

**DIRECTIVE ON  
CONTINUOUS IMPROVEMENT COMMITTEE**



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**DEDAK**  
**Directive on Continuous Improvement Committee**

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## **Directive on Continuous Improvement Committee**

### **ARTICLE 1-(1) Basis, Purpose, and Scope**

The purpose of this document is to describe and implement a systematic process within the context of total quality philosophy, for continuous improvement of the activities of the Association for Language Education, Evaluation and Accreditation (DEDAK)

### **ARTICLE 2-(1) Definitions and Abbreviations**

In this directive:

- a) DEDAK means the Association for Language Education, Evaluation and Accreditation,
- b) General Assembly means the DEDAK General Assembly,
- c) Executive Board means the DEDAK Executive Board,
- d) DAK means the Language Education Accreditation Board,
- e) DEDAK processes mean DEDAK program evaluation processes,
- f) YÖK means the Higher Education Council,
- g) YÖKAK means the Higher Education Quality Council.

### **ARTICLE 3 Duties, Powers and Responsibilities of the Continuous Improvement Committee**

- (1) To determine and define DEDAK quality assurance processes and submit them to the approval of the Executive Board,
- (2) To determine the criteria and indicators to be used for periodic evaluation of DEDAK processes, and propose them to the Executive Board,
- (3) To evaluate DEDAK's processes annually within the framework of specified criteria and indicators, prepare an internal evaluation report containing the evaluation results and submit it to the Executive Board,
- (4) To communicate with DEDAK's internal and external stakeholders for continuous monitoring and evaluation of DEDAK processes on an annual basis and present the collected information and process improvement suggestions to the Executive Board,
- (5) To monitor and evaluate the 360-degree evaluation forms completed for the evaluation team members and submit the results to the Executive Board.

### **ARTICLE 4-(1) Structure of the Continuous Improvement Committee**

The members of the Continuous Improvement Committee are defined as follows:

- a) The representative of the Executive Board (Chair)
- b) The representative of the DEDAK Advisory Board (member)
- c) The representative of the DAK (member)
- d) The representative of the Education Committee (member)
- e) The representative of the Advisory Board (member)

### **ARTICLE 5 Rules of Procedures of the Continuous Improvement Committee**

- (1) The chairman of the committee is responsible for the functioning of the Continuous Improvement Committee and communication of any kind between its members.
- (2) The Continuous Improvement Committee meets at least twice a year. These meetings may be held physically or electronically.
- (3) The member who is the representative of the Executive Board is responsible for all communication between the Executive Board and the Continuous Improvement Committee.
- (4) The Continuous Improvement Committee is responsible to the Executive Board in its activities.

**ARTICLE 6- (1) Amendment to the Directive**

Proposals for amendments to this directive may be submitted to the Executive Board by the Continuous Improvement Committee or by a committee to be appointed by the Executive Board. The proposals are put on the agenda of the first meeting of the Executive Board for resolution.

**ARTICLE 7- (1) Enforcement**

This directive enters into force as of the date of approval by the Executive Board.