

## **PROGRAM DEVELOPMENT COMMITTEE (PDC)**

### **Working Principles**

#### **PDC Terms of Reference:**

The Program Development Committee (PDC) is the senior educational governing body of the Yeditepe University Faculty of Medicine, responsible for adopting principled decisions on the development of undergraduate medical education, postgraduate medical education, and continuing professional development programs, ensuring their implementation, and monitoring and evaluating their outcomes.

**PDC Members:** Committee members are elected for a term of two years.

1. Dean
2. Vice Deans
3. Chief Coordinator
4. Representative of the Curriculum Committee
5. Representative of the Assessment and Evaluation Committee
6. Representative of the Basic Medical Sciences
7. Representatives of the Clinical Medical Sciences (3)
8. Representative of the Department of Medical Education
9. Student Representative of Undergraduate Medical Education
10. Student Representative of Postgraduate Medical Education

#### **Relationship of the PDC with Subcommittees and Commissions:**

The relationship of the PDC with subcommittees and commissions is determined by the stages of the program development process (Figure 1).

These components are as follows:

- A. Assessment of Educational Needs and Decision-Making (conducted by the Program Development Committee)
  - a. Establishing a vision for the development of the educational program;
  - b. determining strategies and methods for the development of the educational program and managing curricular change;
  - c. Evaluating the results of analyses related to educational needs;
  - d. Defining general principles for the development of the educational program;
  - e. Making decisions regarding the educational program approach and model;
  - f. Conducting planning activities for the development of the educational program;
  - g. Mandating relevant committees to implement the plans developed for the educational program;
  - h. Establishing boards and committees related to the educational organization when necessary;
  - i. Establishing cycles for monitoring, evaluation, reporting, improvement, and continuous development of boards and committees involved in the educational organization.
- B. Educational Program Design (conducted by the Curriculum Committee and the Assessment and Evaluation Committee)
- C. Development of Educational Program Materials (conducted by the Curriculum Committee and the Assessment and Evaluation Committee)
- D. Implementation of the Educational Program (conducted by the Coordinators Committee and the Assessment and Evaluation Committee)
- E. Evaluation of the Educational Program (conducted by the Program Evaluation Committee)

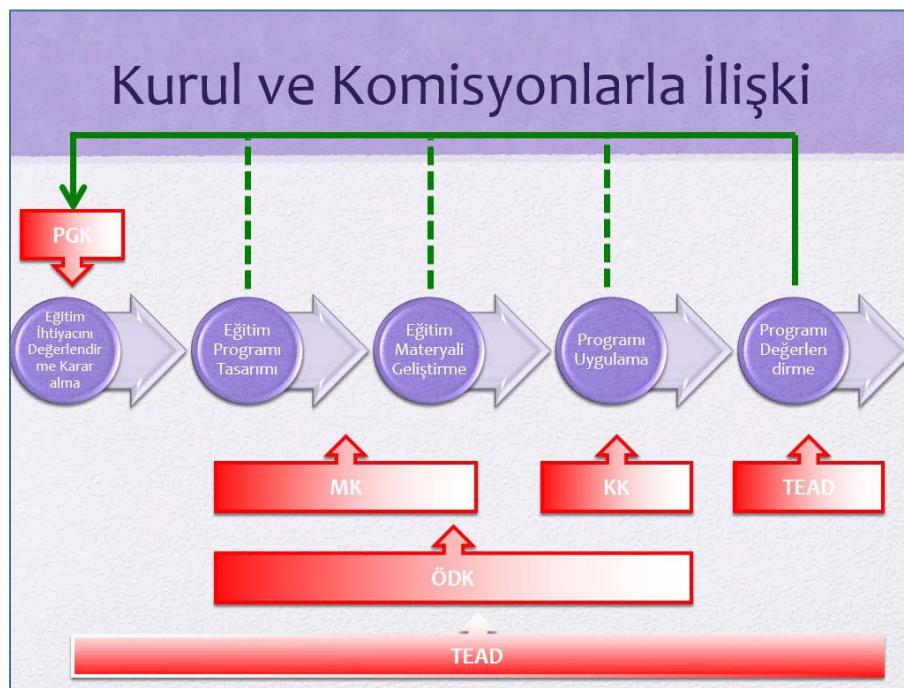


Figure 1. The relationship of the PDC with subcommittees and commissions within the context of the program development process

**Figür çevirisı:**

**Relationship with Boards and Committees (üst başlık)**

PGK = PDC

**Süreç Akışı (soldan sağa)**

**Educational Needs Assessment and Decision-Making**

**Educational Program Design**

**Educational Material Development**

**Program Implementation**

**Program Evaluation**

**MK= CC , ÖDK=AEC, KK=CC, TEAD=DoME (Department of Medical Education)**

**Duties of the PDC:**

1. Establishing a vision for the development of the educational program. These actions include the following elements.
  - a. Setting measurable short-term (2–6 months), medium-term (6 months–2 years), and long-term (6–7 years) objectives
  - b. Developing a strategic plan / action plan
2. Determining strategies and methods for the development of the educational program and managing curricular change.
  - a. Planning faculty development programs
  - b. Ensuring continuous information sharing with faculty members and students
  - c. Increasing the visibility, recognition, and acceptability of elements to be developed for the educational program by faculty members and students, and planning workshops and seminars for this purpose
  - d. Ensuring the participation of external partners
3. Evaluating the results of analyses related to educational needs.

The PDC evaluates the results of analyses related to educational needs. These analyses include requirements arising from the nature of medical education, as well as data obtained during the

planning, implementation, and evaluation phases of the educational program. This analysis includes the following elements:

- a. Major health problems of society
- b. Developments in the field of medicine
- c. Expectations from medical graduates
- d. Medical education standards in Türkiye and internationally
- e. Educational resources of the Faculty (infrastructure, academic staff, educational support staff, and budget allocated for education)
- f. Existing program evaluation data (student feedback, assessment and evaluation results, board and committee reports, expert opinions)

4. Determining general principles for the development of the educational program based on these analyses. These principled decisions include the following elements:

- a. Principled decisions regarding the orientation of the educational program toward societal health problems
- b. Principled decisions regarding the community-based components of the educational program (Family Health Centers, Community Health Centers, summer internship protocols)
- c. Principled decisions regarding the enrichment of the educational program (within the framework of Yeditepe University Faculty of Medicine Educational Program Outcomes)

5. Making decisions regarding the educational program approach and model. These decisions include the following elements:

- a. Horizontal and vertical integration and their levels
- b. Student-centered practices
- c. Assessment and evaluation approach
- d. Program evaluation model

6. Mandating the relevant boards and committees to implement the plans developed for the educational program,

7. Submitting proposals to the Dean's Office regarding the establishment of boards and committees related to the educational organization when necessary,

8. Establishing cycles for monitoring, supervision, reporting, improvement, and development of boards and commissions involved in the educational organization.

This duty includes the following actions:

- a. Requesting activity reports from the following boards
  - i. Coordinators Committee
  - ii. Curriculum Committee
  - iii. Assessment and Evaluation Committee
  - iv. Program Evaluation Committee
- b. Soliciting opinions (internal and external expert opinions)
- c. The PDC carries out this cycle as follows:

decision → planning → action → outcome → evaluation →  
improvement

#### **Working Method of the PDC:**

1. The Committee convenes at least once every two months.
2. The Dean serves as the Chair; determines the meeting dates and the agenda.
3. The Secretary (Vice Chair) prepares, announces, and archives the meeting minutes, and issues

meeting invitations on behalf of the Chair (agenda, date, time, venue).

4. The conduct of PDC meetings is as follows:
  - a. A rapporteur (defined below) and, where necessary, a temporary working group (defined below) are assigned for each agenda item. With regard to agenda items, the PDC may obtain expert advisory opinions from within or outside the institution and may request written opinions from, or invite to meetings for oral consultation, officials of external institutions.
  - b. The rapporteur is selected from among the Committee members. The rapporteur's duty is to prepare a report on the relevant agenda item and present it to the PDC.
  - c. The temporary working group may consist of Committee members or individuals from outside the Committee. The duty of the working group is to carry out the necessary preparatory work related to the relevant agenda item and finalize it by the date determined by the PDC.
  - d. The rapporteur and the temporary working group conduct preparatory work related to the agenda item and submit it to the Committee in the form of a report. The report is circulated to Committee members prior to the meeting.
  - e. The report shall include the following content:
    - i. Rationale for the agenda item,
    - ii. Objectives and measurable targets,
    - iii. The current state of the medical education literature,
    - iv. National and international examples of practice,
    - v. Possible solution/implementation options and planning for Yeditepe University Faculty of Medicine,
    - vi. The proposed draft decision and supporting documents (references, plans, forms, etc.).
  - f. During the meeting, the appointed rapporteur delivers a presentation for each agenda item.
  - g. The presentation shall include the following content:
    - i. Rationale for the agenda item,
    - ii. Objectives and measurable targets,
    - iii. The current state of the medical education literature,
    - iv. National and international examples of practice,
    - v. Possible solution / implementation options and planning for YUFM,
    - vi. The proposed draft decision and supporting documents (references, plans, forms, etc.).
5. The PDC evaluates the proposed draft decision prepared by the rapporteur and the working group together with, where applicable, expert advisory opinions and the views of external institutional officials, finalizes the decision, and announces it to the relevant parties.
6. Decisions taken with respect to agenda items are translated into strategic plans and action plans. These documents are prepared in accordance with the relevant drafting standards and are managed in line with project management principles.