Bandırma Onyedi Eylül University · Faculty of Economics and Administrative Sciences · Department of Business Administration — PDCA (Plan-Do-Check-Act) Calendar

Cycle	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Establishment of Cycles Based on STAR Criteria	PDCA Cycles in Previous Years Have Been Defined by Quality and Accreditation Commissions. Currently, Relevant Cycles Are Being Completed by the Following Boards and Commissions.													
Evaluation Regarding Newly Registered Students	Based on the presentation of YÖK Atlas data, the Measurement and Evaluation, Education and Curriculum, and Quality and Accreditation Commissions execute the processes specified in the 1st Criterion of the SER (Self-Evaluation Report)													
Evaluation of the base score ranges for the enrollment of students in the Undergraduate Program	Based on the presentation of YÖK Atlas data, the Measurement and Evaluation, Education and Curriculum, and Quality and Accreditation Commissions execute the processes specified in the 1st Criterion of the SER													
Evaluation of student admission via lateral and vertical transfer		Submission of the Measurement and Evaluation Commission Report			Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices					Conducting Promotional Activities by the Department		Submission of the Measurement and Evaluation Commission Report Regarding the Activity
Evaluation of double major/minor student admission		Submission of the Measurement and Evaluation Commission Report			Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices					Conducting Promotional Activities by the Department		Submission of the Measurement and Evaluation Commission Report Regarding the Activity
Promotion of International Exchange Programs		Submission of the Measurement and Evaluation Commission Report			Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices					Conducting Promotional Activities by the Department		Submission of the Measurement and Evaluation Commission Report Regarding the Activity
Orientation Program	Execution of the Activity by the Department	Submission of the Measurement and Evaluation Commission Report			Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices							
Academic Advising Services	Registration Advising Services Are Continuously Provided by All Academic Advisors													
Evaluation of Academic Advising Services	Submission of Registration Advising Reports by Research Assistants	Receiving Registration Advising Feedback from Students	Submission of the Measurement and Evaluation Commission Report		Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices							
Career Advising Services	Career Advising Services Are Continuously Provided by All Career Advisors													
Evaluation of Career Advising Services	Submission of Registration Advising Reports by Faculty Members	Receiving Career Advising Feedback from Students	Submission of the Measurement and Evaluation Commission Report		Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices							
Evaluation of Graduations	The Following Steps Are Followed in Graduation Processes Which May Vary According to the Special Circumstances of Students										Sending Letters Regarding Prospective Graduate Students from the Dean's Office	Evaluation of Prospective Graduate Students by the Graduation Commission	Forwarding the Decision of Prospective Graduate Students from the Department to the Dean's Office	Formalization of Graduations with the Faculty Executive Board Decision
Updating of Program Educational Objectives	The Following Steps Are Followed Every Two Years										Taking the Update Decision by the Quality and Accreditation Commission	Consulting Stakeholder Opinions	Submission of the Measurement and Evaluation Commission Report	Department Board's Controls and New Practices
Announcement of Program Educational Objectives	Program Educational Objectives Are Clearly Announced on the Department Website.													
Measurement and Verification of Achievement of Program Educational Objectives	Running the Algorithm and Matrices Based on Graduate Student Transcripts		Submission of the Measurement and Evaluation Commission Report		Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices							Data Collection from Prospective Graduates and Alumni via Surveys
Updating of Program Learning Outcomes	The Following Steps Are Followed Every Two Years										Taking the Update Decision by the Quality and Accreditation Commission	Consulting Stakeholder Opinions	Submission of the Measurement and Evaluation Commission Report	Department Board's Controls and New Practices
Announcement of Program Learning Outcomes	Program Educational Objectives Are Clearly Announced on the Department Website.													
Measurement and Verification of Achievement of Program Learning Outcomes	Running the Algorithm and Matrices Based on Graduate Student Transcripts		Submission of the Measurement and Evaluation Commission Report		Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices							Data Collection from Prospective Graduates and Alumni via Surveys
Updating the Program Curriculum	The Following Steps Are Followed Every Year										Submission of the Measurement and Evaluation Commission Report	Preparation of the Education and Curriculum Commission's Suggestions	Consulting Stakeholder Opinions	Department Board's Controls and New Practices
Methods Used in the Implementation of the Program Curriculum	Formalization of the Methods to be Implemented with the Faculty Executive Board Decision	With In-Class Implementations of Different Methods Alongside the Methods Accepted by the FEB (Faculty Executive Board) Regarding the Previously Existing Methods												
Evaluation of the Academic Staff	Scientific and Educational Performance Evaluations of the Academic Personnel Are Conducted Periodically in the Manner Specified by the Bandırma Onyedi Eylül University Quality Coordinatorship.													
Infrastructure Evaluations	Requests Are Forwarded by Faculty Members via the ÜBYS Support Module. Relevant Units Provide the Solution. Information about the situation is given to the requester.													
Updating of Program-Specific Criteria	The Following Steps Are Followed Every Two Years										Taking the Update Decision by the Quality and Accreditation Commission	Consulting Stakeholder Opinions	Submission of the Measurement and Evaluation Commission Report	Department Board's Controls and New Practices
Announcement of Program-Specific Criteria	Program Educational Objectives Are Clearly Announced on the Department Website.													
Measurement and Verification of Achievement of Program-Specific Criteria	Running the Algorithm and Matrices Based on Graduate Student Transcripts		Submission of the Measurement and Evaluation Commission Report		Preparation of the Education and Curriculum Commission's Suggestions		Department Board's Controls and New Practices							Data Collection from Prospective Graduates and Alumni via Surveys
Accessible Student Representation Informational Presentation	Informational Presentation by the Accessible Student Representative in the 1st or 2nd Week													

In All Continuous Improvement Cycles, the Measurement and Evaluation Commission Conducts the "Check Phase" of the Cycles whose "Planning Phase" was previously completed by the Quality and Accreditation Commission. The Education and Curriculum Commission Presents its Policy Proposals Regarding the "Act Phase". The Department Board Ensures the Continuity of the Cycles by Completing the "Do Phase".