

	FACULTY OF ECONOMICS AND ADMINISTRATIVE DEPARTMENT OF BUSINESS ADMINISTRATION ADVISORY BOARD WORKFLOW	Document No	ISL-IA-002
		First Publication Date	18.11.2025
		Rev. No / Date	01/21.04.2026
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WORKFLOW	RESPONSIBLE	RELEVANT DOCUMENT
The Advisory Board meeting calendar is prepared, the meeting date is determined, and invitation letters are sent to the board members.	Department Head's Office / Advisory Board Secretariat	Meeting Invitation
Current data regarding the education, research, quality improvement, and social contribution activities of the department are prepared.	Department Head's Office / Relevant Commissions	Activity Reports
Opinions, suggestions, and requests regarding the agenda items are collected from internal and external stakeholders.	Advisory Board	Opinion and Suggestion Form
The meeting agenda is created and shared with the board members.	Department Head's Office	Meeting Agenda
Education programs, sector expectations, internship, career, quality processes, and cooperation opportunities are evaluated; establishing a business network among students, and announcing internship and job opportunities.	Advisory 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
The taken advisory decisions and suggestions are recorded.	Advisory Board Secretariat	Decision Minutes
Sub-working groups or thematic evaluation teams are formed for issues deemed necessary.	Advisory Board	Assignment Letter
The meeting conclusion report is prepared and submitted to the Department Head's Office.	Advisory Board	Evaluation Report
Suggestions deemed appropriate are evaluated in the department board and directed to the relevant commissions.	Department Head's Office / Department Board	Department Board Decision
Improvement activities carried out throughout the year are monitored, and feedback is presented to the board members at the next meeting.	Department Head's Office / Advisory Board	Monitoring Report

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