# SABAK EDUCATION COMMITTEE WORKING DIRECTIVE

## ARTICLE 1

### Basis, Purpose and Scope

This directive has been prepared in accordance with the "Health Sciences Education Programs Evaluation and Accreditation Association (SABAK)" Working Regulation. Its purpose is to determine the structure, selection of members, terms of office and working principles of the SABAK Education Committee to be established to organize SABAK trainings

## ARTICLE 2

### Definitions and Abbreviations

In this directive:

1. SABAK defines, Association for Evaluation and Accreditation of Health Sciences Education Programs,

2. Education Committee defines, SABAK Education Committee,

3. General Assembly defines, SABAK General Assembly,

4. Board of Directors defines, SABAK Board of Directors,

5. SAK defines the Health Sciences Education Programs Accreditation Board, which carries out the studies required for the evaluation and accreditation of health education programs on behalf of SABAK,

6. Criteria defines the SABAK Evaluation Criteria to be used in the accreditation of health education programs.

## ARTICLE 3

### Education Committee

SABAK Education Committee organizes and conducts training and information activities for all SABAK officers (members of SABAK boards and program evaluators) who will carry out the work required for the evaluation and accreditation of health education programs, and for the members of institutions that are considering making an application for evaluation.

## ARTICLE 4

### Duties, Powers and Responsibilities of the Education Committee

1. To ensure that new SAK members are informed about SABAK policies and the structure, functioning and accreditation process of SAK,

2. To ensure that all new SABAk Board of Directors and Supervisory Board members are informed about SABAK policies and operations,

3. Organizing the necessary training for evaluators to be included in the program evaluator pool,

4. Organizing trainings for the members of the institutions that are considering applying for evaluation to SABAK,

5. To prepare all kinds of training materials related to the trainings mentioned in the articles (1) - (4) above,

6. To make at least one-year calendar and place planning of these training activities and workshops and submit them to the Board of Directors for approval to be published on the SABAK website,

7. To determine the trainers who will actively carry out training activities and to determine the details of the activities to be held with them,

8. To submit a report summarizing and evaluating the activities of the Education Committee to the Board of Directors one month before the General Assembly,

9. To perform other duties assigned by the Board of Directors regarding SABAK trainings.

**ARTICLE 5**

**Determination of Education Committee Members and Their Terms of Office**

1. The Training Committee the Board of Directors members are consist of SAK members at least five (5) people determined by the Board of Directors among the experienced evaluators who took part in at least two (2) program evaluations.

2. One of the members of the Education Committee is determined by the Board of Directors as the chairman.

3. The term of office of members of the Education Committee is three (3) years, and members whose terms have expired can be re-appointed to the Education Committee.

4. In case of leaving the Education Committee membership before the term of office expires, the Board of Directors appoints a new member to the Training Committee by considering the principles in article (1).

**ARTICLE 6**

**Education Committee Working Principles**

1. The President of the Education Committee is responsible for the functioning of the Education Committee.

2. The chairperson of the Education Committee provides all kinds of communication between the Board of Directors, SAK and the Education Committee.

3. All communication between the members of the Education Committee is provided by the Chairperson of the Education Committee.

4. The Education Committee convenes at least once before each training activity requested by the Board of Directors.

5. The Education Committee reports its annual activities to the Board of Directors at the end of each year.

**ARTICLE 7**

**Information and Training of New SABAK Board Members**

The Education Committee develops and implements orientation / information programs in order to inform the new SABAK members about the SABAK policies and the structure, functioning and accreditation process of SABAK, and to inform all new SABAK Executive Board and Supervisory Board members about SABAK policies and operation.

**ARTICLE 8**

**Program Evaluator Training**

Those who will be assigned as program evaluators in SABAK evaluations must undergo previous training. SABAK organizes Evaluator Training Workshops in order to inform program evaluator candidates about the structure, functioning and accreditation process of SABAK with SABAK policies in addition to improve evaluator skills and behavior, to ensure consistency between evaluations and to improve their ability to write evaluation reports. Evaluator candidates who have not served as an evaluator for three years although they have participated in the program evaluator training, have to attend Evaluator Training Workshops to update their knowledge, skills and behavior before taking part in evaluation teams. The task of organizing an Evaluator Training Workshop is given to the Training Committee by the Board of Directors together with the list of participants created by SAK. The determination of workshop instructors, the creation of the workshop program, the preparation of all kinds of materials to be used in the workshop, and the execution of the workshop in accordance with the program are carried out under the supervision of the Education Committee.

**ARTICLE 9**

**Informing and Training of Institutions**

SABAK organizes events such as workshops and seminars in order to inform and train health education program managers and related lecturers, who plan to apply for SABAK evaluation or to make improvements in their programs according to SABAK criteria, about the accreditation process. The task of organizing a training event is given to the Education Committee by the Executive Board. The training committee supervises the determination of the trainers who will carry out the activity, the preparation of the activity program, the preparation of all kinds of materials to be used in the activity and the execution of the activity in accordance with the program.

**ARTICLE 10**

**Amendment to the Directive**

Amendment proposals on this directive can be submitted to the Board of Directors by the Education Committee or a committee to be appointed by the Board of Directors. The proposals prepared are put on the agenda of the first meeting of the Board of Directors and are resolved.

**ARTICLE 11**

**Force**

This directive takes effect from the date it is approved by the Board of Directors.