

**ADVISORY BOARD DIRECTIVE OF ISTANBUL GELISIM UNIVERSITY
ENGINEERING AND ARCHITECTURE FACULTY INDUSTRIAL ENGINEERING
DEPARTMENT**

OBJECTIVE

Article 1. The purpose of this directive is to ensure that a training plan which meets the needs of non-university stakeholders and in line with the self-duty, strategic objective and goals of Industrial Engineering Department of İstanbul Gelişim University Engineering and Architecture Faculty is implemented and to ensure the contribution of the members with their evaluation and opinions for continuous improvement.

SCOPE

Article 2. This directive covers the establishment of the Advisory Board for consultation and recommendations to provide a quality education system in a continuous improvement in the direction of its objective, the principles concerning its duties and its works.

BASE

Article 3. This directive was issued based on Article 14 of the Higher Education Law No. 2547.

FORMATION OF THE ADVISORY BOARD

Article 4. The Advisory Board consists of total 13 members, which are 3 from public sector and occupation chambers, 3 from private institutions, 3 from graduates, 1 from students of final class, The Department Chair and 2 members which are selected by the Department Board among Department lecturers. The chair is selected among the members by majority vote in the first meeting of the board. Members of the Advisory Board have a term of office of 4 years. A member whose task duration ends can be reselected. The new member is selected in place of the member that has been deleted in the time period. Members who are elected to represent their institutions will also end up in board memberships if their posts in the institutions are to end. When the Section Board deems it necessary, it may elect new members for the advisory board.

DUTIES OF THE ADVISORY BOARD

Article 5. The Advisory Committee meets at least twice in each academic year upon the invitation of the Head of Department. It does the following tasks:

- a. Evaluates the results of the employer, graduate and student survey by taking into consideration the self-duty and educational objectives of the department / program and gives opinions to the Department Chair about the things to be done for improving the program's objectives and outputs (lectures, extracurricular activities, internships, etc.).
- b. Contributes to the establishment of a common opinion by participating in evaluation meetings on the implementation of the existing program.
- c. Organizes conference and interview activities in the department.
- d. Works to provide infrastructure support to the department.
- e. Provides views, evaluates and advices on finding employment and internship placements for graduates and works for support.
- f. It makes various project proposals for the objectives of the department, creates ideas for the realization of these projects, and helps to develop relations with related people and organizations.

- g. It may create subcommittees related to its field of activity and may propose members to serve on these commissions.**

PRINCIPLES OF THE OPERATION OF THE BOARD

Article 6. Execution of the correspondance

Communication and correspondence for Board members are coordinated between the Chairman of the Board and the Head of the Department and are executed by the Head of the Department and the Secretary of the Department. Keeping minutes during the meeting and preparation of the committee report is the task and responsibility of the Chairman of the Advisory Board.

Article 7. Working Schedule

The Advisory Board convenes at least twice a year, in the spring and fall semesters, with a written call to all members, in coordination with the Chairman of the Board. Ordinary meetings are held prior to submission of the relevant unit course schedule to Senate. Extraordinary meetings can be held when necessary. The meetings are held in faculty meeting rooms with the participation of the members. The procedures for hosting the meetings will be carried out by the related department of the University upon the application of the Department Chair.

Article 8. Working Agenda and Documents

The Temporary Working Agenda of the Board shall be determined by coordination between the Chairman of the Board and the Head of the Department. Changes can be made on the agenda during the meeting with a large number of votes. The Temporary Agenda and a report on the previous meeting and post-meeting developments are sent to the members at least two weeks in advance of the meetings with the cooperation of the Department Heads and Board Presidents. Minutes held during the meeting are communicated to all members of the Board in written or electronic form within two weeks after the meeting. The documents produced are recommendations, and the actualization of these documents is done by negotiating with the Board of Directors and other senior boards and making a decision.

The following documents will be sent to the members who participated for the first time, or in case of changes in scope, in addition to the head call of the Department Head:

- a. Self-view, self-duty, objectives and principles of the University, Faculty and the Department,**
- b. General information about department and the training plan,**
- c. The goals and realizations of the programs,**
- d. The courses and course content related to programs,**
- e. Advisory Board Directive,**
- f. Expectations from advisory boards.**

OPERATION

Article 9. This directive goes into effect on the date of acceptance at the Senate of Istanbul Gelişim University.