

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION EDUCATION AND CURRICULUM COMMISSION JOB DESCRIPTION FORM	Document No	ISL-GT-004
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Duty
It operates by reviewing the educational objectives of the department, the learning outcomes and contents of the courses included in the education plan, and program learning outcomes, and by managing the process regarding the provision of updates when necessary.
Superior
Department Head
Proxy
Commission Head, Commission Members
Qualifications
- Knowing the relevant regulations and legislation required by the duty, - Knowing how to use necessary computer programs.
Relevant Legislation
- Bandırma Onyedi Eylül University Associate Degree and Undergraduate Education and Examination Regulation, - Bandırma Onyedi Eylül University Elective Course Application Directive, - Articles 7 and 65 of the Higher Education Law No. 2547 - Higher Education Institutions Bologna Coordination Commission (BEK) Working Principles - European Higher Education Area Qualifications Framework
Duties and Responsibilities
- To evaluate the educational objectives of the department and the reports of all internal and external stakeholder opinions, and update them when necessary in line with changing needs, - To develop and apply appropriate methods to evaluate education-teaching outcomes (program learning outcomes), - To develop measurement methods such as surveys, interviews, and similar tools within the scope of evaluating and improving education-teaching activities (exams and courses), - To prepare instructor evaluation forms for students, - To examine the contribution of the learning outcomes of the courses in the education plan to the program learning outcomes, - To manage the content creation processes of these courses when a revision of the courses in the education plan is required, - To make suggestions regarding the implementation methods of the education plan in order to improve the quality of education, - To conduct research on curriculum development and report it, - To request the activities to be carried out by the departments and relevant units within the scope of the Bologna process, - To ensure the complete execution of Bologna process studies, - To work in cooperation with other commissions of the department and ensure the creation of appropriate solution methods for relevant needs, - To hold meetings at least twice a year and when necessary, to take decisions and monitor their implementation, - To notify the Department Head's Office of the decisions taken in the commission, - Upon the request of the commission, the Department Head's Office may assign new members when necessary.

Prepared By	Controlled By	Approved By
Res. Asst. Ömer Faruk YILDIRIM	Prof. Dr. Metin KILIÇ	Prof. Dr. Aybeniz AKDENİZ AR

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Duties and Responsibilities within the Scope of the Quality Management System (QMS)
- To adopt the Mission, Vision, and Quality Policy of the University, act accordingly, and ensure that actions are taken accordingly in its unit, - To determine unit quality targets and carry out its share of work to achieve them, - To ensure that actions are taken in accordance with BANÜ QMS documents while carrying out its activities and to provide the relevant coordination regarding records, - To contribute to the fulfillment of corrective and preventive actions to be carried out in its unit within the scope of QMS, - To share improvement suggestions related to its work with the Quality Coordinatorship, - To contribute on behalf of the unit to the activities carried out within the scope of QMS studies.
Powers and Authorities
For education-teaching evaluation and improvement activities, it can use its authorities, when necessary, with the coordination of the department head and by getting support from other instructors of the faculty.

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