**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.** Ensures that ECTS and student workload evaluations are made in the examination and decision-making of compulsory and elective courses that are proposed to be opened, abolished or changed in the departmental curriculum, and the relevant regulations and legislation and the opinions of the advisory board are used (see Article 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 and the advisory board satisfaction survey data, analyzes the historical processes for improving the goals and outcomes of the training program, prepares suggestions and presents them to the supreme board. The relevant process is shown in the "Workflow Chart for Updating Training Program Objectives" and "Workflow Chart for Evaluation of Program Outputs".

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

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

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

**6.7.** Prepares the student exchange program guidelines, examines and decides on adjustments accordingly. The relevant process is shown in the "Student Exchange Program Coordinator Workflow Chart".

**6.8.** Applies and evaluates the "ERASMUS Outgoing Student Feedback" and "ERASMUS Incoming Student Feedback" forms to receive feedback from students going and coming to the student exchange program, and shares its reports with the relevant commissions.

**6.9.** Prepares and documents course contents and hours for international professional equivalence certificates upon student request.

**6.10.** Prepares the Distance Education directive and supports the execution of the distance education in line with the instruction.

**6.11.** 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.

**6.12.** Develops, implements and evaluates course evaluation forms and shares reports with relevant commissions and stakeholders. The relevant process is shown in the "Student Course Evaluation Workflow Chart".

**6.13.** Prepares and implements an orientation program for new faculty members in the department. One month after the orientation program is implemented, it evaluates the program with the "Academic Staff Orientation Evaluation Form".

**6.14.** The vice dean applies and evaluates the "Satisfaction Survey of Academic, Administrative Staff and Students with the Senior Management of the Nursing Department" in order to determine the level of satisfaction with the department head and department vice president, and shares the reports with the relevant commissions.

**6.15.** Ensures that the performance evaluations of faculty members, teaching assistants and research assistants are made once a year by the department head.

**6.16.** Reviews the 'Program Evaluation Follow-up Plan' criteria at least once a year and forwards its suggestions to the Improvement and Development Commission.

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

**6.18.** Determines the need for academic personnel in line with the "Academic Personnel Appointment Workflow Chart" and presents it to the supreme board.

**6.19.** Signs job descriptions for newly appointed faculty members.

**6.20.** The Department of Nursing determines and implements staff and training policy.

**6.21.** 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**

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Dr. Öğr. Üyesi Selman ÇELİK, Vice president

Res. Asisst. Begüm KIRIK, Secratary

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Res. Asisst. Selin DEMİRKAN, Member

Student Eylül YILMAZ, Member

Student Ahmet GÜMÜŞ, Member

Student Bahadır DOĞAN, Member