



ZİDEK

*Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs
Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği*

Issues to be Considered During the Preparation of Supplementary Self-Assessment Report

2011

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Gazi Mahallesi Özata Sokak No:21/5

Yenimahalle-ANKARA-TÜRKİYE

Phone: +90 (312) 419 04 99 Fax: +90 (312) 419 04 98

E-mail: info@zidek.org.tr

Web page: <http://www.zidek.org.tr/en>

ISSUES TO BE CONSIDERED DURING THE PREPARATION OF SUPPLEMENTARY SELF-ASSESSMENT REPORT

The Supplementary Self-Assessment Report (SSAR) is a supplementary report to the Self-Assessment Report (SAR) submitted to ZİDEK in 2021 by the programs that may not be visited due to the Covid-19 outbreak in the 2021-2022 evaluation period, and general evaluation will be carried out for the first time. In this report, updates should be made to include information about the 2020-2021 fall and spring semesters, and the reflections of the distance education application, which was initiated in the 2019-2020 spring semester, on the SAR, which was previously submitted to ZİDEK by the program.

The following information on how the programs continue their educational activities through distance education should be provided within the scope of SAR.

- (a) It is expected that the programs will have recorded the changes they made in the education and evaluation methods during the distance education period.
- (b) In this fast-changing environment, the programs are able to learn how to implement distance education applications and to learn about the laboratory etc. should explain how the work will be compensated.

SSAR's section and subsection titles should be the same as SAR section and subsection titles, and in SSAR the only the information should differ from the previously submitted SAR (for updates for 2019-2020 and 2020-2021 fall and spring semesters). It should contain information about distance education, which has started to be implemented in the spring semester of 2020. The information contained in the SAR that has not been changed should not be repeated in this report.

SSAR to be prepared and its annexes, if any, must be delivered to ZİDEK by September 30, 2021 for programs applying on, the 1st application period between 01-31 January 2021 and by January 31, 2022 for programs applying on 1-31 May 2021, which is the 2nd application period. In case of large file sizes of SSAR attachments, as specified in the Remote Program Evaluation Guide document, Virtual Department Documentation Room (VDDR) ¹ and Virtual Faculty Documentation Room (VFDR) shall be made available for remote access at least one month before the virtual visit date. It is possible for SSAR itself to be delivered to ZİDEK in a way that it can be downloaded from a server to be determined by the institutions. In this case, all necessary information regarding reports or downloading reports and remote access to attachments should be sent to the e-mail address upd@zidek.org.tr by the above-mentioned date.

There is no special self-assessment report template for SSAR. However, these reports must

- Include a cover page that will include information on the institution, program, type of assessment and date.
- Include updates to the following sections of the Self-Assessment Report
 - **A.** Updated information, if any, of the **Program General Information** section.
 - **B.** In the sections **Evaluation Summary** and **Appendix I – General Information on the Program**, all updates for programs in GR and New General Review (NGR) should be included. For the programs to be evaluated by Interim Visit (IV), Interim Report (IR), Show Cause by Visit (SCV) and Show Cause by Report (SCR), all updates in the report prepared by the institution for the shortcomings and observations in the previous evaluation.

Relevant evidence should be listed in SSAR, and documents submitted as proof should be uploaded to VDDR under a folder named with the criterion or output number.

¹ For GR, VDDR should be understood as the “Physical Department Document Room”. However, it should be taken into account that if the pandemic continues in the 2021-2022 fall semester, there will be a remote evaluation process for these programs as well.

Below are some special cases of the distance education period.

- E-lab (remote programmable laboratory), demonstration, computer simulation and similar methods can be accepted for laboratory studies in courses that include comprehensive laboratory work. Programs should describe the methods they implement.
- In the distance education period, if the internship requirement has been met by some equivalent methods, the programs should inform about this change.
- During the distance education period, new methods/tools can be used in achieving major design experience. For example, it is acceptable to do it in the form of computer simulations or similar methods. All students' major design experience documents (reports, videos, etc.) should be available to the evaluation team in a virtual environment and the reports should be uploaded to VDDR. Demonstration (for example, by live video broadcast) should be feasible for eligible projects.
- Programs should have developed methods, evaluated and recorded the results to ensure that the relevant ZIDEK criteria are met if students are unable to complete some work, for example, if they are unable to complete a project due to the pandemic.
- Information on the infrastructure (classroom, laboratory, office, extracurricular activity areas, etc.), the security measures taken in the teaching environment and student laboratories, and the infrastructure arrangements made for the disabled should be uploaded to VDDR as video recordings and photographs, allowing for remote evaluation.
- Written and visual documents about the adequacy of library facilities, in a way that allows remote evaluation, should be uploaded to VDDR, and the list of these uploaded documents and the access link information and necessary guide documents that will allow the evaluation team to remote access to the catalogs of the collections in the library and related to the evaluated programs should be given in SSAR. .
- The aforementioned information and other updates, including a detailed explanation of how students accessed lessons, exams and other assessment tools during the distance education process implemented during the pandemic period, how final exams and other exams are conducted remotely and how exam access and reliability is ensured in distance exams, also, explanations about the measures taken for cheating and similar problems in exams can be included in SSAR as an update of the relevant SAR annex, or they can be uploaded to VDDR under the relevant folder. The list of information uploaded to VDDR should be given in SSAR.
 - **Annex II – Institution Profile** – All updated information for the programs to be made in GR and NGR, belong in this section. For the programs to be evaluated for IV, IR, SCV and SCR, all updates in the report prepared by the institution for the shortcomings and observations in the previous evaluation should be given (The aforementioned updates can be included in the SSAR as an update of the relevant annex, or to the VFDR under the relevant folder. The list of information uploaded to VFDR should be given in SSAR).

It is important that this report is prepared meticulously, since the majority of the remote assessment will be based on the information and documents given in SAR and SSAR. Care should be taken to ensure that there is no inconsistency in the content of the report. The report should be prepared in a language that is easy to read and understand, and all information should be documented.

SSARs to be submitted to ZIDEK must provide the following:

- It should be prepared in pdf format so that it can be printed on A4 size paper when necessary and sent to ZIDEK only in electronic form.
- It should be prepared separately for each program to be evaluated.