

FACULTY OF ARCHITECTURE
INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN PDCA CYCLE

Plan: The Accreditation Commission, consisting of coordinator lecturers, was established within the Department of Interior Architecture and Environmental Design. When necessary, necessary updates are made to the commission members. This commission has been tasked with informing the department about the accreditation process and ensuring that the essential course documents are collected each semester. The Accreditation Room of the department has been established and its cleaning and order is ensured regularly. The Commission holds regular meetings throughout each semester and makes the necessary updates in the accreditation files to be requested from the department at the end of the semester.

Do: At the end of each semester, the Accreditation Commission informs the course coordinators about the necessary documents to be archived for each course they coordinate. The Commission sends e-mails containing detailed information about the folders required for digital submissions, the documents to be attached to each folder, and the formats of these documents. This e-mail also contains information about physical file submissions to be stored in the Accreditation Room. To keep the files out of date, a specific deadline has been specified for the submission of the files, and it is aimed to complete all the files at the latest 1.5 months after the end of the term.

Check: An online Excel spreadsheet has been created for checking accreditation files. One day after the deadline for submitting the files, the commission research assistants check the accreditation folder of each course. If the files are correct, an "X" is placed in the created Excel table. If a folder or file is missing or needs to be updated, notes are written on the Excel table. Missing folders and files that need to be updated are requested from the course coordinators until a specific date and the files are rechecked.

Action: When the collection process of the files is completed, the evaluations of the year coordinators and field coordinators are taken. Afterward, the commission meeting is held. In this meeting, the assessments in the course evaluation and year/field evaluation forms are put on the agenda and presented to the department board. The course evaluation form gives improvement suggestions by considering the OBS student survey. Improvement suggestions that emerge through course evaluation forms are also discussed in one-on-one meetings with the department head. Accordingly, following semester improvements are made in the course syllabus and flow of the course for next semester.