



## **ZIDEK**

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

# **DIRECTIVE ON TRAINING AND DISSEMINATION COMMITTEE**

2011

## **ZIDEK**

**Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği**

**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](mailto:info@zidek.org.tr)**

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

# ZİDEK

## Directive on Training and Dissemination Committee

### Table of Contents

ARTICLE 1 Grounds and Purpose .....	1
ARTICLE 2 Definitions .....	1
ARTICLE 3 Training and Dissemination Committee .....	1
ARTICLE 4 Duties, Powers and Responsibilities of the Training and Dissemination Committee .....	1
ARTICLE 6 Operational Principles of Training and Dissemination Committee .....	2
ARTICLE 7 Informing and Training New Members of ZİDEK's Boards .....	2
ARTICLE 8 Trainings for Program Evaluators and Student Evaluators .....	2
ARTICLE 9 Informing and Training Institutions .....	2
ARTICLE 10 Financial and Logistics Transaction .....	3
ARTICLE 10 Amendments to the Directive .....	3
ARTICLE 11 Enforcement .....	3

# ZİDEK

## Directive on Training and Dissemination Committee

### ARTICLE 1 Grounds and Purpose

This directive has been prepared as per the Operational Regulations of the “Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs (ZİDEK). It aims to define the structure, member selection, terms of office, and the operational principles of the ZİDEK Training and Dissemination Committee, established in order to organize ZİDEK trainings.

### ARTICLE 2 Definitions

In this directive, the following terms shall have the following meaning:

- (a) **ZİDEK** shall stand for the Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs
- (b) **Training and Dissemination Committee** shall stand for ZİDEK Training and Dissemination Committee,
- (c) **Executive Board** shall stand for ZİDEK Executive Board,
- (d) **ZAK** shall stand for the Agricultural Engineering Programs Accreditation Board, which evaluates and accredits agricultural, forestry and aquacultural engineering educational programs for ZİDEK,
- (e) **Criteria** shall stand for the ZİDEK Evaluation Criteria to be used for the evaluation of agricultural, forestry and aquacultural engineering educational programs for accreditation.

### ARTICLE 3 Training and Dissemination Committee

The ZİDEK Training and Dissemination Committee organizes training and information sessions for all ZİDEK volunteers involved in the evaluation and accreditation of agricultural, forestry and aquacultural engineering educational programs (members of ZİDEK’s boards, program evaluators and student evaluators), as well as the members of those institutions that consider applying for evaluation.

### ARTICLE 4 Duties, Powers and Responsibilities of the Training and Dissemination Committee

- (a) The Committee ensures that new ZAK members are trained about ZİDEK’s policies and the structure, operation and accreditation process of ZAK,
- (b) The Committee informs all new members of ZİDEK’s Executive Board and Auditing Board about the policies and operation of ZİDEK,
- (c) The Committee organizes training sessions for program and student evaluators to be included to the pool of program and student evaluators,
- (d) The Committee organizes training sessions for the members of institutions that consider applying for evaluation by ZİDEK.
- (e) The Committee prepares teaching material related to the training sessions mentioned in articles (a) to (d).
- (f) The Committee plans the annual schedule and location of these training activities and workshops and submits them to the Executive Board for approval and publishing on the ZİDEK webpage.
- (g) The Committee determines instructors to carry out the training activities and plans the details of these activities in coordination with them.
- (h) The Committee submits to the Executive Board an annual report summarizing and evaluating its activities.
- (i) The Committee performs any other training-related duties as assigned by the Executive Board.

## **ARTICLE 5 Nomination and Terms of Office of Training and Dissemination Committee Members**

- (a) The Training and Dissemination Committee is composed of a total of three (3) persons, as determined by the Executive Board, from among the members of the Executive Board and ZAK, as well as experienced evaluators. Members of the Training and Dissemination Committee serve for two (2) years and may do so for more than one term. In case a Training and Dissemination Committee Member resigns before her/his term of office expires, the Executive Board appoints a new member to the Training Committee, based on article (a).

## **ARTICLE 6 Operational Principles of Training and Dissemination Committee**

The chair of the Training and Dissemination Committee is responsible for the operation of the committee.

The chair of the Training and Dissemination Committee coordinates all communications between the Executive Board, ZAK and the Training and Dissemination Committee.

The chair of the Committee coordinates all communications between the members of the Training and Dissemination Committee.

The Training and Dissemination Committee meets at least once before each training activity required by the Executive Board.

At the end of each year, the Training and Dissemination Committee reports its annual activities to the Executive Board.

## **ARTICLE 7 Informing and Training New Members of ZIDEK's Boards**

The Training and Dissemination Committee develops and organizes orientation/information sessions in order to inform new ZAK members about ZIDEK's policies and the structure, operation and accreditation process of ZAK, as well as to inform all new members of the Executive Board and the Auditing Board about ZIDEK's policies and operations.

## **ARTICLE 8 Trainings for Program Evaluators and Student Evaluators**

ZIDEK organizes Program Evaluator Training Workshops in order to inform program evaluator candidates about ZIDEK's policies and structure, operation and accreditation process of ZAK; to develop evaluator skills and attitudes; to ensure consistency between evaluations; and to improve the writing of evaluation reports.

Evaluator candidates who have not served as an evaluator for a period of three years despite having previously attended a program evaluator training have to participate again in a Program Evaluator Training Workshop, in order to update their knowledge, skills and attitudes before they serve on an evaluation team.

The Executive Board deliver tasks to the Training and Dissemination Committee to organize Program Evaluator Training Workshops and provides the list of participants compiled by ZAK. The Training and Dissemination Committee organizes the appointment of workshop instructors, the formulation of the workshop program, the preparation of the teaching materials to be used in the workshop, and the execution of the workshop according to the program.

## **ARTICLE 9 Informing and Training Institutions**

ZIDEK organizes training workshops and seminars in order to inform and train the executives and faculty members of Faculties of Agriculture, Forestry and Aquaculture educational programs that plan to apply for ZIDEK evaluation or to improve their programs according to ZIDEK's criteria, about the accreditation process.

The Executive Board delivers tasks to the Training and Dissemination Committee to organize a training activity. The Training Committee organizes the appointment of the instructors, the training activities, the preparation of the teaching materials to be used, and the execution of the training activity according to the program.

### **ARTICLE 10 Financial and Logistics Transaction**

The expenditures required for the training activities and any type of related logistic and financial transactions are handled according to the principles set forth in ZİDEK Operational Regulations and ZİDEK Budget and Financial Affairs Regulations.

### **ARTICLE 10 Amendments to the Directive**

Any suggestions for an amendment to this directive shall be submitted to the Executive Board by the Training and Dissemination Committee, or by a committee to be appointed by the Executive Board. The suggestions will be included in the agenda of, and shall be resolved during, the first meeting of the Executive Board to follow.

### **ARTICLE 11 Enforcement**

This directive enters into force as of the date of approval by the Executive Board.