

# DIRECTIVE ON PROCEDURES FOR DETERMINING EVALUATION CRITERIA



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**DIRECTIVE ON PROCEDURES FOR DETERMINING**  
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## **DEDAK**

### **DIRECTIVE ON PROCEDURES FOR DETERMINING EVALUATION CRITERIA**

#### **Grounds, Purpose, and Scope**

**ARTICLE 1-** (1) This directive has been issued in accordance with the Article 12, first Paragraph, Item (g) and the Article 18, first Paragraph, Items (a) and (e) of the “Association for Language Education, Evaluation and Accreditation (DEDAK)”.

(2) This directive aims to regulate the procedures for determining and changing the DEDAK Evaluation Criteria.

(3) This directive covers the operation of the committees and working groups that will function as respective DEDAK bodies that determine and change the DEDAK Evaluation Criteria.

#### **Definitions**

**ARTICLE 2-** (1) In this directive, the following terms shall have the following meaning:

- a) DEDAK shall stand for the Association for Language Education, Evaluation and Accreditation,
- b) Executive Board shall stand for DEDAK’s Executive Board,
- c) DAK shall stand for the Language Education Accreditation Board,
- ç) Criteria shall stand for the DEDAK Evaluation Criteria used for the accreditation of language education programs,
- d) DYK shall stand for Council of Language Education Programs Directors,
- e) Institution shall stand for the institution hosting the program that applies for accreditation.

#### **DEDAK Evaluation Criteria**

**ARTICLE 3-** (1) DEDAK Evaluation Criteria are used by DAK for evaluating language education programs and they define the minimal requirements which the programs have to meet in order to receive accreditation. These criteria are to ensure the quality of language education programs and to foster their continuous improvement.

#### **Structure of Criteria**

**ARTICLE 4-** (1) DEDAK Evaluation Criteria are the criteria that the language education program must meet. The Criteria cover areas such as mission, curriculum, assessment and evaluation, student support and services, faculty, management and organization, infrastructure hardware, equipment, and fields of continuous improvement.

## **Reason(s) for Determining and Updating Criteria**

**ARTICLE 5-** (1) DEDAK Evaluation Criteria have a dynamic character and shall be reviewed once in two years, and as a result, they can be updated and/or re-defined. There may be various reasons for updating and/or re-defining the criteria. The main reasons, but not limited to the following, are as follows:

- a) Changes in education policies,
- b) Changes in the approach to language education,
- c) The need to comply with adaptation requirements that may arise from mutual recognition agreements with foreign institutions that accredit language education programs,
- ç) The need for clarifying criteria that may be perceived in divergent ways by DEDAK bodies, evaluators or institutions.

## **Criteria Committee**

**ARTICLE 6-** (1) The Executive Board establishes a Criteria Committee, in order to evaluate the recommendations regarding changes in the evaluation criteria, which it receives from DAK and through other channels, and in order to carry out related activities.

- a) This committee consists of:
  - 1) A member of the Executive Board, to be elected by the Executive Board,
  - 2) A member of DAK, to be elected by the Chair of DAK,
  - 3) The representative of DYK in DAK, and two experienced DEDAK evaluators, to be determined by DAK. And this committee is responsible towards the Executive Board.
- b) The member of the Executive Board in the Committee chairs the Criteria Committee and informs the Executive Board about the Committee's activities.
- c) The Chair, or a DAK member appointed by the Chair, communicates the opinions of DAK to the Criteria Committee and informs DAK about the Committee's activities.
- ç) The representative of DYK in DAK communicates the opinions of the relevant professional organizations to the Criteria Committee and informs them about the Committee's activities.
- d) Members of the Criteria Committee serve for two (2) years; members whose term in office expires may be appointed again.
- e) In case a member resigns from the Criteria Committee for any reasons before her/his term in office expires, a new member is appointed according to Article (a).

## **Operational Principles of the Criteria Committee**

**ARTICLE 7-** (1) The Operational Principles of the Criteria Committee are as follows:

- a) The recommendations communicated to the Criteria Committee are first discussed by the Committee.
- b) A detailed working plan is prepared by the Criteria Committee, for those recommendations that require further revision and discussion. Recommendations that do not require further

revisions and discussion are forwarded to the Executive Board, together with a legitimate explanation.

- c) Draft criteria recommendations prepared by the Criteria Committee are announced on DEDAK's Webpage; thus, all constituencies are given the opportunity to provide feedback.
- d) The Criteria Committee prepares the final draft of the criteria recommendations, taking into consideration the feedback received.
- e) The final draft of the criteria recommendations is presented to the DEDAK Executive Board, together with the dissenting opinions, if any.

### **Finalization of Evaluation Criteria**

**ARTICLE 8-** (1) The draft criteria recommendations that the Criteria Committee gives to the Executive Board are finalized after having been discussed and agreed upon at the first meeting of the Executive Board to follow.

### **Enforcement of Evaluation Criteria**

**ACTIVE 9-** (1) The finalized criteria become effective as of the evaluation period starting in the year following the calendar year when the Executive Board agrees upon the criteria. The Board of Directors may determine the effective period as further evaluation periods, if necessary.

### **Announcement of Evaluation Criteria**

**ARTICLE 10-** (1) The finalized criteria and the effective dates are announced on DEDAK's Webpage.

### **Amendments to the Directive**

**ARTICLE 11-** (1) Any suggestions for amendment to this directive may be submitted to the Executive Board by the Criteria Committee or a committee to be appointed by the Executive Board. The suggestions will be included in the agenda of and shall be resolved during the first meeting of the Executive Board to follow.

### **Enforcement**

**ARTICLE 12-** (1) This directive enters into force as of the date of approval by the Executive Board.

### **Execution**

**ARTICLE 13-** (1) The Chair of the Executive Board executes the provisions of this directive.