

KOÇ UNIVERSITY QUALITY COMMISSION MEETING

MEETING DATE	: Nov. 21, 2016
MEETING NUMBER	: 3
MEETING TIME	: 15:00
ATTENDEES	:

- Prof. Dr. Barış Tan, Vice President for Academic Affairs (Chair)
- Mr. Murat Halimoğlu, General Secretary (**Could not attend**)
- Prof. Dr. Yaman Arkun, College of Engineering, Faculty Member
- Prof. Dr. Mehmet Demirhan, School of Medicine, Associate Dean
- Prof. Dr. Billur Yaltı, Law School, Faculty Member (**Could not attend**)
- Assoc. Prof. Kazım Büyükboduk, College of Science, Faculty Member (**Could not attend**)
- Assist. Prof. Ilgım Veryeri Alaca, College of Social Sciences and Humanities, Faculty Member
- Assist. Prof. Ulf Nilsson, College of Administrative Sciences and Economics, Faculty Member
- Prof. Dr. Ayişe Karadağ, School of Nursing, Assoc. Dean
- Dr. Bilgen Bilgin, Dean of Students
- Assoc. Prof. Murat Sözer, College of Engineering, Faculty Member, Office of Learning and Teaching, Director
- Yael Yahya Bali, Academic Planning and Development Director (**Could not attend**)
- Mete Veyisoğlu, Academic Planning and Development Coordinator
- Serhat Arslan, Student Representative (**Could not attend**)
- Melis Özöner, Student Representative (**Could not attend**)

AGENDA

- Discussion of the sub-committee activities
- Planning the agenda for external review and internal program review

DISCUSSION

- It was tentatively decided that Koç University will go through the external review, which must be completed every five years according to the Quality Assurance (QA) Regulation, in 2018. The date will be finalized when the Quality Council states which international agencies are accredited for external review process.
- Koç University is expected to submit its second self-assessment report in April 2017. Until then, following items will be implemented to drive the quality assurance processes:
 - Academic program review will be completed in selected programs in March 2017. It was tentatively decided that the programs will be selected from College of Sciences (CS) and/or from the College of Social Sciences and Humanities (CSSH) and/or as Law School. It will be decided how to constitute the review committees. The committees may consist of members from the evaluated program itself, from other programs in the same college, from other colleges, and/or from other institutions.
 - KOLT Office may contribute to the program review process by organizing focus group meetings with students.

- Results of the exit survey (student satisfaction survey) will be embedded in the self-assessment report and will serve as a driver for the QA practices of administrative offices. Any problem areas identified in survey results may be taken up by the individual offices and investigated in more detail. The IT evaluation survey is such an example.

ACTION ITEMS

- The list of programs selected for 2017 internal program review will be finalized
- The program review template and the scope of data provided to the program review committee by VPAA's Office will be finalized
- Since the response rate for exit survey (student satisfaction survey) was very low for 2016, another attempt will be made to increase the number of respondents by sending a survey link to students via Qualtrics. A similar method will be used for 2013, 2014 and 2015 graduates.
- VPAA's Office will research the feasibility of conducting the student survey with a 3rd-party vendor which could also provide an international benchmarking of the survey results.
- Similar to the course evaluation survey, there is a need to conduct a program survey among students. Students should be informed on program learning outcomes (objectives) and should be able to rate to which degree the outcomes were realized.