

**Unit Name\* and Abbreviation:** Curriculum Committee (CCu)

\*Coordinatorship / Board / Committee / Working Group

**Position within the Institutional Strategic Plan:**

1. Target Indicators (see \*Annex X) ; *\*to be added by the Medical Education Secretariat.*

**Authority and Duties:**

1. The Curriculum Committee (CCu) is responsible for the design, planning, and improvement/development of the Yeditepe University Faculty of Medicine Undergraduate Medical Education Program (YUFM-UGMEP).

For this purpose, the CCu;

- a. Conducts activities in alignment with the education-related strategies and outcomes of Yeditepe University Faculty of Medicine (YUFoM),
- b. Works in cooperation with other education-related boards of the Faculty in the implementation of the educational program,
- c. Ensures the establishment of permanent or temporary committees and working groups required for its activities; defines the terms of reference of these committees and working groups; submits proposals to the Dean's Office for the appointment of members; ensures the preparation of work plans; monitors and oversees their regular functioning,
- d. Ensures that the curriculum is aligned with national and international standards and frameworks, including TYYÇ – National Qualifications Framework for Higher Education in Türkiye and UÇEP – National Core Education Program, and monitors such alignment,
- e. Ensures that the objectives and Learning Outcomes (AH – Learning Outcomes, LO) of phases, committees, clerkships, and courses are written in alignment with Program Outcomes (PÇ), compiled, and formally announced,
- f. Monitors the extent to which educational activities within the curriculum achieve their intended objectives and carries out improvement and development activities where necessary,
- g. Ensures horizontal and vertical integration across the curriculum,
- h. Ensures that student-centered educational methods are prioritized,
- i. Carries out necessary activities to promote the effective use of current educational technologies,
- j. Ensures the inclusion of early clinical exposure, development of research education, elective courses, and independent study periods within the curriculum,
- k. Conducts its activities by making use of program evaluation data and other data collected through scientific methods; where necessary, collects such data using its own resources,
- l. Determines strategic planning related to curriculum changes and submits recommendations to the administration,
- m. Ensures the evaluation of curriculum change proposals and the integration of approved proposals into the curriculum,
- n. Carries out curriculum-related activities required by accreditation processes, including those conducted under the UTEAK – Self-Evaluation Board of National Medical Education Accreditation.

**Position within the Educational Organizational Chart \*(see Annex Y) and Other Primarily Related Units:**

*\*Annex Y shall be added by the Medical Education Secretariat.*

1. Upward Vertical Relationship
  - a. PDC – Program Development Committee (in terms of educational program

design)

2. Lateral Relationship

- a. Chief Coordinatorship (in terms of implementation)
- b. Phase Coordinatorships (in terms of implementation)
- c. Assessment and Evaluation Committee
- d. Program Evaluation Committee (evaluation results, improvement/development feedback)
- e. Self-Evaluation Committee (evaluation results, improvement/development feedback)
- f. Bologna Process Advisory Commission (inputs related to TYYÇ and PÇ)
- g. UÇEP Harmonization Commission (alignment with UÇEP)
- h. DoME – Department of Medical Education (consultancy)
- i. External Training Institutions Cooperation Commission
- j. Academic Program Guide (APG) Commission
- k. Website Commission

3. Downward Vertical Relationship

- a. Student-Centered Educational Activities Commission
- b. Educational Program Integration Commission
- c. Early Clinical Exposure Commission
- d. Community-Based Education Commission
- e. Elective Courses Commission
- f. Clerkship Guide Commission
- g. Educational Management Support Units (Student Affairs Unit, Medical Education Secretariat, Education Management System – EMS – Unit)

***Unit Structure and Role Descriptions:***

- 1. Chair of the Curriculum Committee (CCu)
  - a. TChairs committee meetings.
  - b. Conducts official correspondence on behalf of the Committee.
- 2. Vice Chair of the Curriculum Committee
  - a. Serves as the secretariat of the Committee.
- 3. Members (explicitly including at least one DoME faculty member and at least one student representative\*)
- 4. Curriculum Committee

*\*\* Student Representative: refers to the student representing the Medical Education Student Working Group within the Curriculum Committee.*

***Appointment of Appointees and Terms of Office:***

1. The Chair, Vice Chair, and members of the CCu are appointed by the Dean for a one-academic-year term, upon the decision of the Faculty Board. Members whose term has expired may be reappointed.
2. A member who fails to attend three consecutive meetings within a calendar year without permission or a valid excuse shall forfeit membership, and a replacement shall be appointed using the same procedure. Termination of membership enters into force upon the Chair's recommendation and formal notification of the Dean's approval. A faculty member's request to withdraw from committee membership enters into force upon notification by the Chair and approval of the Dean.

***Unit Meeting / Interaction Formats and Procedures:***

1. The Committee convenes at least once every two months throughout the academic year and may hold additional meetings when necessary. For each meeting, an attendance list and official minutes of decisions are prepared. Decisions are submitted to the Dean's Office for transmission to the PDC and/or relevant units.
2. At the end of each academic year, the Committee prepares its activity plans for the following academic year. Annual plans and end-of-year activity reports are submitted to the Dean's Office for transmission to the PDC and the Faculty Board.
3. Regular meetings
  - a. Curriculum review and mapping (within each academic year)
  - b. Proposals for changes in aims and objectives (at the end of each academic year)
  - c. Proposals for minor curriculum changes (at the end of each academic year)
  - d. Review of program evaluation data and planning of improvement and development activities
4. Information sharing and solicitation of opinions via email
  - a. Meeting announcements
  - b. Transmission of forms used for change and improvement/development proposals
5. WhatsApp announcements

- a. Meeting announcements
- 6. Extraordinary meetings
  - a. Update of the PÇ–AH Matrix (Program Outcomes–Learning Outcomes Matrix)
  - b. Major curriculum changes (when necessary)

***Decision-Making Procedures\****

*\*.....in accordance with the relevant regulation/directive (voting, agenda, quorum, participation, minutes); detailed operational procedures shall be added by the Medical Education Secretariat pursuant to the relevant article of the Directive.*

***Unit Task Items and Frequencies:***

- 1. Curriculum review and mapping (including alignment with TYYÇ, UÇEP, and PÇ) (within each academic year)
- 2. Proposals for changes in aims and objectives (at the end of each academic year)
- 3. Proposals for minor curriculum changes (at the end of each academic year)
- 4. Review of program evaluation data and implementation of improvement and development activities (at the end of each academic year)
- 5. Update of the PÇ–AH Matrix (Program Outcomes–Learning Outcomes Matrix) (when necessary)
- 6. Major curriculum changes (when necessary)

***Tools (standards, forms, guidelines and handbooks, internal regulations and external references, master decision lists, other documents, etc.):***

- 1. Infrastructure Standards
  - a. YÖK (Council of Higher Education) Minimum Requirements
  - b. Yeditepe University Faculty of Medicine (YUFoM) Institutional Strategic Objectives – Education Component Indicators
- 2. Faculty Standards
  - a. Council of Higher Education (YÖK) Law on Academic Organization and other relevant legislation
  - b. Yeditepe University (YU) Regulation on the Appointment and Promotion of Faculty Members
  - c. Yeditepe University Faculty of Medicine (YUFoM) Academic Evaluation System
  - d. Yeditepe University Faculty of Medicine (YUFoM) Workload Analysis
  - e. Yeditepe University Faculty of Medicine (YUFoM) Faculty Development Program (YEGEP)
  - f. Yeditepe University Faculty of Medicine (YUFoM) PBL Facilitator Training Program
  - g. Yeditepe University Faculty Board Decisions

- h. PDC Decisions
- 3. Educational Program Standards and Guidelines
  - a. TYYÇ – National Qualifications Framework for Higher Education in Türkiye
  - b. UÇEP – National Core Education Program
  - c. UTEAK – Self-Evaluation Board of National Medical Education Accreditation
  - d. International Standards and Guidelines
- 4. TYYÇ–PÇ Alignment Table (National Qualifications Framework–Program Outcomes Alignment Table)
- 5. UÇEP Alignment Tables
- 6. PÇ–Aims–Objectives Lists (Program Outcomes–Aims–Objectives Lists)
- 7. PÇ–AH Matrix (Program Outcomes–Learning Outcomes Matrix)
- 8. Curriculum Map
- 9. Concept Maps
- 10. Program Evaluation Data and Corrective and Preventive Action (CAPA) Forms
- 11. Minor Curriculum Change Forms and Outcome Tables
- 12. Skills- Outcomes-Process Table
- 13. Academic Program Guides
- 14. Course Proposal Form (Senate)
- 15. Course Content Form (Bologna)
- 16. Curriculum Form and Transcript Form
- 17. Master Decision List
- 18. Master Work Plan (annual or long-term)
- 19. End-of-Year Activity Report (for the PDC, Faculty Board, and Dean’s Office)

***\*Correspondence and Archiving:***

\*...in accordance with the relevant regulation; the corresponding article of the regulation shall be added by the Medical Education Secretariat.