

**Organizational Structure of Committees & Tasks****Quality and Academic Accreditation Committee (MÜDEK)****Assoc. Prof. Dr. Amjad Khabaz (Coordinator)****Members:**

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| - Prof. Dr. Yusuf Arayici              | - Asst. Prof. Dr. Adem Yurtsever         |
| - Asst. Prof. Dr. Volkan Kalpakcı      | - Dr. Mehmet Sakin                       |
| - Asst. Prof. Dr. Hüseyin Çağan Kılınç | - Inst. Nurullah Akbulut                 |
| - Asst. Prof. Dr. Dia Eddin Nassani    | - Res. Asst. Özge Çiğdem Özelmacı Durmaz |
| - Asst. Prof. Dr. Muhammet Çınar       | - Res. Asst. İbrahim Halil Deger         |

**Tasks:**

1. Ensure the quality of the program (Program Educational Objectives, Program Outcomes, Assessment, and Evaluation).
2. Support the continuous improvement of the program.
3. Following the requirements that are necessary for the program accreditation (MÜDEK).
4. Verifying consistency of the program with the National Qualifications Framework.
5. Follow up self-evaluation scales for the program.

**Organizational Structure of Committees & Tasks**

6. Follow up the program planning and review cycle (Continuing Plans, Semester/Annual Reports).
7. Ensure the adequacy of the program facilities (Classrooms, laboratories, and associated equipment).
8. Collecting all files and data related to (MÜDEK) accreditation in the archive room.

**Organizational Structure of Committees & Tasks****Assessment and Evaluation Sub-Committee****Prof. Dr. Yusuf Arayıcı****Members:**

- Asst. Prof. Dr. Dia Eddin Nassani
- Asst. Prof. Dr. Muhammet Çınar
- Dr. Mehmet Sakin
- Res. Asst. Özge Çiğdem Özelmacı Durmaz (Coordinator)
- Res. Asst. İbrahim Halil Deger

**Tasks:**

1. Evaluation educational process in (Courses, exams, programs experience).
2. Collecting data about faculty, making statistics, and obtaining results.
3. Collect Information about students' performance.

**Organizational Structure of Committees & Tasks****Study Plans and Academic Programs Committee****Asst. Prof. Dr. Muhammet Çınar (Coordinator)****Members:**

- Asst. Prof. Dr. Adem Yurtsever
- Res. Asst. Özge Çiğdem Özelmacı Durmaz

**Tasks:**

1. Ensure that the curriculum supports the program educational objectives and program outcomes.
2. Verifying that the educational methods used in the implementation of the curriculum guarantee the necessary knowledge, skills, and attitudes for the students.
3. Manage a system that guarantees the implementation of the curriculum as stipulated and that ensures its continuous improvement.
4. Ensure that the curriculum contains the minimum credits or ECTS.
5. Verifying the curriculum consistency with the program objectives, and complementing the technical content.
6. Ensure that the curriculum prepares students for engineering practice.

**Organizational Structure of Committees & Tasks****Research Work and Laboratories Committee****Prof. Dr. Fevziye Aköz****Members:**

- Asst. Prof. Dr. Dia Eddin Nassani (Coordinator)
- Asst. Prof. Dr. Adem Yurtsever
- Inst. Nurullah Akbulut
- Res. Asst. Özge Çiğdem Özelmacı Durmaz
- Res. Asst. İbrahim Halil Deger

**Tasks:**

1. Ensure that the laboratories and associated equipment are adequate to accomplish the program objectives and program outcomes and to provide an atmosphere conducive to learning.
2. Verifying the adequacy of facilities to allow students to participate in extra-curricular activities.

### **Organizational Structure of Committees & Tasks**

3. Ensure that the civil engineering laboratories satisfy MÜDEK – Criteria.
4. Follow up the adequacy of computing and information facilities for the scientific and educational activities of students and faculty members to support the program educational objectives.
5. Follow up the library services provided to students and ensure its adequacy to accomplish the program educational objectives and program outcomes.
6. Follow up the necessary safety measures in place in the teaching environment and in student laboratories. Facilities for disabled persons must be available as well.
7. Follow up the activities of research work and scientific publications.

**Organizational Structure of Committees & Tasks****Web, Student and Community Relationships Committee****Asst. Prof. Dr. Hüseyin Çağan Kılınç****Members:**

- Dr. Mehmet Sakin
- Res. Asst. Özge Çiğdem Özelmacı Durmaz
- Res. Asst. İbrahim Halil Deger (Coordinator)

**Tasks:**

1. Supporting teaching process with needed aids (Internet, teaching tools or devices).
2. Organizing training courses and workshops to enhance the Learning skills ....
3. Follow up alumni issues and support the community service such as volunteering activities.
4. Make surveys.
5. Arrange annual meetings.
6. Finding engineering practice opportunities for under graduate students.
7. Organizing certificates for training courses and exams (TOASTMASTER, CCNA, ICDL ..etc.).

**Organizational Structure of Committees & Tasks****Exams, Timetables, System and Academic Advising Committee****Asst. Prof. Dr. Şafak TERCAN****Members:**

- Inst. Nurullah Akbulut
- Dr. Mehmet Sakin
- Res. Asst. Özge Çiğdem Özelmacı Durmaz  
(Coordinator)
- Res. Asst. İbrahim Halil Deger

**Tasks:**

1. Preparing exams schedules and teaching timetables.
2. Developing effective advising process.
3. Coordinate with the registrants.
4. Distributing names of students among advisors.