

	FACULTY OF ECONOMICS AND ADMINISTRATIVE DEPARTMENT OF BUSINESS ADMINISTRATION DEPARTMENT BOARD WORKFLOW	Document No	ISL-IA-001
		First Publication Date	18.11.2025
		Rev. No / Date	01/21.04.2026
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WORKFLOW	RESPONSIBLE	RELEVANT DOCUMENT
<p>The regular meeting calendar of the Department Board is prepared, the meeting date is determined, and announced to the board members.</p>	Department Head / Department Secretariat	Meeting Calendar and Invitation
<p>Suggestions regarding agenda items are received from board members.</p>	Department Head / Board Members	Agenda Request Form
<p>The agenda regarding education, research, quality, academic planning, and administrative functioning is created.</p>	Department Head	Meeting Agenda
<p>Before the meeting, necessary information, documents, and reports are obtained from the relevant units.</p>	Department Secretariat	Activity Reports / Correspondence
<p>The Department Board meeting is held; agenda items are discussed, evaluated, and resolved.</p>	Department Board	Meeting Minutes

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

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WORKFLOW	RESPONSIBLE	RELEVANT DOCUMENT
<p>Decisions regarding course plans, curriculum updates, course assignments, and student processes are taken.</p>	Department Board	Decision Minutes
<p>Suggestions regarding quality improvement, accreditation, and improvement activities are evaluated.</p>	Department Board	Evaluation Report
<p>The taken decisions are put into writing and submitted for signature.</p>	Department Secretariat	Department Board Decisions
<p>Decisions that need to be implemented are notified to the relevant commissions, academic personnel, and administrative units.</p>	Department Head's Office	Official Correspondence
<p>The implementation results of the decisions are monitored and evaluated at the next meeting.</p>	Department Head / Department Board	Monitoring Report

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