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# COMMISSIONS

## QUALITY COMISSION

### Duties and Responsibilities of the Quality Commission

The main task and responsibility of the Faculty Quality Commission is to determine the plan for the quality assurance and accreditation processes of the Faculty. For that purpose, meetings are held at regular intervals with the participation of internal and external stakeholders and decisions are taken. Also, the functioning of the process is monitored.

### Membership to the Quality Commission

The Faculty Quality Commission consists of department heads, vice deans, faculty secretary and student representative of the faculty under the chairmanship of the dean. Members of the Faculty Quality Commission are appointed by the dean.

### Operation of the Quality Commission

The Faculty Quality Commission regularly meets up at the beginning and end of the academic year. In addition, it may meet with external and internal stakeholders during the academic year with special agendas if deemed necessary by the Faculty Education Commission and the Dean of the Faculty. The opinions and suggestions put forward here support the work of the Faculty Committee and the Faculty Academic Committee.

### Members of the Quality Committee

Prof. Nazife Güngör (Chairman)

Prof. Süleyman İrvan (Head of New Media and Journalism Department)

Prof. Hasip Pektaş (On behalf of Head of Cartoon and Animation Department)

Assoc. Prof. Özgül Dağlı (Head of Advertising Design and Communication Department) Assoc. Prof.

Feride Zeynep Güder (Head of Media and Communication Department)

Asst. Prof. Tolga Erkan (Head of Visual Communication Design Department)

Asst. Prof. Özge Uğurlu Akbaş (Head of Public Relations Department)

Asst. Prof. Esennur Sırer (Head of Radio, Television and Cinema Department)

Asst. Prof. Can Diker (Vice Dean)

Asst. Prof. Pınar Arslan (Vice Dean)

Ayşe Gül Okkırın (Faculty Secretary)

Büşra Özdoğan (Student Representative)

## **EDUCATION COMMISSION**

### **Duties and Responsibilities of the Education Commission**

The duties and responsibilities of the Education Commission are to determine the basic understanding and principles regarding the education and training of the faculty by considering the quality assurance and accreditation processes, to follow the domestic and international processes related to communication education, to present opinions and suggestions about graduate education and to convey them to the relevant academic and administrative units of the university. The Commission presents opinions and recommendations on the assessment and evaluation of education in the Faculty. The opinions and suggestions developed by the Faculty Education Commission support the work of the Faculty Quality Commission, other commissions related to educational affairs and the Faculty Academic Board.

### **Membership to the Education Commission**

The Education Commission, chaired by the dean, consists of department heads and vice deans.

### **Operation of the Education Commission**

The members of the Education Commission meet at the beginning and end of each academic year to make evaluations and provide opinions and suggestions. These opinions and suggestions are the basis of the work of the Faculty Quality Committee and the Faculty Academic Board.

### **Members of the Education Committee**

Prof. Nazife Güngör (Chairman)

Prof. Süleyman İrvan (Head of New Media and Journalism Department)

Prof. Hasip Pektaş (On behalf of Head of Cartoon and Animation Department)

Assoc. Prof. Özgül Dağlı (Head of Advertising Design and Communication Department) Assoc. Prof.

Feride Zeynep Güder (Head of Media and Communication Department)

Asst. Prof. Tolga Erkan (Head of Visual Communication Design Department)

Asst. Prof. Özge Uğurlu Akbaş (Head of Public Relations Department)

Asst. Prof. Esennur Sirer (Head of Radio, Television and Cinema Department)

Asst. Prof. Can Diker (Vice Dean)

Asst. Prof. Pınar Arslan (Vice Dean)

## **CURRICULUM COMISSION**

### **Duties and Responsibilities of the Curriculum Commission**

The Curriculum Committee performs the studies related to the curriculum of the faculty in accordance with the principles determined by the Faculty Quality Commission and the Faculty Education Commission; prepares the faculty and double major curriculum of the faculty and presents it to the dean.

### **Membership to the Curriculum Commission**

Members of the Curriculum Commission are among the full-time faculty members of each department; president of the commission, persons appointed by the chairman of the department and appointed by the dean.

### **Operation of the Curriculum Commission**

The Curriculum Commission works in coordination with the Faculty Quality Commission and the Faculty Education Commission, depending on the dean. The Commission convenes at the end of each academic year and conducts studies on curriculum, minor and double major curriculum updates in line with the opinions and suggestions received from other relevant commissions and submits them to the dean.

### **Members of the Curriculum Commission**

Prof. Süleyman İrvan (Chairman)

Prof. Hatice Öz Pektaş

Assoc. Prof. Özgül Dağlı

Assoc. Prof. Feride Zeynep Güder

Asst. Prof. Özge Uğurlu Akbaş

Asst. Prof. Cem Tutar

Asst. Prof. Esennur Sirer

## **ADAPTATION COMMISSION**

### **Duties and Responsibilities of the Adaptation Commission**

Within the scope of the criteria determined by the University Senate, internal and external transfer, it is a commission that works to maximize the principles of implementation of the vertical transfer from associate to undergraduate, double major and course exemptions. It plans the curriculum adaptation process of the students who are transitioned in coordination with the Adaptation Commission, Faculty Education Commission and Faculty Curriculum Commission and ensures the completion of the adaptation process. It determines the equivalence of the courses in the other higher education institutions in the faculty and makes the conversion of the grades for which the adaptations are deemed appropriate.

### **Membership to the Adaptation Commission**

Members of the Adaptation Commission are among the full-time faculty members of each department; president of the commission, persons appointed by the chairman of the department and appointed by the dean.

### **Operation of the Adaptation Commission**

The members of the Adaptation Commission come together at the beginning of each academic year, in coordination with the Faculty Registrar's Office, to carry out the process of adaptation of the students who register to the faculty through internal and external horizontal transfer and vertical transfer.

### **Members of the Adaptation Commission**

Prof. Hatice Öz Pektaş (Chairman)

Asst. Prof. Gül Esra Atalay

Asst. Prof. Ebru Karadoğan İsmayilov

Asst. Prof. Nihal Toros Ntapiapis

Asst. Prof. Özlem Çetin Öztürk

Asst. Prof. Nejla Polat

Asst. Prof. Hale Yaylalı

## **APPLIED EDUCATION COMMISSION**

### **Duties and Responsibilities of the Applied Education Commission**

The Applied Education Commission, in coordination with other relevant committees in the faculty, develops opinions and suggestions for strengthening the applied education in the faculty and submits it to the relevant academic units of the faculty. The Department shares its practical education data and products with exhibitions, competitions and internal and external stakeholders in the faculty, and shares it with relevant academic units.

### **Membership to the Applied Education Commission**

The members of the Applied Education Commission consist of people who are competent in the faculty of applied education and who are assigned by the dean among the full-time faculty members of the faculty who are teaching the courses within the scope of applied education.

### **Operation of the Applied Education Commission**

The Applied Education Commission meets at the beginning of each educational term to plan the practical training offered at the faculty and at the end of each educational term to evaluate the outcomes of the training. The Commission may hold additional meetings as deemed necessary and appropriate by the dean, department heads and committee chairman.

### **Members of the Applied Education Commission**

Prof. Hasip Pektaş (Chairman)

Prof. Hatice Öz Pektaş

Prof. Süleyman İrvan

Asst. Prof. Can Diker

Asst. Prof. Ebru Karadoğan İsmayilov

Asst. Prof. Şaha Baygül Özpınar

Asst. Prof. Esennur Sirer

Asst. Prof. Aylin Tutgun Ünal

## **INTERNSHIP COMMISSION**

### **Duties and Responsibilities of the Internship Commission**

Internship commission organizes and conducts internship activities of students; it is a commission that works to establish internship-oriented connections with internal and external stakeholders, review and evaluate internship files. To announce the results of the assessment through the student information system; to organize information meetings and make announcements is among the duties of the commission.

### **Membership to the Internship Commission**

Members of the Curriculum Commission are among the full-time faculty members of each department; president of the commission, persons appointed by the chairman of the department and appointed by the dean.

### **Operation of the Internship Commission**

The Internship Commission works in coordination with other relevant commissions in the faculty; during the academic year; It monitors and evaluates the functioning of the students' internship process by coming together with internal and external stakeholders.

### **Members of the Internship Commission**

Assoc. Prof. Özgül Dađlı (Chairman)

Prof. Hatice Öz Pektaş

Asst. Prof. Eren Ekin Ercan

Asst. Prof. Yıldırar Kesgin

Asst. Prof. Şaha Baygöl Özpınar

Asst. Prof. Esennur Sirer

Asst. Prof. Nihal Toros Ntapiapis

Asst. Prof. Cem Tutar

## **SCHEDULE COMMISSION**

### **Duties and Responsibilities of the Schedule Commission**

The main task of the Schedule Commission is to plan the faculty syllabus at the beginning of each academic year, to place the courses in the appropriate classrooms, and to ensure that the syllabus is announced at least two weeks before the beginning of the term.

### **Membership to the Schedule Commission**

The members of the Curriculum Commission are appointed and appointed by the dean from among the full-time academic staff of the faculty to be appointed vice-dean in charge of education.

### **Operation of the Schedule Commission**

The Curriculum Committee meets frequently with the invitation of the chairperson of the commission to start its studies at least two months before the beginning of each academic year. While the commission carries out the curriculum at all levels of the faculty, it continues its activities in contact with other relevant academic units of the university for the planning of classroom use.

### **Members of the Schedule Commission**

Asst. Prof. Can Diker (Chairman)

Research Assistant Burak Çeber

Research Assistant Atila Erdemir

Research Assistant Şükrü Güler

Research Assistant Denizcan Kabaş

## **EXAMINATION COMMISSION**

### **Duties and Responsibilities of the Examination Commission**

The Examination Commission is responsible for preparing and announcing examination programs for the fall, spring and summer semesters at all departments of the faculty. Commission mid-term and final exams, make-up exams, single course exams; It is obliged to prepare all exams held within the scope of summer school and the class and supervisor lists of these exams.

### **Membership to the Examination Commission**

The members of the Examination Commission are appointed by the dean from among the full-time academic staff of the faculty and the vice-dean is appointed in charge of education.

### **Operation of the Examination Commission**

The Examination Commission prepares the examination program and supervisor list at least one month before the midterm, final exams, make-up exams, one-course exam, summer school mid-term, final and make-up exams of each academic year and prepares the exam program and supervisor list. It announces these two weeks prior on the faculty website.

### **Members of the Examination Commission**

Asst. Prof. Can Diker (Chairman)

Research Assistant Besna Ađın

Research Assistant Nihan Barlas

Research Assistant Neslihan Bulur

Research Assistant Burak eber

Research Assistant Burin Geniř

Research Assistant Atila Erdemir

Research Assistant řükrü Güler

Research Assistant Denizcan Kabař

Research Assistant Selin Maden

Research Assistant Zeynep řehidođlu

## **INTERNATIONAL STUDENT COMMISSION**

### **Duties and Responsibilities of the International Student Commission**

The main tasks of the International Student Commission are to provide guidance assistance services to international students studying at the faculty, to facilitate the adaptation processes, to solve the problems they face or to contact the relevant units of the university and faculty for solutions.

### **Membership to the International Student Commission**

The members of the International Student Commission are assigned by the Dean, to be one representative from each department among the full-time faculty members of the departments, taking into consideration the suggestions of the Head of Departments.

### **Operation of the International Student Commission**

The International Student Commission works in coordination with the University's international student units. The Commission convenes at the beginning of each academic year and evaluates international students who have recently enrolled in the faculty and evaluates the students, determines the roadmap to support the students in this category and presents them to the Dean's Office and the Rector's Office.

### **Members of the International Student Commission**

Assoc. Dr. Feride Zeynep Güder (Chairman)

Asst. Prof. Gül Esra Atalay

Asst. Prof. Tolga Erkan

Asst. Prof. Şaha Baygöl Özpınar

Prof. Hatice Öz Pektaş

Asst. Prof. Hale Yaylalı

Asst. Prof. Nihal Toros Ntapiapis

## **DISCIPLINARY OFFENCES INVESTIGATION COMMISSION**

### **Duties and Responsibilities of the Disciplinary Offences Investigation Commission**

To monitor the investigation process of students, academic or administrative staff who commit disciplinary offenses in the faculty among the duties and responsibilities of the Disciplinary Crimes Investigation Committee established upon the instruction of the University Rectorate, to initiate the necessary procedures and to ensure coordination with the Rectorate Law Office.

### **Membership to the Disciplinary Offences Investigation Commission**

The members of the Disciplinary Crimes Investigation Commission are selected and assigned by the Dean amongst the full-time faculty members of the faculty.

### **Operation of the Disciplinary Offences Investigation Commission**

Disciplinary Crimes Investigation Committee In coordination with the Law Office of the University, the discipline regulations of the students and the disciplinary regulations related to the academicians and administrative staff shall be continuously monitored and updated. The Commission serves as a support for the investigation of misdemeanors or crimes committed by students, academics or administrative staff at a level that requires investigation.

### **Members of the Disciplinary Offences Investigation Commission**

Assoc. Prof. Dinçer Atlı (Başkan)

Asst. Prof. Ebru Karadoğın İsmayilov

Asst. Prof. Yıldray Kesgin

Asst. Prof. Nejla Polat

Asst. Prof. Nihal Toros Ntapiapis

## **EVENTS COMMISSION**

### **Duties and Responsibilities of the Events Commission**

The Events Commission is responsible for planning activities within the faculty. Organizing the activities of the faculty for a period of time is the primary duty of the commission. In addition, it is among the duties of the commission to plan periodic or annual events at the level of faculties and departments. From time to time, the Commission organizes meetings with the internal and external stakeholders of the faculty and paves the way for the realization of activities according to the agenda and requirements.

### **Membership to the Events Commission**

The members of the Events Committee are appointed by the Dean as the Vice-Dean in charge of the activities with the proposal of the Department Heads and assigned from among the faculty members as a representative from each department. The terms and conditions of the commission members is updated at the beginning of each academic year.

### **Operation of the Events Commission**

The Events Commission meets at the beginning of each academic year to make activity plans for the semester. The committee also meets for the needs of the faculty within the scope of the periodic activities and monitors the process of activities.

### **Members of the Events Commission**

Asst. Prof. Şaha Baygöl Özpınar (Chairman)

Asst. Prof. Gül Esra Atalay

Research Assistant Nihan Barlas

Assoc. Prof. Özgül Dağlı

Asst. Prof. Eren Ekin Ercan

Research Assistant Besna Ağın

Research Assistant Atila Erdemir

Research Assistant Burçin Geniş

Research Assistant Selin Maden

Asst. Prof. Esennur Sirer

Asst. Prof. Cem Tutar

Asst. Prof. Hale Yaylalı

## **PROMOTION COMMISSION**

### **Duty and Responsibility of the Promotion Committee**

Among the duties and responsibilities of the Promotion Commission are to organize the promotion activities of the faculty, to work in coordination with the University's Corporate Communication Directorate during the promotion periods, to monitor the promotion processes, to monitor the problems, to take action to solve the problems and to solve the problems.

### **Membership of the Promotion Commission**

The members of the Promotion Commission are appointed and appointed by the Dean as one representative from each department among the full-time faculty members of the faculty in line with the suggestions of the department heads.

### **Operation of the Promotion Commission**

The Promotion Commission meets at the beginning and end of each academic year and develops opinions and suggestions on the promotion of the faculty. The Commission also meets when the Corporate Communications Directorate deems it necessary and carries out the activities requested from it.

### **Members of the Promotion Commission**

Asst. Prof. Nejla Polat (Chairman)

Assoc. Zeynep Feride Güder

Asst. Prof. Nihal Toros Ntapiapis

Prof. Hasip Pektaş

Asst. Prof. Esennur Sırer

Asst. Prof. Cem Tutar

Asst. Prof. Aylin Tutgun Ünal

## **WEB COMMISSION**

### **Duties and Responsibilities of the Web Commission**

The main task and responsibility of the Web Commission is to monitor the web page of the faculty, provide data entry, update and contribute to the design process.

### **Membership to the Web Commission**

The members of the Web Commission are appointed and assigned by the Dean from the people who have mastered the information processing techniques and applications within the full-time academic staff of the faculty. Commission membership period is updated according to the requirement in each academic year.

### **Operation of the Web Commission**

Web Commission, in coordination with the deanship and department heads, in constant communication with the Directorate of Information Processing of the University, when necessary, the faculty web page data entry and update operations are performed.

### **Members of the Web Commission**

Asst. Prof. Aylin Tutgun Ünal (Başkan)

Research Assistant Neslihan Bulur

Research Assistant Burak Ceber

Research Assistant Şükrü Güler

Research Assistant Zeynep Şehidoğlu

## **LABORATORY COMMISSION**

### **Duties and Responsibilities of the Laboratory Commission**

Among the duties and responsibilities of the Laboratory Commission are to observe applied training areas such as computer laboratories, television studios, fiction laboratories, news rooms, advertising ateliers, which are in use within the faculty, to convey the needs to the relevant units by planning and to solve the problems and problems that may arise during use.

### **Laboratory Commission Membership**

The members of the Laboratory Commission are assigned by the Dean from among the full-time academic staff of the faculty and among the people who provide practical training.

### **Operation of Laboratory Commission**

The Laboratory Commission meets at least two months before the beginning of each academic year to examine and report on the use of laboratories. The Commission also meets frequently during the training and conducts continuous situation assessment and monitoring.

### **Members of the Laboratory Commission**

Asst. Prof. Member Can Diker (Chairman)

Prof. Süleyman İrvan (News Workshop Specialist)

Assoc. Prof. Özgül Dağlı (Advertising Workshop Specialist)

Prof. Hasip Pektaş (PC Lab & MAC Lab Responsible)

Asst. Prof. Esennur Sirer (Studio Specialist, Video, Editing and Coloring Workshop)

## **PROJECT AND R&D WORKING COMMISSION**

### **Duties and Responsibilities of the R & D Faculty Commission**

The main area of responsibility of the Commission is to prepare scientific projects in coordination with the PARGE unit of the University, to present them to related institutions and units and to contribute to the research and development activities.

### **Membership to the Project and R & D Working Commission**

The members of the Project and R & D Working Commission are selected and assigned by the dean among the full-time academic staff of the faculty, taking into consideration the proposal of the PARGE Unit to appoint a chairman.

### **Operation of the Project and R & D Working Commission**

The Commission meets in coordination with the PARGE unit when necessary, carries out project development and planning studies and submits it to PARGE.

### **Project and R & D Working Committee Members**

Assoc. Prof. Dinçer Atlı (Chairman)

Asst. Prof. Gül Esra Atalay

Asst. Prof. Ebru Karadoğın İsmayilov

Asst. Prof. Nejla Polat

Asst. Prof. Aylin Tutgun Ünal

Asst. Prof. Hale Yaylalı

## **STRATEGIC PLAN COMMISSION**

### **Duties and Responsibilities of the Strategic Plan Commission**

The mission and responsibility areas of the Strategic Plan Commission are to support the University's strategic plan studies on behalf of the Faculty of Communication and to prepare the faculty cross-section of the strategic plan.

### **Membership to the Strategic Plan Commission**

Membership of the Strategic Plan Commission is with the proposal of the Dean is assigned amongst the full-time faculty members of the faculty upon the approval of the Rectorate.

### **Operation of the Strategic Plan Commission**

The Strategic Plan Commission works in coordination with the University Strategic Plan Commission. When necessary, it meets spontaneously or under the chairmanship of the dean to support the university's strategic plan work by providing data at the faculty level and preparing reports.

### **Members of the Strategic Plan Commission**

Assoc. Prof. Dinçer Atlı (Chairman)

Asst. Prof. Nihal Toros Ntapiapis

Asst. Prof. Nejla Polat

## **SUCCESS MEASUREMENT AND EVALUATION COMMISSION**

### **Duties and Responsibilities of the Success Measurement and Evaluation Commission**

Within the framework of the principles determined by the Success Measurement and Evaluation Commission, Quality Commission and Education Commission; to see the system and the decisions taken through the students' academic outcomes, the commission presents studies to the dean by conducting studies on the measurement and evaluation processes of theoretical and practical courses in the curriculum of the faculty. The work of the commission forms the basis for the work of other relevant commissions in the faculty (Quality, Education, Curriculum, Adaptation, etc.).

### **Membership to the Success Measurement and Evaluation Commission**

The members are appointed by the dean from among the full-time academic staff of the faculty, with the suggestion of the department heads, as one representative from each department.

### **Operation of the Success Measurement and Evaluation Commission**

Success and Assessment Evaluation Committee meets at the beginning of each academic year and determines the criteria of the faculty in terms of departments. The opinions and suggestions put forward are reported to the dean. The Commission also meets again at the end of each academic year and evaluates the effectiveness of the applied criteria and submits the views to the dean.

### **Members of the Success Measurement and Evaluation Commission**

Prof. Süleyman İrvan (Chairman)

Prof. Hatice Öz Pektaş

Assoc. Prof. Özgül Dağlı

Assoc. Prof. Feride Zeynep Güder

Asst. Prof. Özge Uğurlu Akbaş

Asst. Prof. Aylin Tutgun Ünal

Asst. Prof. Can Diker

Asst. Prof. Cem Tutar

## **TRANSLATION AND PROOFREADING COMMISSION**

### **Duties and Responsibilities of the Translation and Proofreading Commission**

The main task and responsibility of the Translation and Proofreading Commission is to carry out translation and editing of Turkish and English texts prepared for use in all communication platforms of the faculty.

### **Membership to the Translation and Proofreading Commission**

The members are appointed and assigned by the Dean amongst the experts of proofreading and translation within the full-time academic staff of the faculty. Commission membership period is updated according to the requirement in each academic year.

### **Operation of the Translation and Proofreading Commission**

The Commission works in constant communication with the relevant units of the University in coordination with the dean's office and department heads. The Commission shall convene upon the invitation of the dean's office or department heads.

### **Members of the Translation and Proofreading Commission**

Assoc. Prof. Feride Zeynep Güder (Chairman)

Research Assistant. Besna Ađın

Research Assistant. Nihan Barlas

Research Assistant. Burçın Geniř

## **NEWS AND ANNOUNCEMENT COMMISSION**

### **Duties and Responsibilities of the News and Announcements Commission**

The news and announcement commission is responsible for documenting, monitoring, photographing, printing and publishing important events such as meetings, events. that take place within the faculty.

### **Membership to the News and Announcements Commission**

The members of the commission are selected and assigned by the Dean from the full-time faculty members of the faculty, among the competent people in the field of news and photography.

### **Operation of the News and Announcement Commission**

The members work in coordination with the Events Commission within the knowledge and guidance of the chairman of the commission. The members of the commission shall convene when required by the chairman of the commission.

### **Members of the News and Announcement Commission**

Prof. Süleyman İrvan (Chairman)

Asst. Prof. Can Diker

Asst. Prof. Yıldray Kesgin

Research Assistant. Atila Erdemir

Research Assistant. Selin Maden

Research Assistant. Şükrü Güler