



# **SAR ANNEX - 10**

## **Blended Visit Plan**

**ANKARA, TURKEY  
15.04.2022**

# **TURKISH HIGHER EDUCATION QUALITY COUNCIL**

## **SAMPLE BLENDED VISIT PROGRAM**

This document has been prepared within the scope of the Institutional External Evaluation Program and Institutional Accreditation Program carried out by the Turkish Higher Education Quality Council, to set an example for the evaluation team's pre-visit (remote) and field visit (remote and face-to-face) planning. The visit program should be rearranged for each team and institution to allow for an effective evaluation.

Within the scope of the blended visit, the pre-visit (except the campus visit) is carried out remotely, and the site visit is carried out by remote and face-to-face evaluation methods.

Before the pre-visit, it is recommended that the evaluation team hold a remote meeting among themselves. There should be two-week intervals between the pre-visit, the remote site visit, and the face-to-face site visit.

The infrastructure for the activities to be carried out within the scope of the remote evaluation method is provided by the Higher Education Quality Council. Members of the evaluation team and representatives of higher education institutions who participate in the meetings held within the scope of the remote evaluation method must sign the confidentiality agreement.

**Turkish Higher Education Quality Council**

## A- Evaluation Team Pre-Visit Plan Sample

**\*Before the pre-visit, it is recommended that the evaluation team hold a remote meeting among themselves.**

<b>Evaluation Team Meeting Before the Pre-Visit</b>		
<b>Time</b>	<b>What to do with whom</b>	<b>Scope of Activities</b>
It is determined by the evaluation team.	Meeting between the evaluation team members themselves	Carrying out the visit plan, Ensuring internal consistency within the evaluation team regarding the evaluation of the institution taking into consideration the Institutional External Evaluation and Accreditation criteria, dealing with the possible questions of the team members regarding the ISER, determining the additional information and documents to be requested from the institution, sharing the contributions of the observers in the visit activities, if any, with the evaluation team

**\*All pre-visit evaluation activities will be carried out remotely.**

<b>Pre-Visit</b>		
<b>Time</b>	<b>What to do with whom</b>	<b>Scope of Activities</b>
<b>10:00-12:30</b>	Meeting to be held by evaluation team members themselves	Activities such as distribution of tasks among team members, visit plan, discussion of the ISER regarding the institution, remote and face-to-face evaluation processes, etc.
<b>12:30-13:30</b>	BREAK	
<b>13:30-14:30</b>	Meeting between the Rector/Manager and senior executives, and the Evaluation Team	Introduction, mutual exchange of views on distance and face-to-face evaluation process
<b>14:30-14:45</b>	BREAK	
<b>14:45-15:45</b>	Meeting between the Institutional Quality Commission members and the Evaluation Team	Meeting with the Quality Commission about the functioning of the institution regarding quality assurance

<b>15:45-16:00</b>	BREAK	
<b>16:00-17:00</b>	Meeting between the rector and the team leader	Creating the site visit (remote and face-to-face) program

## B- Evaluation Team Site Visit Plan Sample

\*Some of the site visit activities will be carried out remotely, and some by face-to-face evaluation method.

<b>Remote Visit 2 weeks after the pre-visit</b>		
<b>Time</b>	<b>What to do with whom</b>	<b>Scope of Activities</b>
<b>1. Day 1</b>		
<b>9:30-10:00</b>	Meeting between the evaluation team and the rector	The quality assurance system of the institution and the institution's general approaches in learning and teaching, research and development, service to society and governance processes are discussed. The matters that raise concerns or are not fully clarified in the ISER are brought to the agenda by the team leader and clarifications are made.
<b>10:00-10:45</b>	Meeting between the Evaluation Team and vice-rectors	The quality assurance system of the institution and the institution's general approaches in learning and teaching, research and development, service to society and governance processes are discussed.
<b>10:30-10:45</b>	<b>BREAK</b>	
<b>10:45-11:15</b>	Meeting between the evaluation team and the chairman of the board of trustees (for foundation higher education institutions)	The institution's quality assurance system and the distribution of duties in the institution's governance processes are discussed
<b>11:30-11:45</b>	<b>BREAK</b>	

<p><b>11:45-12:45</b></p>	<p>Meeting between the evaluation team and the institution's quality commission members</p>	<p>The quality commission makes a presentation that provides up-to-date information on several topics. These topics include the institution's quality assurance system formed in line with the Institutional External Evaluation and Accreditation Criteria, the role of the quality commission in the quality assurance system and decision-making processes, the institution's strategic objectives and the role of these objectives in regional/national development goals, the institution's governance approach in the processes related to learning and teaching, research activities, service to society and governance practices, the institution's outlook on continuous improvement and the outcomes obtained in this scope, and other common aspects of all institutional units.</p>
<p><b>12:45-13:45</b></p>	<p><b>BREAK</b></p>	

<p><b>13.45-15:15</b></p>	<p>Meeting between the evaluation team and the members of the institution's senate and executive board</p>		<p>A number of key issues are addressed, including the institution's quality assurance system formed in line with the Institutional External Evaluation and Accreditation Criteria, the institution's strategic objectives and the role of these objectives in regional/national development goals, the institution's governance approach in the processes related to learning and teaching, research activities, service to society and governance practices, the institution's outlook on continuous improvement and the outcomes obtained in this scope</p>
<p><b>15:15-16:15</b></p>	<p>Two members of the evaluation team meet the dean and associate dean(s) <b>Faculty A</b></p>	<p>Two members of the evaluation team meet the dean and associate dean(s) <b>of Faculty B</b></p>	<p>The team obtains information on the objectives of the faculty, the role of these objectives in the institution's strategic objectives, stakeholder involvement in related processes, quality processes in the faculty, learning outcomes of the faculty's programs, R&amp;D activities and continuous improvement approach.</p>
<p style="text-align: center;"><b>Day 2 Gün</b></p>			

<b>09:30-10:30</b>	Two members of the evaluation team meet the directors of the School/Institute/Vocational School C	Two members of the evaluation team meet the directors of the School/Institute/Vocational School D	The team obtains information on the dissemination of quality processes in the unit(s), the objectives of the unit(s), the role of these objectives in the institution's strategic objectives, stakeholder involvement in related processes, learning outcomes of the programs within the units and continuous improvement works.
<b>10:30-10:45</b>	<b>BREAK</b>		
<b>10:45-11:45</b>	The evaluation team meets the managers of the administrative units of the university (Personnel Department, Health, Culture and Sports Department, Student Affairs Department, Library and Documentation Department, Career Center, Disabled Student Unit, etc.),		The team meets the managers of the administrative units and obtains information on the dissemination of quality processes in units, the objectives of the unit(s), the role of these objectives in the institution's strategic objectives, stakeholder involvement in related processes and continuous improvement works.
<b>11:45-13:00</b>	<b>BREAK</b>		
<b>13:00-14:00</b>	Meeting with the directors of research units (actively operating Application and Research Centers, Technoparks, Technology Transfer Offices etc.)		The objectives of research units, the role of these objectives in the institution's strategic objectives, stakeholder involvement in processes, quality processes and continuous improvement works are discussed.
<b>14:00-14:15</b>	<b>BREAK</b>		
<b>14:15-15:00</b>	Meeting between the Evaluation Team and stakeholders of the institution (I)		The opinions of the relevant stakeholders about the University are taken.
<b>15:00-15:15</b>	<b>BREAK</b>		
<b>15:15-16:00</b>	Meeting between the Evaluation Team and stakeholders of the institution (II)		The opinions of the relevant stakeholders about the University are taken.
<b>16:00-16:15</b>	<b>BREAK</b>		
<b>16:15</b>	Meeting between evaluation team members themselves		General evaluation

<b>Face to Face Site-Visit 2 Weeks After the Remote Visit</b>		
<b>Time</b>	<b>What to do with whom</b>	<b>Scope of Activities</b>
<b>0. Day 0</b>		
During the day	{The evaluation team members' transfer to the place of accommodation}	

<b>19:00</b>	The team leader, team members, rector and other associates from the institution come together (for introduction meeting/dinner) in the evening.		Meeting between the team members, the rector and the team of the institution, Exchange of views on the site visit plan, Other issues related to the Evaluation process
<b>Day 1</b>			
<b>09:30-11:00</b>	Visiting the campus(s) of the institution (campus visit)		Activities such as getting to know the campus of the institution and its facilities and infrastructures for common use and observing the facilities and services offered to students
<b>11:00-12:00</b>	Two members of the Evaluation Team meet faculty members of Faculty A	Two members of the Evaluation Team meet faculty members of Faculty B	The relations of the teaching staff with the senior administration are examined, opinions are taken about their roles in the quality assurance system, the recruitment of the staff, the policies related to the academic staff's self-development and motivation. (It is of utmost importance that deans and associate deans should not attend this meeting. Only faculty members should attend this meeting.)
<b>12:00-13:00</b>	Two members of the Evaluation Team meet students of Faculty A	Two members of the Evaluation Team meet students of Faculty B	The students are asked to share their views on several topics including student involvement in decision-making processes, quality assurance system, educational services and student support services.
<b>13:00-14:00</b>	Within the scope of the site visit, if it is necessary and appropriate for both parties (team / institution), the team may meet the institution authorities at lunch to continue the discussions.		First impressions of the visit are shared.

<b>14:00-15:00</b>	Two members of the Evaluation Team meet Faculty members of School/Institute/Vocational School C	Two members of the Evaluation Team meet academic staff of School/Institute/Vocational School D	The relations of the teaching staff with the senior administration are examined, opinions are taken about their roles in the quality assurance system, and the policies about the recruitment, self- development and motivation of faculty members. (It is of utmost importance that deans and associate deans should not attend this meeting. Only faculty members should attend this meeting.)
<b>15:00-16:00</b>	Two members of the Evaluation Team meet students of School/Institute/Vocational School C	Two members of the Evaluation Team meet students of School/Institute/Vocational School D	The students are asked to share their views on several topics including student involvement in decision-making processes, quality assurance system, educational services and student support services.
<b>16:00-17:00</b>	Meeting with the administrative staff of selected administrative units		In the meeting, the relations of the administrative staff with the senior administration, their roles in the quality assurance system, their professional development and motivation are discussed.
<b>19:30-20:30</b>	<b>Dinner</b>		Team members among themselves
<b>20:30</b>	Members of the Evaluation share their impressions on the first day and start preparation for the Exit Statement		Impressions on the first day are shared and the Exit Statement preparations start
<b>Day 2</b>			
<b>09:30-11:00</b>	Preparation of "Exit Notification" to be verbally communicated by the evaluation team at the exit meeting		The evaluation team gets together and prepares for the Exit Statement to be delivered verbally at the exit meeting.
<b>11.00-11.30</b>	A brief meeting with the rector		Necessary opinions are exchanged on the site visit process and the aspects to be included in the "Exit Statement."



11:30-12:30	Exit meeting	The team conducts an exit meeting with the rector and other authorities of the institution delegated by the rector. The team leader and members verbally present an "Exit Statement." Following a brief Q&A session, the meeting is adjourned by the Rector and the Team leader.
12:30	The Evaluation Team leaves the institution	

- \* \* It is important to determine the names of the administrators, academic and administrative staff, students, and stakeholders who will attend the meetings in advance for the proper functioning of the process.
- \* \* In focus group discussions, attention should be paid to build rapport, not to have subordinate and superior relations between the participants in order to provide more benefits to the institution, and to ensure that the participants reflect the differences of the relevant focus group.
- \* \* In foundation vocational schools, the process is carried out by the evaluation team and the vocational school director.

