessary changes.

**Item 3. BASE:** The working principles of the commission have been determined in line with the guidelines and regulations listed below:

* Yeditepe University Associate and Undergraduate Education Teaching Regulations and related legislations,
* Turkey Higher Education Qualifications Framework 6th Level,
* Nursing Law No. 6283,
* Nursing Regulation published in the Official Gazette No. 27515,
* “Additional Regulation on the Amendment of Nursing Regulation” published in the Official Gazette No. 27910,
* “Regulation on the Determination of the Minimum Education Conditions for Doctorate, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs” published in the Official Gazette No. 26775,
* YÖK Nursing National Core Education Program (HUÇEP),
* Nursing Education Programs Evaluation and Accreditation Board (HEPDAK),
* Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17/6/2021 and numbered 31514,
* Procedures and Principles Regarding Distance Education in Higher Education Institutions, which were decided at the meeting dated 24/09/2020.

**CHAPTER TWO**

STRUCTURE, WORKING PRINCIPLES AND DUTIES OF THE COMMISSION

**STRUCTURE OF THE COMMISSION**

**Item 4:** The structure of the commission is specified in this item.

Education, Teaching and Curriculum Commission; president of the commission, the vice-president, the secretary and other members.

* 1. The president and vice-president of the Commission are elected by the members. The Vice-President acts as the president of the Commission in the absence of the President.

**4.2.1.** The President ensures the functioning of the commission, the formation and execution of the agenda.

**4.2.2.** The secretaries ensure that the necessary records are taken.

* 1. The Education, Teaching and Curriculum Committee meets at least 2 (two) times a year with the majority of members and reports the decisions taken with the "Education, Training and Curriculum Commission Meeting Minutes". In extraordinary circumstances, the Commission may convene at the call of the President. The commission takes decisions unanimously or by majority vote of the members attending the meeting.

**WORKING PRINCIPLES**

**Item 5:** In this item, the working principles of the Education, Teaching and Curriculum Commission are specified.

**5.1.** The Education, Teaching and Curriculum Commission acts as an advisory and regulatory body at Yeditepe University, Faculty of Health Sciences, Department of Nursing.

**5.2.** The Commission aims to increase the quality of education and training.

**5.3.** The Education, Teaching and Curriculum Committee invites the relevant academic administrator to the Commission and listens to their opinions and suggestions during the discussion of the agenda issues.

**5.4.** It examines and evaluates the issues coming from academic units, all boards, commissions and related minutes, makes improvements and reports the decisions taken to the higher board and commissions when necessary. In addition, it applies to the Accreditation Board for the evaluation of the issues that it cannot resolve on its own.

**DUTIES OF THE COMMISSION**

**Madde 6:** In this item, the duties of the Education,Teaching and Curriculum Commission are specified.

**6.1.** Relevant regulations and legislation, internal-external stakeholder opinions are used in the examination and decision-making of compulsory and elective courses that are proposed to be opened, removed or changed in the department sllaybus (see Item 3).

**6.2.** The Department of Nursing organizes Stakeholder Meetings to get their views on the purpose and outputs of the education, teaching program.

**6.3.** In order to improve the training program, it evaluates the suggestions from all commissions, internal and external stakeholder satisfaction survey data, analyzes the historical processes for the improvement of the aims and outputs of the training program, prepares suggestions and presents them to the Supreme Council.

**6.4.** It checks the course credits prepared by taking into account the learning outcomes of all courses, learning and evaluation methods, and the theoretical or applied course hours of the course and discusses the suitability of these courses. For this purpose, the "Course Syllabus" and "Course Information Package" of each course are checked and reported at the beginning of each academic year with the "Course Files Control Form" and the opinions are presented to the Assessment and Evaluation Commission and the Improvement and Development Commission.

**6.5.** It prepares the Double Major (DMP)/Minor Program guidelines, examines and decides on the adjustments accordingly..

**6.6.** It prepares the directions of the horizontal/vertical transfer program, examines and decides on the adjustments accordingly.

**6.7.** Prepares student exchange program guidelines, examines and decides on adjustments accordingly.

**6.8.** It prepares the Distance Education directive and supports the execution of the distance education in line with the instruction.

**6.9.** It monitors the skill lists of each course with the "Student Application Report", makes the necessary evaluations, and reports it to the Improvement and Development Commission.

**6.10.** Develops, applies and evaluates course evaluation forms, and shares their reports with the relevant commissions and stakeholders.

**6.11.** Prepares and implements an orientation program for new faculty members.

**6.12.** It reviews the criteria of the 'Program Evaluation Follow-up Plan' at least once a year and submits its suggestions to the Improvement and Development Commission.

**6.13.** In the distance education process, on dates determined by the Rectorate, Information Center or Higher Education Council (YÖK) encourages the participation of all department instructors and new instructors in distance education and technologies related trainings.

**6.14.** Performs other duties assigned by the Accreditation Board.

**CHAPTER THREE**

SITUATIONS WITH NO PROVISION

**Item 7:** In cases where there is no provision in the procedures and principles in this Education, Teaching and Curriculum Commission Directive, the Accreditation Board is consulted and the final decision is determined by the Accreditation Board.

**CHAPTER FOUR**

FINAL PROVISIONS

**Item 8:** This Education, Teaching and Curriculum Commission Directive enters into force with the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Item 9:** Suggestions for amendments on this directive are submitted to the Accreditation Board by the Education, Teaching and Curriculum Commission, and the prepared proposals are decided by the board.

**Item 10:** This directive is administered by Yeditepe University, Head of Nursing Department.

**Nursing Department Education, Teaching and Curriculum Commission**

Prof. Hediye ARSLAN ÖZKAN, President

Lec. Sibel AFACAN KARAMAN, Vice president

Res. Asisst. Ceren ZEREN, Secratary

Lec. Selman ÇELİK, Member

Res. Asisst. Ayşenur KELEŞ, Member

Res. Asisst. Begüm ARIK, Member

Res. Asisst. Şerife KELLE DİKBAŞ, Member

Res. Asisst. Şevval ÇAĞAN, Member

RN, MSc. Tuğçe ATAK MERİÇ, Member

Student Oğuzhan ÖNDER, Member

Student Aleyna Ceren SOFİ, Member

Student Ahmet GÜMÜŞ, Member