

Unit	FACULTY OF HEALTH SCIENCES	The Period to Which It Belongs	2023
------	----------------------------	--------------------------------	------

A. LEADERSHIP, GOVERNANCE AND QUALITY									
#	Sub-criteria	Strengths	Areas for Improvement	Plan [1]	Apply [2]	Check [3]	Take precautions [4]	Responsible Unit	Cooperation will be established. Units
A.1. Leadership and Quality	A.1.1. Governance Model and Administrative Structure	*Ensuring the active participation of internal and external stakeholders in governance processes. *Quality Policy *The existence of a strategic plan *Many activities within the faculty are carried out through committees, and workflow processes and job descriptions are clearly defined.		governance with stakeholder opinions will be maintained). activities. * Quality Policy processes will be demonstrated. (Throughout the year) implementation. *Definitions of strategic goals and indicators will be created by our quality commission and sent to the coordination office, and actions will be implemented after approval by the faculty board. available on the website *Newly established commission will be launched (Throughout the year) workflow and job description in case of *Faculty Board and Faculty Management Board decisions, personal official letter in accordance with the Data Protection Law, it will be published publicly. Our Faculty's vision and mission will be published on our website (throughout the year). *Departments will carry out managerial, quality process, training and education, research and development, and community contribution activities in accordance with strategic goals and performance indicators (throughout the year). *Unit activity reports, unit internal evaluation reports will be prepared annually, strategic plan monitoring and evaluation reports, and internal control action plan reports will be prepared every six months and shared with the public through our Faculty's website (throughout the year).	*The organizational chart of our faculty will be kept up-to-date on our website (throughout the year). * An advisory board composed of internal and external stakeholders will convene (April-December 2023) *Governance, education, community contribution, social, internationalization, etc. activities will be carried out through 24 commissions within the faculty, and they will be required to present their activity reports at the academic council meeting at the end of the year (Throughout the year, the processes of * Emphasis will be placed on the use of workflows in our faculty's "In the case of a newly established commission, the workflow and tasks will be as follows: Strategic plan, Unit activity report, 6 Meeting minutes, compliance guidelines, The unit's internal evaluation report will be visuals, commission activity reports,		*Setting a new meeting date if the previous meeting cannot be held. *Necessary work to be carried out after the annual activity reports of the commissions are discussed in the academic general assembly. *Monitoring of the website by the IT and web commission.	*Deanery, *Commissions, *Department Heads	Academic and administrative employee,
			*Administrative and academic staff of our faculty insufficient number of our resources	* Requesting personnel from the Human Resources Department	*Academic human resource requests from our departments will be received and the necessary correspondence will be conducted with the Human Resources Department (throughout the year). *Due to expected reductions in our faculty's administrative staff as a result of promotions, a request for administrative personnel will be submitted to the Human Resources Department. (June 2023)	Strategic plan, Unit activity report, 6-month monitoring and evaluation reports, unit internal evaluation report, web visual, official letter.	* Following up on official correspondence with the Human Resources Department	*Deanery, * Department Heads	Personnel Department Presidency
	A.1.2. Leadership	*Strong communication between academic and administrative staff, and with senior management.		*Encouraging the participation of our faculty's human resources in administrative, scientific, cultural, and social activities.	*Throughout the year, the Faculty Social Activities Commission will organize events such as appointments, picnics, iftar dinners, holiday celebrations, hospital visits, etc. *Academic general assembly meetings will continue to be held at the beginning and end of each term (throughout the year). *Administrative staff will continue to be consulted through at least six meetings per year (throughout the year) to gather their opinions. *A satisfaction survey will be conducted to evaluate the leadership and effective communication of the dean and department heads (once a year).	The annual activity report of the Social Activities Committee will be reviewed using satisfaction survey results, academic board meeting minutes, and administrative staff meeting minutes.	*Monitoring participation in administrative, scientific, cultural, and social activities. Incentives should be provided based on the level of participation.	*Deanery, *Department Heads *Social Activities Commission	Academic and administrative employee
	A.1.3. Capacity for Institutional Transformation	There needs to be a management competency in higher education that takes into account global and environmental changes, regional, national and international goals, and stakeholder expectations.		*Gathering the opinions of internal and external stakeholders *Improving laboratory conditions *Completion of infrastructure work for departments and commencement of student admissions. *Adapting to digital transformation in higher education *Updating the curriculum	*Advisory board meetings will be held (at least twice a year) *Six-month monitoring and evaluations will be conducted (twice a year) *A simulation laboratory will be established (December 2023) *Student admissions for the Midwifery program will begin in September 2023. * Applications for teaching staff for Nutrition and Dietetics and Child Development departments (May-December 2023) *Recommendations will be made for the establishment of a Speech and Language Therapy department. (May-December 2023) *To keep pace with digital transformation in higher education, synchronous and asynchronous courses will be offered (throughout the year). *General Directorate of Project and Technology Office regarding Digital Transformation Participation in trainings conducted by the Coordination and Quality Coordination Offices will be ensured (throughout the year). *New technology-based courses will be included in the nursing curriculum (September 2023)	6-month monitoring and evaluation reports, increasing stakeholder input, meeting minutes, department application files, student admission approval documents for the department, and participation certificates.	Reporting of deficiencies identified in line with the 6-month monitoring and evaluation report, internal and external 6-month monitoring and evaluation reports, increasing stakeholder input, meeting minutes, department application files, student admission approval documents for the department, and participation certificates. In this case, a new application must be submitted. A new request must be submitted if the number of teaching staff requested cannot meet the needs.	*Deanery, *Department Heads	Academic and administrative personnel, project and General Technology Office Coordination and Quality Coordination Office, Student Affairs Department The Presidency, other internal and external stakeholders,

	A.1.4. Internal Quality Assurance Mechanisms	The faculty administration and academic and administrative staff have embraced a culture of quality, Our faculty carries out and disseminates its activities within the framework of the PDCA cycle.		*Ensuring the effectiveness of quality processes for all activities of our faculty. * Based on the PDCA cycle Continuing the activities of our faculty	*All academic and administrative staff will carry out activities according to the defined duties, authorities, and responsibilities of our faculty committees (throughout the year). *Training on preparing course files will be conducted for newly appointed faculty members within the scope of the PDCA cycle (throughout the year). *The Strategic Plan Monitoring and Evaluation Report will be published (twice a year) *An internal unit evaluation report and action plan will be prepared (March 2023) *In our faculty, quality assurance reports from internal stakeholders (academic and administrative staff, students) and external stakeholders (employers, professional organizations, research sponsors, student relatives, etc.) will be submitted to the internal unit evaluation departments to ensure their participation and contribution to the system at the end of the year (throughout the year). the activities of our Faculty and in obtaining stakeholder opinions, UBYS (University Information Management System), Direct Procurement Tracking Board meeting minutes, Faculty Academic Board Meeting minutes, LYS (Logistics Management System), Automation System, academic and application minutes, determination of measures to be taken in the following year, beginning and end of term activities. Integrated information systems will be used (throughout the year) *Our faculty advisory board will meet twice a year (April-December 2023) *Student representatives will be included in all faculty committees (throughout the year) *The student representative of our faculty will actively participate in faculty council, department council, and advisory board meetings (throughout the year). *Meetings will continue to be held by the Dean's office to gather expectations at the beginning of the semester and to assess how many of the end-of-semester requests have been fulfilled. These meetings are open to all students (4 times a year: February, June, September, December 2023).	minutes of the meetings, training poster		*Deanery, *Department Heads	Academic and administrative staff, internal and external stakeholders.
	A.1.5. Informing the public. and accountability	*Personal Information on our Turkish and English Website in accordance with the Data Protection Law, public information must be provided and kept up-to-date. being		*Faculty Board and Faculty Administration Board decisions regarding Personal Data Public publication in accordance with the Protection Law. *Publication of faculty unit activity reports, strategic plan monitoring and evaluation reports, and internal control action plan reports on our faculty's website. *Our faculty's website is available in Turkish and English under the title "Information Technology and Web Development" keeping the Commission active through its activities *Our Student Orientation Guide must be up-to-date.	*Faculty Board and Faculty Management Board decisions are Personal It will be published publicly in accordance with the Data Protection Law (twice a year). *Faculty unit activity reports, along with a 6-month monitoring and annual evaluation of the strategic plan and internal control action plan, will continue to be published on the unit's website at the end of the year. will be done. *Our faculty's website is available in Turkish and English under the title "Information Technology and Web Development" and... The Web Commission will be kept active through its activities (throughout the year). *The Student Orientation Guide will be updated (September 2023)	Information Technology and Web Commission Annual Activity Report, Student Orientation Guide	*Website monitoring by the IT and web commission to be done.	*Deanery	Information Technology and Web Commission
A.2. Mission and	A.2.1. Mission, Vision and Policies	*Our faculty's mission and vision have been defined. being *Practices carried out in our faculty in line with our mission, vision and policies widespread throughout the unit		*Our mission and vision will be published on our website to be shared with the public. *This should be constantly reminded to our faculty staff. All activities of our faculty are carried out in accordance with its mission, vision and policies.	*Our mission and vision will be published on our website (throughout the year) *Our academic and administrative staff will receive two email reminders regarding our mission and vision (June - December 2023). *New academic and administrative staff joining our faculty will be informed about our mission and vision during orientation training and through the orientation guide continuously available on our website (throughout the year). *New students starting at our faculty will be informed about our mission and vision during their orientation program and through the student orientation guide, which is continuously available on our website. * All activities to be carried out in our faculty will be in line with our faculty's mission and vision. Our educational, community service, research and development, and administrative activities will be conducted within the framework of our university's policy documents (throughout the year).	Web image, mission and vision related email staff, orientation trainings for our student and ensuring student and staff participation is not disrupted orientation training records	*Monitoring of the website by the IT and web commission sent to faculty for our administrative staff secretaries, orientation guides, not disrupted. *Ensure that the relevant vice dean does not disrupt the orientation trainings for academic staff.	*Deanery	Information Technology and Web Commission

Strategic Objectives	A.2.2. Strategic Aims and Objectives	*In line with our faculty's quality policy Faculty of Health Sciences 2021-2023 Strategic Plan The plan has been developed, and the strategic goals and indicators of the departments have been determined. *Establishing and ensuring the sustainability of an internal quality assurance system mechanism for all units and areas within the scope of the faculty's strategic plan, in line with strategic aims and objectives.		*Achieving the goals and indicators included in our faculty's strategic plan for 2023 through implemented activities. *Continuing the implementation of our faculty's quality processes.	*All our departments, boards, and commissions will actively work to achieve the goals and indicators included in our faculty's strategic plan (throughout the year). *Internal quality assurance mechanisms will be monitored for all units and areas of practice in line with the strategic aims and objectives within the scope of the faculty's strategic plan (throughout the year). *The monitoring of the departments' strategic goals and indicators every six months (July 2023) and their annual evaluation (January 2023) will continue to be carried out by the Internal Control Monitoring and Steering Committee and published on the website. *The faculty's strategic plan will be monitored for six months (July 2023) and annually (January 2024), and the reports will continue to be published on the unit's website. *The Unit Quality Commission will be tasked with identifying corrective and preventive actions in line with deficiencies and unachieved goals in the internal quality assurance system that prevents the achievement of strategic aims and objectives, and these actions will be implemented by the relevant units (Identification in July 2023, implementation throughout the year).	report, Unit internal evaluation report, Faculty Quality Assurance System, Unit Quality Assurance plan, *Unit Internal Control reports, Faculty Board	Office, *6-month monitoring and evaluation report, Unit Quality Commission, internal quality assurance system for deficiencies identified in line with the strategic aims and objectives, review of the functionality of the monitoring and guidance mechanism, Faculty Quality Assurance Commission, Faculty Management Board Decisions. passing through.	*Dean's Office Commission	Academic and administrative staff, internal and external stakeholders.
A.3. Management Systems	A.3.4. Process Management	Faculty-related workflow processes, job descriptions, faculty and department strategic goals should be prepared, and monitoring and evaluation processes should be effectively implemented, followed up at regular intervals, and internal and external stakeholders should be involved in the process.		Faculty workflow processes, job descriptions, faculty and department strategic goals will be prepared, and monitoring and evaluation processes will be effectively implemented, followed up at regular intervals, and internal and external stakeholders will continue to be involved in the process.	*All academic and administrative staff will carry out activities according to the defined workflows, duties, authorities, and responsibilities of their boards and faculty committees, and reports will be prepared at the end of the year (throughout the year). *Our faculty's operations and procedures will be carried out using the process cards in our university's process management handbook (throughout the year). *The faculty's strategic plan will continue to be monitored and evaluated every six months and annually, and the reports will be published on the unit's website (twice a year).	the year, the six-month monitoring and evaluation reports are prepared to ensure that the targets are achieved. The commission's job descriptions include carrying out the necessary work in the process.	*The six-month monitoring and evaluation report is sent to the departments, and at the end of the year, the six-month monitoring and evaluation reports are prepared to ensure that the targets are achieved. At the Academic Council Meetings determining the measures to be taken in the following year	*Deanery, *Department Heads, cards *Commissions	Academic and administrative employee
A.4. Stakeholder Engagement	A.4.1. Internal and External Stakeholders Participation	*Ensuring the representation of our internal faculty stakeholders, namely students and faculty members, in the Department, Academic and Advisory Boards, and forming the Advisory Board with the participation of internal and external stakeholders. *Ensuring student participation in the education and training process through student meetings held by the faculty administration at the beginning and end of each semester.		*Ensuring the continued representation of students and faculty members, who are our internal stakeholders, in the Department, Academic and Advisory Boards, and the Faculty Council; continuing the Advisory Board with the participation of internal and external stakeholders; and increasing student representation in committees. *Ensuring continued direct student participation in the education and training process through student meetings held by the faculty administration at the beginning and end of each semester. *Ensuring continued student participation in Department Board and Committee meetings related to education and training.	*Student representatives and faculty members will continue to participate in departmental board and advisory board meetings (throughout the year). *Meetings with advisory boards will be held regularly (April-December 2023) *Participation of academic and administrative staff from all ranks in relevant meetings and decision-making processes will be maintained (throughout the year) *Student course satisfaction survey results will continue to be shared with students and faculty in meetings (at the beginning and end of each semester). *Student opinion on distance education processes will be gathered through surveys, thereby increasing student decision-making and representation in the distance education process (where deemed necessary). To contribute to the improvement of our educational activities and to obtain their opinions, the active participation of department and faculty representatives in the boards of our departments will be ensured (throughout the year). *Student representatives will be included in each of our faculty committees to allow them to express their views (throughout the year).	Meeting minutes, committee minutes, official documents.	*If meeting minutes reveal that internal stakeholders are not effectively participating in boards and committees, management will hold meetings with the relevant board and committee members to understand the reasons and determine the necessary strategies.	*Deanery, *Department Heads, *Commission chairmanships	Internal and external stakeholders
	A.4.2. Student Feedback	In our faculty, student representation in boards and committees, the continuity of satisfaction surveys, and regular meetings of our advisor faculty members are all important factors.		In our faculty, student representation in boards and committees, the continuity of satisfaction surveys completed by our students, the continuation of regular meetings of our advisor faculty members, and the monthly request and submission of academic advisory meeting minutes to the Dean's Office are all important.	*Our student representative will serve as a member of the Faculty Board and Faculty Advisory Board, the Quality Commission, the Peer Mentoring Working Group, the Accreditation Working Group, and the Curriculum Commission, and will actively participate in decision-making processes by attending departmental board meetings (throughout the year). *The faculty administration will continue to hold evaluation meetings with students at the beginning and end of each semester to gather feedback (throughout the year). *Our advisor faculty members will hold regular in-person/online meetings at least twice a month to receive feedback from students regarding educational and administrative processes. Meeting minutes, survey results, and feedback will be used to develop plans, along with RYMER (Student Information Center) responses to the meetings. Reports will be sent to the Dean's Office monthly (throughout the year) *Feedback from our students will also be collected through periodic end-of-term satisfaction surveys, and the survey results will be discussed in academic councils to decide on the practices to be implemented (throughout the year). *Requests, requests, and complaints submitted to RYMER regarding our faculty will be evaluated, and necessary corrective and improvement measures will be taken (throughout the year).	to develop plans, along with RYMER (Student Information Center) responses to the meetings.	*During distance learning, online meetings are organized, and meetings with insufficient student participation are rescheduled on another date by the advisor and students.	Dean's Office, Department Presidencies	Academic advisors, Students, coordination Quality

Page 4 / 10

QUALITY PROCESSES PDCA CYCLE-BASED ACTION PLAN FORM

Document No.	FRM-007
Publication Date	February 1, 2022
Revision Date	April 6, 2023
Revision No.	1

FACULTY OF HEALTH SCIENCES									
B. EDUCATION AND TRAINING									
#	Sub-criteria	Strengths	Areas for Improvement	Plan [1]	Apply [2]	Check [3]	Take	Responsible Unit	Cooperation will be established Units
B.1. Program Design, Evaluation and Updated	B.1.1. Program Design and Approval	*Under the leadership of the faculty's senior management, work will be carried out towards accreditation studies within the institution. *Our faculty's curriculum design, evaluation, monitoring, and 100% completion of information packages.		*Preparation meetings and studies for the accreditation of the Nursing Department.	*A self-assessment report will be written as part of the accreditation process (September 2023)	Meeting minutes and self-assessment report related to accreditation processes.	precautions [4] *Encourage teaching staff to work towards accreditation.	*Nursing Department Presidency	Dean's Office, Internal and External Stakeholders
	B.1.2. Program Course Distribution Balance			*Our faculty's curriculum design, evaluation, monitoring, and ensuring 100% continuity of information packages.	*Course information packages will be updated by the instructor who will be teaching the course (at the beginning of each semester). *Reviews will be conducted by Department Heads (Throughout the Year). *If there are any updates to the curriculum, these updates will be added to the course information package. This will be reflected and monitored by the department heads (throughout the year).	Course information package link, course information package report	*Completion of information packages for newly added courses.	*Department Heads Academic Staff	
	B.1.3. Alignment of Course Outcomes with Program Outcomes	*Ensuring alignment between learning outcomes and program outcomes by routinely preparing "Course Syllabuses and Checklists" at the beginning of each semester and "Course Files" at the end of each semester for the departments within our faculty.		*Ensuring that all sections of the course information package (including their linkage to the course's program outcomes) are completed by the instructors responsible for the course and that they are checked by the relevant program heads.	*Course syllabi will be matched with course outcomes and program objectives (at the beginning of the semester). "Course Portfolios Forms" will be prepared and implemented throughout the process (at the end of the semester). *Course files will be checked by the department heads and any deficiencies will be corrected (at the end of the semester). *In case of any updates to the curriculum, these updates will be reflected in the course information package and checked by the department heads (throughout the year).	Course syllabi, course files, Training catalog	*Department heads should check whether course learning outcomes and program outcomes have been matched.	*Deanery, *Department Heads	Instructors responsible for the course
	B.1.4. Student Workload-Based Course Design	*Our faculty has processes for designing, evaluating, and updating existing course programs.		*Ensuring the active continuity of the processes of designing, evaluating, and updating the existing curriculum in our faculty.	*In calculating course credits, the student workload based on the acquisition of knowledge, skills, and competencies determined according to the Turkish Higher Education Qualifications Framework and foreseen on a program basis will be taken as the basis (throughout the year). *Student course evaluation surveys will be conducted (at the end of each term). * The results of the course evaluation surveys will be discussed at the academic board meeting, and necessary improvement efforts will be planned (throughout the year).	Course syllabi, course files, educational catalog, course evaluation survey results.	*Student workload calculations should take into account the time required for lectures, course preparation, and exams.	*Deanery, *Department Heads	Academic Staff
	B.1.6. Management of Education and Training Processes	*Regular orientation training is provided to our new students. *To identify students with low academic performance and provide them with the necessary support. Within our faculty, Guidance and The Psychological Counseling Commission has activities. *Encouraging students to take advantage of minor programs and promoting an increase in the number of students participating in double major programs.		*A Student Orientation Guide will be provided for newly enrolled students, and Providing training in accordance with the Education and Training Regulations. *During academic counseling meetings, students' expectations for the semester will be discussed, and guidance and psychological assessments will be taken. Information about the Guidance and Psychological Counseling Committee will also be provided (throughout the year). *Individual interviews will be conducted with students under the guidance of Faculty's Guidance and Psychological Counseling Commission. Collaboration will be established with the Psychological Counseling and Guidance Center (throughout the year) to conduct individual interviews with students whose overall grades are assessed on the page. Interdepartmental collaboration will be established within our Faculty (such as Midwifery) to open a minor program (December 2023) through the Guidance and Psychological Counseling Commission. provided during orientation trainings (October 2023). *The Guidance and Psychological Counseling Commission will provide the necessary support for double major programs. Our departments will cooperate with the university and faculty units throughout the year. *Collaboration with departments that can offer minor programs *Information about minor and double major programs will be provided at academic advisory meetings. *Departments within the faculty where minor programs can be offered *Our department heads will monitor the number and success of students pursuing minor and double major programs through academic advisors (throughout the year) *Increasing the number of students benefiting from double major programs	an orientation program will be organized for first-year undergraduate students (October 2023). * During academic counseling meetings, students' expectations for the semester will be discussed, and guidance and psychological assessments will be taken. Information about the Guidance and Psychological Counseling Committee will also be provided (throughout the year). *A faculty member using the UBYS system to identify these students, and they will be referred to our Faculty's Guidance and Psychological Counseling Commission. *The Guidance and Psychological Counseling Commission will provide the necessary support for double major programs. Our departments will cooperate with the university and faculty units throughout the year. *Collaboration with departments that can offer minor programs *Information about minor and double major programs will be provided at academic advisory meetings. *Departments within the faculty where minor programs can be offered *Our department heads will monitor the number and success of students pursuing minor and double major programs through academic advisors (throughout the year) *Increasing the number of students benefiting from double major programs	Student Orientation Guide, meeting newsletter, meeting minutes, Guidance and Psychological Counseling Commission activity report, event introductions. Academic counseling meeting minutes, official correspondence, orientation training records and guide.	*Organizing online meetings if distance learning is implemented. *Repeating the material as needed after receiving feedback from students. *Increasing collaboration between the advisor of students with low academic performance and the Guidance and Psychological Counseling Commission. *If collaboration cannot be achieved in the minor program and the departments cannot activate it, the program design will be reviewed and necessary improvements will be made. *Repeating training sessions when student participation is low in academic advisory meetings.	*Dean's Office, *Department Heads, *Academic Advisors, *Guidance and Psychological Counseling Committee.	Academic staff, Student Affairs Office and PRD Center, Students.
	B.2.2. Measurement and Evaluation	*The application of multiple measurement and evaluation methods in the evaluation of our faculty's educational activities.		*Ensuring the continuity of the use of multiple measurement methods in the measurement and evaluation process. *The use of peer, mentor, and self-assessment in conjunction with instructor evaluation in some courses.	*E-learning records will be reviewed (at the end of the term). *In the Professional Research Project courses, instructor-based, peer-reviewed, and self-assessment methods will be used for assessment (Fall and Spring Semesters). *In the professional practice course, the evaluation criteria for care plans, reports, and presentations will include the assessment of the mentor nurse (Spring Semester). *Different assessment methods such as multiple choice, true/false, open-ended, fill-in-the-blanks, matching, etc. will be used in the examinations for the 2022-2023 Spring and 2023-2024 Fall semesters (Fall and Spring Semesters). *An activity report will be prepared by the assessment and evaluation committee (End of year). *The 2023 Performance Program will be monitored with an implementation report (End of year). *Newly appointed faculty members will participate in training programs on measurement and evaluation (throughout the year). *A training program for mentor nurses will be held (February 2023)	Course file, course syllabus, e-course recording report, committee minutes, instructor training attendance list, nurse mentor participation certificates, and program.	*Ensuring the use of multiple assessment methods in newly added courses. *Exam questions should be prepared in accordance with the alignment of learning outcomes and program outcomes. *Applying multiple measurement and evaluation methods when preparing exams and determining the scoring of questions according to the methods to be used. *Encouraging the use of various measurement and evaluation methods, and ensuring the participation of newly appointed faculty members in training programs on measurement and evaluation.	*Department Heads, *Academic Staff.	Deanery.
	B.2.3. Student Admission, Recognition and Crediting of Prior Learning	*Student admission is based on prior learning, recognition and accreditation implementation of related processes		*The processes for student admission, recognition and crediting of prior learning will continue to be implemented. to be done.	*The Exemption Committee, the Education Committee, and the Faculty Board will make assessments regarding students' prior learning (at the beginning of each semester). The commission's decisions will be discussed at the Faculty's administrative board meeting (at the beginning of the semester).	Meeting minutes	The sequential execution of commission reports and Faculty Administration Decision to be made by the board	*Exemption Commission, *Education Commission, *Faculty Administration Board	Students and related individuals universities

				*Increasing the number of textbooks, online resources (books/documents/videos, etc.) available in the classrooms, learning environments, and laboratories of our faculty, and ensuring that these resources are accessible and of appropriate quality and quantity.	*Organizing activities to promote our university's learning environment and resources. *Ensuring that all students have equal access to laboratory facilities within our faculty. *Ensuring that textbooks, online books/documents/videos, etc., are available in appropriate quality and quantity.	*During academic advisory meetings, information will be provided about our university library, periodicals, online books, printed resources, etc., learning environments and resources (Throughout the Year). *During the orientation training, our Library Department will provide information about our university library, periodicals, online books, printed resources, etc., learning environments and resources (October 2023). *Laboratory practices will continue to be conducted in rotations throughout the year to ensure equal access for all students. *Official letters will be sent to the relevant departments regarding book requests (March 2023). *Course presentations, resources, and videos will continue to be uploaded to the e-learning system (Throughout the Year). *The availability of adequate computer and internet access in the classrooms will be checked at the beginning of each term. *If classroom capacity is insufficient, classrooms will be allocated in cooperation with other units (at the beginning of the semester). *Classrooms will be cleaned daily (throughout the year) *In line with the objectives of the vocational course, students will be provided with opportunities to complete their practical training in clinical, field, Ministry of National Education, etc. areas through rotations (throughout the year).	Orientation training attendance records, academic counseling meeting minutes, book request lists, course files, rotation plans, list of students using library services, classroom cleaning control sheet.	*Students who do not attend academic advising meetings will be followed up by their advisor. *If the classrooms, laboratories, textbooks, online books/documents/videos, etc., in our faculty are not of adequate quality and quantity and are not accessible, we recommend that the relevant units make corrections. *When deficiencies in classroom infrastructure are identified, collaboration will be established with other faculties of the University, and additional classrooms will be requested. *In cases where classroom capacity is insufficient, classrooms will be allocated in cooperation with other units.	*Academic Staff, *Dean's Office, *Department Heads.	Provincial Health Directorate, Provincial Directorate of National Education, Provincial Directorate of Family and Social Policies, UZEM Coordination Office, Library and Documentation Department Administrative Staff.	
				*Our faculty members will hold regular meetings with the students they advise, closely monitor their academic development, provide internship opportunities, and encourage them to apply for projects.	*Increasing student club activities	*Ensuring that academic advisory meetings continue regularly. Festivals organized by our university and faculty. *Students will have access to internship opportunities and project activities will be conducted between May 12th and 18th. *Information about student clubs will be provided at advisory meetings. Week will be given. *Club presentation at the start of the academic year. Club. * Sports activities will be organized by the Sports Commission in Competitions are held as part of the festivities. Steps Club, LOSEV Club and Yeyilay Club will be held (June 2023) Activity planning by [company name]. *Providing consultancy to student clubs.	*Academic advisory meetings will be held at least twice a month (throughout the year) *Information on academic development, internship opportunities, and project applications will be provided at academic advisory meetings (throughout the year). *Information about student clubs will be provided at academic advisory meetings. Club introductions will be made. (October 2023) *The academic progress of each student is monitored by the Sports Commission within the scope of sports Competitions will be held during the academic year. *The Healthy Steps Club will organize an event for World Health Day on April 10th, and informational Activities will be planned for Nurses' Week. *Information about activities organized by the LOSEV Club within the scope of World Leukemia Children's It will be planned. (November 2023) *Volunteer activities in Adıyaman, one of the earthquake-affected regions, by the Turkish Red Crescent cooperation with our university and faculty (February 2023) *Seminar to facilitate psychosocial adaptation after the earthquake by the Turkish Red Crescent Club * Healthy *Event organized by the Turkish Red Crescent Club as part of World Volunteer Blood Donor Day. It will be implemented. (June 2023) *The Turkish Red Crescent Club will be holding an event as part of Red Crescent Week. (November 2023) *The Green Crescent Club will be organizing events (nature walks, bike tours, etc.) to raise awareness about the fight against addiction (October 2023).	Meeting minutes, project acceptance documents and internship application numbers, event request forms, event posters, event news.	*Meetings with insufficient student participation will be rescheduled on another date by the advisor faculty member and students. *Information about student to be done. clubs will be provided at advisory meetings, and students will be encouraged to form sports teams.	*Academic Staff, Club advisors, Department Heads	*Dean's Office, Internal and external stakeholders, Student Affairs Department Presidency
				*The social and sports facilities, classrooms, various centers, Anatomy, First Aid and Nursing Skills Laboratories should be of appropriate quality and quantity and be accessible.	*The social and sports facilities, classrooms, various centers, Anatomy, First Aid and Nursing Skills centers located within our faculty. Ensuring that laboratories are adequately equipped and accessible in terms of quality and quantity. *Establishment of a simulation laboratory *Establishment of a first aid training and instructor training center.	*Class schedules will be prepared and posted at the entrance of classrooms (at the beginning of the term). *Information regarding the use of social and sports facilities will be provided during academic counseling and orientation training (throughout the year). *A tournament will be organized by the Sports Commission for the use of sports facilities (October-December 2023) *Anatomy, First Aid, and Nursing Skills Laboratories will be maintained with appropriate quality and quantity, and accessibility will be ensured through student rotations (year-round). *A first aid training and instructor training center will be opened (June 2023). *Simulation Laboratory will open (December 2023)	Student rotations, official documents, classroom schedules, meetings.	Simulation lab records if it cannot be established, it should be proposed again the following year. Student rotations are controlled by the department heads.	Dean's Office, Department Presidencies	General Secretariat, Administrative and Financial Affairs Department Presidency, Provincial Health Directorate, Students	
				*Making the necessary arrangements in our faculty to ensure that disadvantaged groups have access to educational opportunities. *Various events are organized to raise awareness about disadvantaged groups.	*Making the necessary applications for the Accessible Flag awards. *Planning of events by departments on important days and weeks throughout the year related to disadvantaged groups. *Conducting awareness-raising activities for disadvantaged groups in Volunteer Work and Social Responsibility Projects courses.	*Evidence regarding Accessibility in Education, Accessibility in Sociocultural Activities, and Engagement Application Conditions will be collected and submitted to the Rectorate along with the application form (March 2023). *A seminar on cancer screenings will be organized for earthquake victims residing in the Mehmet Rıfat Elendi KYK Male Student Dormitory in our city, within the scope of the 1-7 April National Cancer Week. (April 2023) *A Diabetes Education Program will be organized in cooperation with the Bartın Provincial Directorate of National Education. (April 2023) *World Heart Day event will be organized. (April 2023) *As part of Social Responsibility Projects, activities will be organized (bracelet making, hair clip making, child sexual abuse education, popcorn-movie event organization, nursing apron making, playdough making, first aid training for fractures, information about the health of pregnant women, postpartum mothers and babies affected by the earthquake, etc.) (Fall-Spring Semester) *As part of volunteer work, activities such as making playdough, disposable slippers, hair clips, nursing aprons, dust masks, working with autistic children, etc. will be organized (Fall-Spring Term).	Application forms, Event request form, event news, poster or brochure, Project Application Form.	*If the Accessible Flag award is not received, the deficiencies should be corrected and the application should be resubmitted. *Department Heads for disadvantaged awareness-raising activities *Relevant groups, course instructors. If this is not done, the reasons should be identified and the necessary improvements should be made.	*Deanery, *Department Heads for disadvantaged	Disabled Student Unit Coordination, Internal and external stakeholders.	
				*To increase the number of students who utilize the university's infrastructure and facilities for scientific, cultural, social, and sporting activities.	*Providing information about scientific, cultural, social, and sporting activity infrastructure and facilities during academic advisory meetings, and encouraging students' participation in cultural, social, and sporting activities.	*Information about scientific, cultural, social and sporting activity infrastructure and facilities will be provided at the Academic advisory meetings held twice a month (throughout the year). *Sports tournaments will be organized at the faculty. (Throughout the year) *Student orientation guides will provide students with information about social, cultural, and sporting activities. (Beginning of semester) A list of students using the sports facilities will be compiled. (End of year)	Meeting minutes, list of students using sports facilities.	*Organizing online meetings as a result of switching to distance learning. *Conducting promotional activities to increase student numbers.	*Department Heads	Academic Staff, Students, Student Affairs Department	

B.4. Teaching Staff	B.4.1. Appointment, Promotion and Assignment Criteria	*Determining the standard staffing levels for teaching staff and making requests for areas where there is a need. *Faculty course assignments should be distributed fairly, taking into account the expertise and workload balance of teaching staff.		*Due to the large number of practical courses, sufficient teaching staff must be provided to meet the demand for research activities in order to conduct them effectively. *Within the framework of participatory management, requests/ demands from the relevant departments are received at the Department Board meetings. *Ensuring the continuity of fair course distribution in faculty assignments, taking into account the expertise and workload balance of teaching staff. *Course assignments are made by taking into account the opinions and suggestions of the teaching staff at the Department Board meetings.	*2023 Staffing Plan: -Child Development Department: 1 Associate Professor, 2 Assistant Professors, -Nutrition and Dietetics Department: 3 Assistant Professors, -Social Work Department: 1 Associate Professor, 1 Assistant Professor, 2 Research Assistants, -Midwifery Department: 1 Associate Professor, 1 Assistant Professor, 2 Research Assistants, -Nursing Department: 3 Associate Professors, 1 Assistant Professor, 1 Lecturer, 3 Research Assistants will be requested (Throughout the year) *In our faculty, course planning will be done in the fall and spring semesters by taking into account the opinions of the teaching staff in the departments (at the beginning of the semesters). * At the end of the term, the results of the course satisfaction surveys received from the Quality Coordination Office will be evaluated by the academic board. (Throughout the year)	Faculty board decision, Academic board, Department board decision, Board of Directors decision, Department board decision, Course satisfaction survey results.	*Making the necessary requests to address the shortage of academic human resources. *According to the survey results, necessary measures to be taken.	*Deanery, *Department Heads	Personnel Department Presidency Quality Coordination
	B.4.2. Teaching Competencies and Development	*In our faculty, requests for in-service training from academic staff are received and reported to the Rectorate; in particular, the participation of newly appointed academic staff and all teaching staff in training related to their teaching competencies is monitored; and regular participation in training courses such as trainer training to learn and use interactive active teaching methods and distance education processes is ensured.	*Preparing trainings on specific and unit-specific topics, and increasing the number and variety of trainings.	*Ensuring that teaching staff continue to benefit from the instructor training program.	*Newly appointed teaching staff will participate in trainer training programs (Assessment and Evaluation, Teaching Methods and Techniques) (Throughout the year). *Teaching staff will be provided with training programs to enhance their teaching competencies in line with contemporary requirements (Throughout the year).	Certificates of participation	*Identifying strategies to encourage faculty participation in training programs.	*Deanery, * Department Heads, *Academic Staff	Quality Coordination

Explanations
[1] What is planned to be implemented during the year to improve the identified strengths and to transform areas open to improvement into strengths? If any, what are the desired goals and performance indicators?
[2] What is the schedule and how will the planned actions be implemented?
[3] How will it be checked whether the desired goals and/or performance indicators have been achieved?
[4] What will be done to continue the strengths that are improved with the areas open to development that evolve into strengths, and what standards will be introduced?



QUALITY PROCESSES PDCA CYCLE-BASED ACTION PLAN FORM

Document No.	FRM-0007
Publication Date	February 6, 2022
Revision Date	April 6, 2023
Revision No.	1

Unit										The Period to Which It Belongs	2023
C. RESEARCH AND DEVELOPMENT											
#	Sub-criteria	Strengths	Areas for improvement	Plan [1]	Apply [2]	Check [3]	Take precautions [4]	Responsible Unit	Cooperation will be established Units		
C.1. Research Processes Management And Research Resources	C.1.1 Management of Research Processes	Research and development activities in our faculty in 2021- In line with the 2023 Strategic Plan, monitoring is carried out twice a year. Measurement and action to be taken through evaluation reports. * To improve the quality of scientific publications in our faculty, we regularly conduct activities aimed at raising awareness among our teaching staff.		*Monitoring the progress of research and development processes outlined in the Strategic Plan every six months. *Ensuring an increase in the quality of scientific publications by our faculty members. *The use of process cards from the Process Management Handbook in the management of research processes will be ensured.	*The Strategic Monitoring and Evaluation report will be reviewed by the internal control monitoring and steering committee (June, December 2022). *Faculty members' research methods, statistics training, academic writing skills, Wiley, Participation in trainings and events such as Clarivate will be encouraged (year-round). *Strengths and areas for improvement in research and development will be outlined in the BIOR (January 2023) *Academic staff will be guided and motivated regarding the management of the Unit's research processes (throughout the year) * Unit research results will be shared with the Advisory Board (April 2023) In managing research processes, the use of process cards for research and development activities, as outlined in the Process Management Handbook, will be ensured (throughout the year).	Meeting minutes, Strategic Monitoring and Internal Evaluation Report, certificate of participation, BIOR	Academic results at the end of the term Board meetings for the next 6 months Control monitoring, and unachieved targets. guidance on necessary measures to be taken. determination, commission, Quality The BIOR report highlights strengths and areas for improvement, preparing next year's action plan, taking into account the shortcomings.	Academic Staff, Department Heads, Commission Deanery	Library and Documentation Department Presidency, Advisory Board PTO Quality Coordination		
			*The large number of academic staff in the unit having responsibilities such as committee roles and coordination.	*Updating the commission's coordination responsibilities due to the increase in the number of teaching staff.	*In accordance with the requests made in December 2022, the transfers of positions allocated to our Faculty will be carried out and reported to the Rectorate (throughout the year). * Following the announcement of the positions, the assignments of the appointed teaching staff will be finalized and their job distributions will be updated (July-December 2023).	Meeting minutes, Official correspondence Board of Directors' decision, Announcement text	In case of staff leaving their positions, new appointments will be made; in case there are no applications for academic staff positions or the winning candidate does not start their duties, a new advertisement will be issued.	Dean's Office, Department Presidencies	Academic and Administrative staff, Personnel Department		
C.2. Research Competence, Collaborations and Supports	C.2.1. Research Competencies	*Accepted and Development of externally funded projects in our faculty There are ongoing projects.		*Continuing externally funded projects in our faculty.	*Sleep, Quality of Life, and Academic Success of Nursing Students: How Can We Ensure Our Sleep Hygiene? TÜBYTAK 2209-A Student Projects *Musculoskeletal Problems, Risk Factors, and Quality of Life in University Nursing Students: The Effectiveness of Prevention and Control Training, TÜBYTAK 2209-A Student Projects *The effect of pranamaya breathing techniques given to nursing students with pre-syndrome symptoms on mental state and quality of life. TÜBYTAK 2209-A Student Projects *Examining the relationship between societal attitudes towards individuals with mental illness and mental health literacy. TÜBYTAK 2209-A Student Projects *The Effect of Facial Fan Application on Dyspnea and Quality of Life in COPD Patients - TÜBYTAK 2209-A Student Projects *Increasing Self-Care Ability in Elderly Patients Undergoing Knee Replacement Surgery TÜBYTAK 2209-A student projects *Raise Awareness of Violence Against Women TÜBYTAK 2209-A student projects *Control Your Waste, Manage Your Environment TÜBYTAK 2209-A student projects *The Effect of Stress Ball Use on Exam Anxiety and Success in Nursing Students TÜBYTAK 2209-A Student Projects *The Effect of ECG Training on Self-Efficacy in Clinical Performance of Nursing Students' Tubtak 2209-A student projects *The Effect of Progressive Breathing and Relaxation Exercises on Sleep Hygiene and Quality of Earthquake Victims TÜBYTAK 1002-B Emergency Support *Preparing Individuals Experiencing Extremity Loss Due to Earthquakes for the Future Through Early Rehabilitation Program TÜBYTAK 1002-B Emergency Support *Assessment of the Psychosocial Health Status of Pregnant and Postpartum Women Experiencing Earthquakes, TÜBYTAK 1002-C Natural Disasters Focused Field Study Emergency Support Program *Interaction of Caffeine, Vanillin and Gallic Acid Molecules with Saliva Protein Mucin and Milk Protein Beta-Lactoglobulin, TÜBYTAK 1002-A Project.	Project acceptance and final documents.	*Identifying risks in project application processes and planning risk management strategies to address them.	*Academic Staff	Dean's Office, Project General Technology Office Coordination		
	C.2.2. National and International Joint Programs and Joint Research Units	*Our faculty has commissions focused on national and international collaboration programs.		*Increasing bilateral agreements during international exchange programs. *National and international events are held in our faculty. Continuing the activities of commissions for cooperation programs at the level. *Increasing collaboration between faculty members and international researchers	*Correspondence will be conducted throughout the year to increase bilateral agreements for international exchange programs. * In international project applications, partners for collaboration will be found by evaluating factors such as international university rankings and the CVs of expert researchers (throughout the year). International Affairs General Coordination Office and Project and Technology Office General Coordination Office Training on bilateral collaborations will be requested (throughout the year)	Official document, Strategic Monitoring and Evaluation Report, BIOR	The BIOR report should take into account the strengths and areas for improvement, and an action plan for the following year should be prepared. If there is no increase in the number of collaborations, the shortcomings in the process should be identified and suggestions for improvement should be presented for the following year.	*Academic staff, Erasmus Commission	*Dean's Office, External Relations General Coordination and Project and Technology General Office Coordination		
C.3.1. Monitoring and Evaluating Research Performance		*A significant increase, both in quantity and quality, has been observed in the number of articles submitted to and accepted by our faculty in journals categorized as Web of Science or Scopus.	*The need to increase the number of interdisciplinary projects and to carry out R&D projects.	*Planning activities to ensure the continued quantitative and qualitative increase in the number of articles submitted to and accepted by journals in the Web of Science or Scopus categories. *Academic staff participating in training programs focused on interdisciplinary and R&D projects and submitting project applications.	*Academic staff will attend information seminars on the publication process in field-indexed journals and international journals (throughout the year). *Articles will be submitted to journals in the Web of Science or Scopus category (Throughout the Year) *Erasmus+ KA-2 Project application will be submitted (March 2023) *TÜBYTAK 1005 Project application will be submitted (April 2023)	Publication Information, Project Application Information	*Reporting and communicating to teaching staff the deficiencies identified in the 6-month monitoring and evaluation report. If no accepted article is submitted, the article can be submitted to different journals. *Faculty members identify problems encountered during the process and submit suggestions for improvement in the following year.	*Academic Staff	Dean's Office, Department Presidencies Institutions and organizations in Europe, Science Faculty		

C.3. Research Performance					*Maintaining the high increase in TUBYTAK 2209-A student applications and acceptance numbers in our faculty. *Participation in training sessions related to research and project monitoring and evaluation targets within the scope of the strategic target *Increasing the number of project applications from faculty members to obtain project support from external funds. *Increasing the number of projects in which faculty members participate as project leaders and researchers, Participation *Promotion to Faculty Position and Appointment Guidelines for Faculty Preparation based education should be submitted to external funding sources by the staff *Our faculty members can provide support to the Victims" (TUBYTAK 1002-8 Emergency Support) information about externally funded institutions: ""Life-year) Ensuring participation in training sessions.	*Participation in conferences, events, and promotional activities related to TUBYTAK projects will be ensured (throughout the year) Necessary information will be provided by advisors at academic advisory meetings throughout the year. Project applications will be submitted (2023, 1st and 2nd Calls for Proposals). *Participation in project writing courses will be provided (throughout the year) *Participation in courses on research methods such as basic SPSS training, basic and advanced biostatistics training, and systematic reviews and meta-analysis courses will be provided (throughout the year). Encouraging our faculty students through academic advisors, revising rejected projects and resubmitting them. *Faculty members identify problems encountered during the process and submit suggestions for improvement in the following year.	The results announcement page, project application and acceptance, documents.	*Academic Staff	Students, TUBYTAK Dean's Office, Department Presidencies	
Explanations [1] What is planned to be implemented during the year to improve the identified strengths and to transform areas open to improvement into strengths? If any, what are the desired goals and performance indicators? [2] What is the schedule and how will the planned actions be implemented? [3] How will it be checked whether the desired goals and/or performance indicators have been achieved? [4] What will be done to continue the strengths that are improved with the areas open to development that evolve into strengths, and what standards will be introduced?										

QUALITY PROCESSES PDCA CYCLE-BASED ACTION PLAN FORM

Document No.	FRM-0807
Publication Date	February 9, 2022
Revision Date	April 6, 2023
Revision No.	1

Unit		FACULTY OF HEALTH SCIENCES							The Period to Which It Belongs	2023
D. SOCIAL CONTRIBUTION										
#	Sub-criteria	Strengths	Areas for Improvement	Plan [1]	Apply [2]	Check [3]	Take precautions [4]	Responsible Unit	Cooperation will be established Units	
D.2. Social Contribution Performance	D.2.1. Monitoring of Social Contribution Performance and Evaluation	*The social contribution of our faculty, *The activities and project goals of our faculty members are defined in the strategic plan of our region and the province we live in, Activities in line with needs * The consistent planning of activities aimed at raising awareness among the community within our faculty has led to a consistent increase in the number of activities carried out in recent years. continuation, *Students' social responsibility *The implementation of a project within our faculty that will contribute to society through activities and volunteering in our region. ensuring.		*Assignments to departments will be made taking into account our faculty's strategic plan and the university's event calendar. * Students participating in social responsibility activities and volunteer work through clubs and classes. * Continuing to work on projects that contribute to society by faculty members.	*World Obesity Day event will be held (March 2023) *March 15th World Social Work Day Event: "Social Work in Disasters and Field Experiences" will be held (March 2023) *An event will be held for Seniors Week, March 18-24 (March 2023) *Cancer Awareness Week events will be held from April 1-7 (April 2023) *World Health Day, April 4-10: Health screenings will be conducted for earthquake victims (April 2023) *Events will be held as part of the May 5th World Midwives Day and the April 21-28 National Midwives Week (May 2023). *An event will be held for World Hand Hygiene Day on May 5th (May 2023) *Nursing Week event will be held from May 12-18 (May 2023) *An event will be held as part of Breastfeeding Week, October 1-7 (October 2023) *An event will be held as part of Breast Cancer Awareness Day on October 15th (October 2023) *An event will be held as part of Organ Donation and Transplantation Week, November 3-9 (November 2023) *An event will be held as part of the World Prematurity Day on November 17 (November 2023) *Students will take part in events organized by our faculty (throughout the year) 6-month Monitoring and Annual "Social Responsibility Project and Volunteer Work courses, activities will be organized (basic first aid skills training for earthquake victims, child sexual abuse training, hygiene training, play Evaluation Report). (Making dough, making hair clips, making nursing aprons, organizing popcorn and movie events, making bracelets, making dust masks, making disposable slippers, doing activities with autistic children, etc.) (Throughout the year) The following projects will be carried out by the faculty members of our department with the aim of contributing to society: *The project "Determination of Psychosocial Health Status in Pregnant and Postpartum Women Experiencing Earthquakes" will be carried out (TÜBYTAK 1002-C Natural Disasters Focused Field Study) (Throughout the year) *Preparing Individuals Experiencing Extremity Loss Due to Earthquakes for the Future Through Early Rehabilitation Programs* (TÜBYTAK 1002-B Emergency Support) (Throughout the year) *The Effectiveness of the Play-Based Education Module in Strengthening Self-Care Skills of Earthquake-Affected Children Residing in the Home (TÜBYTAK 1002-B Emergency Support) (Throughout the Year) *"The Effect of Progressive Breathing and Relaxation Exercises on Sleep Hygiene and Quality of Earthquake Victims" (TÜBYTAK 1002-B Emergency Support) (Throughout the year) *"Life-Saving First Aid Interventions in Disasters and Emergencies" (TÜBYTAK 1002-B Emergency Support) (Throughout the year) *A Smile Is Enough Social Responsibility Project (May 2023)	Within the scope of the Strategic Plan, a	*Organizing online events in case of switching to distance learning. *Maintaining effective communication with institutions and organizations in our city.	*Academic Staff	Deans Office, Department The Presidency, Students, Clubs, SKS Department Presidency	

Explanations

[1] What is planned to be implemented during the year to improve the identified strengths and to transform areas open to improvement into strengths? If any, what are the desired goals and performance indicators?

[2] What is the schedule and how will the planned actions be implemented?

[3] How will it be checked whether the desired goals and/or performance indicators have been achieved?

[4] What will be done to continue the strengths that are improved with the areas open to development that evolve into strengths, and what standards will be introduced?