

Evaluations Conducted within the Scope of the Higher Education Quality Board Institutional Accreditation Program (Yaşar University)

Tuesday, November 28, 2023
Field Visit - Day 2

Time	What to do with whom		Content
08:30	{Transfer of Evaluation Team to the institution}		
9:00-9:45 <i>(Depending on the size of the institution, the evaluation team may be divided into groups of at least two people and visit different academic units (Institute, Vocational School, Vocational School, etc.) simultaneously.)</i>	Two members of the Evaluation Team meet with C School/Institute/Vocational School Administrators	Two members of the Evaluation Team meet with D School/Institute/Vocational School Administrators	Information is obtained on issues such as the spread of quality processes to unit(s), the goals of the unit(s) and the place of these goals within the strategic goals of the institution, the participation of stakeholders in the processes, the learning outcomes of the programs within the units and continuous improvement efforts.
09:45-10:45	Two members of the Evaluation Team meet with C School/Institute/Vocational School Administrators	Two members of the Evaluation Team meet with the academic staff working at School D/Institute/Vocational School.	The relations of the faculty members with the senior management are examined, opinions are taken about the role of the quality assurance system in the activities of the faculty members, policies regarding the recruitment of new staff, self-improvement and motivation of the academic staff. (It should be noted that unit managers do not attend this meeting. Only academic staff should attend this meeting.)
10:45-11:45	Meeting of two members of the Evaluation Team with students studying at School C/Institute/Vocational School	Two members of the Evaluation Team meet with students studying at D School/Institute/Vocational School	Students are asked to share their opinions on issues such as participation in decision-making processes, quality assurance system, educational services, student support services.
12:30-13:30	Lunch		
14:00-15:00	Meeting with the managers of the administrative units at the university (Personnel Department, Health, Culture and Sports Department, Student Affairs Department, Library and Documentation Department, Career Center, Disabled Student Unit, etc.).		We meet with the managers of the administrative units to obtain their opinions about the spread of quality processes to the units, the goals of the unit(s) and the place of these goals within the strategic goals of the institution, the participation of stakeholders in the processes and continuous improvement efforts.
15:00-16:00	Meeting with administrative personnel in selected administrative units		At the meeting, issues such as the relations of administrative staff with management, their role in the quality assurance system, professional development and motivation, and internal communication are discussed.
16:00-17:30	Meeting with the managers of the research units at the university (Active Research Centers, Technocity, Technology Transfer Offices, etc.).		The goals of the research units and the place of these goals within the strategic goals of the institution, the participation of stakeholders in the processes, quality processes and continuous improvement efforts are discussed.
17:30	{Transfer of Evaluation Team to accommodation}		
18:00-19:00	Evening meal		
19:30	Filling out the Institutional Evaluation Form by the evaluation team and preparing an "Exit Notification" to be communicated verbally at the exit interview.		The evaluation team comes together, fills out the Institution's evaluation form and prepares for the Exit Notification, which will be delivered verbally during the exit interview.

	Activities of the evaluation team at the university
	Meals that the evaluation team will eat on their own
	Evaluation team's own activities