**FIRST PART**

PURPOSE, SCOPE and BASIS

**Article 1. OBJECTIVE:** The purpose of this directive is to be a member of the Improvement and Development Commission, which was established to improve the education and training process of Yeditepe University Health Sciences Faculty Nursing Department.to determine the election, structure, terms of office, duties and working principles of its members.

**Article 2** . **SCOPE:** This directive covers the procedures and principles regarding the evaluation of the reports received at regular intervals from the other commissions of Yeditepe University Faculty of Health Sciences Nursing Department, the planning and execution of improvement activities together with the relevant commissions and ensuring that they work effectively.

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

* Yeditepe University Associate and Undergraduate Education Regulations and related regulations,
* Higher Education Quality Assurance and Higher Education Quality Board Regulation, which was established according to the Higher Education Quality Assurance Regulation published on 23 July 2015 and entered into force after being published in the Official Gazette dated 23.11.2018 and numbered 30604,
* “Regulation on Determining the Minimum Education Conditions for Doctorate, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs” published in the Official Gazette No. 26775,
* Higher Education Institution Nursing National Core Education Program (NNCEP),
* Nursing Education Programs Evaluation and Accreditation Board (NEPEA),
* 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,
* Yeditepe University Quality Assurance System (https://kalite.yeditepe.edu.tr/).

**SECOND PART**

STRUCTURE, WORKING PRINCIPLES AND DUTIES OF THE COMMISSION

**STRUCTURE OF THE COMMISSION**

**Article 4:** The structure of the commission is specified in this article.

* 1. Commission; It consists of at least 3 (three) members, one each from the Student and Alumni Monitoring Commission, the Assessment and Evaluation Commission, and the Education and Curriculum Commission. When necessary, members from other commissions are invited to the meetings.
	2. The Chairman and vice-chairman of the Commission are elected by the members. The term of office of the chairman of the commission is 3 (three) years. The Vice President acts as the Chairman of the Board in the absence of the President.
	3. The commission meets at least 2 (two) times a year with the majority of the members and reports the decisions taken. In extraordinary circumstances, the commission may convene upon the call of the chairman. Decisions are taken by majority vote of the members attending the meeting.

**WORKING PRINCIPLES**

**Article 5:** In this article, the working principles of the Improvement and Development Commission are specified.

* 1. Improvement and Development Commission, Yeditepe University Faculty of Health Sciences Nursing Department, serves as the executive body for evaluation and, where necessary, improvement activities regarding the execution of the education program.
	2. The commission monitors whether the knowledge, attitudes and skills gained in the education and training process reach the program outputs during the education and after graduation, aims to maintain the program in a qualified manner and to maintain and raise the program standards by making improvements in the nursing education program.
	3. The Commission applies to the Accreditation Board for the evaluation of issues that fall outside of its specified duties and powers and cannot be resolved by itself.
	4. The Board is obliged to submit a report to the Accreditation Board at least once a year regarding its activities.

**DUTIES OF THE COMMISSION**

**Article 6:** In this article, the duties of the Improvement and Development Commission are specified.

* 1. It uses a methodology based on the principles of “plan”, “apply”, “check” and “take action”, called the PACT cycle, for a systematic evaluation and continuous improvement covering all processes of the training program.
	2. It creates the "Performance Indicators Follow-up Plan" and the "Program Evaluation Follow-up Plan" for systematic evaluation and continuous improvement covering all processes of the training program, examines it once a year and when necessary, and renews the follow-up criteria in line with the program objectives and outputs.
	3. Measuring, evaluating and accessing data on the participation of students in the planning, implementation and evaluation processes of the education program, the exchange program, the academic and career counseling system, psychological counseling and guidance services, the participation of students in scientific, social, sports and cultural activities, the management of the peer mentoring system Evaluates the "Performance Indicators Tracking Plan" filled in by all commissions for the purpose, assigns the relevant commissions for various improvement activities when deemed necessary and ensures that the necessary improvements are made.
	4. “External Stakeholder-Employer Satisfaction Survey” “External Stakeholder-Service User (Patient-Patient Relatives) Satisfaction Questionnaire” “External Stakeholder-Guide Nurse Satisfaction Survey” conducted by the Student and Alumni Monitoring Committee to evaluate the level of students and graduates achieving the goals and outputs of the program . “External Stakeholder-Society Satisfaction Survey” “Internal Stakeholder-Student Satisfaction Survey”, “Internal Stakeholder-Student Program Outcomes Evaluation Form”, “ External Stakeholder-Student Satisfaction Survey” Stakeholder-Alumni Survey” and “ External Stakeholder-Graduate Access to Program Outcomes Evaluation Form” evaluates the “Student Focus Group Interviews Semi-Structured Interview Form” reports and ensures that necessary improvements are made.
	5. It evaluates the "Program Evaluation Follow-up Plan" filled by all commissions in order to measure, evaluate and reach the data related to the development of the teaching staff, the management of education, and the evaluation of the physical infrastructure for achieving the program goals and outputs, and ensures that the necessary improvements are made.
	6. Created with the aim of evaluating the learning outcomes, learning and assessment methods of all courses, and compliance with the theoretical or applied course hours of the course; It receives the reports of the data collected with the Course Syllabus, Course Information Package, Student Application Report Card, Course Files Control Form, Course Evaluation Form, Orientation Program for Instructors and Program Evaluation Follow-up Plan, and plans the necessary improvement and development activities.
	7. In order to evaluate the students' achievement of the program objectives and outputs, the reports of the data collected with the "Healthcare User Satisfaction Questionnaire", "Laboratory Environment Student Feedback Form" and "Clinical Education Environment Student Feedback Form", in case of injuries occurring during laboratory and clinical applications. obtains the injury statistics kept from the Laboratory and Clinical Practices Commission, and plans the necessary improvement and development activities.
	8. The Commission carries out the improvement works with the form of "Institutional Continuous Improvement Studies and Results for Standards", monitors, evaluates and shares the results with the relevant stakeholders, and reports to the Accreditation Board for the evaluation of unresolved issues.
	9. Performs other duties assigned by the Accreditation Board.

**THIRD PART**

SITUATIONS WITH NO PROVISION

**Article 7:** In cases where there is no provision in the procedures and principles in this Improvement and Development Commission directive, the Accreditation Board is consulted and the final decision is determined by the Accreditation Board.

**CHAPTER FOUR**

FINAL PROVISIONS

**Article 8:** This Improvement and Development Commission directive Yeditepe University Faculty of Health Sciences Dean enters into force with its approval.

**Article 9** : The amendment proposals on this directive are submitted to the Accreditation Board by the Improvement and Development Commission, and the prepared proposals are decided by the committee.

**Article 10:** This directive is executed by the Head of the Yeditepe University Nursing Department.

**Nursing Department Improvement and Development Commission**

Asisst. Prof. Sevim SEN, President

Asisst. Prof. Işıl IŞIK, Vice President

Lec. Sibel AFACAN KARAMAN, Secretary

Lec. Selman Celik, Member

Res. Asisst. Emir AVSAR, Member

Res. Asisst. Şevval ÇAĞAN, Member

Student Selin Demirkan, Member

Student Begüm Baydemir, Member

Student Hüseyin Halil, Member