

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION EDUCATION AND CURRICULUM COMMISSION WORKFLOW	Document No	ISL-IA-004
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WORKFLOW	RESPONSIBLE	RELEVANT DOCUMENT
Collection of improvement requests regarding education programs, course contents, teaching methods, and academic processes within the specified period.	Students, Academic Personnel, Faculty Secretariat	Education-Teaching Improvement Application Form, Student and Academician Feedback Surveys
Examination of incoming suggestions in terms of the faculty's academic goals, curriculum compatibility, and compliance with legal regulations.	Education and Curriculum Commission	Preliminary Evaluation Report, Regulation and Legislation Analysis Document
Examination of curriculum changes, updating of course contents, and teaching methods in terms of academic quality and pedagogical suitability.	Education and Curriculum Commission	Curriculum Evaluation Report, Course Content Review Document
Determination and documentation of academic, technical, and financial resources needed in the education-teaching process.	Education and Curriculum Commission, Department Administration, IT and Support Units	Budget Request and Resource Planning Report, Educational Infrastructure Requirements List

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Integrating the approved educational arrangements into the academic calendar, creating course schedules, and executing the processes. ↓ Regular monitoring of education-teaching processes, evaluation of feedback from students and academic personnel, and making necessary improvements. ↓ Preparation of development reports regarding education-teaching processes, analyzing the effects of changes made, and presenting improvement suggestions for the future.	Department Head's Office, Faculty Secretariat, Student Affairs Unit	Academic Calendar, Course Schedule, Class Distribution List
	Education and Curriculum Commission, Quality Assurance Unit	Student Satisfaction Surveys, Academic Performance Monitoring Report
	Education and Curriculum Commission, Department Administration	Education-Curriculum Evaluation Report, Future Period Strategic Plan

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