

UNIVERSITY CURRICULUM COMMITTEE
CURRICULUM EVALUATION REPORT

Report No : 3
Report Date : 06/06/2005

Reports for : 1- [Tourism and Hospitality Management - Hospitality Stream](#) (Program Revision)
2- [Tourism and Hospitality Management - Travel Stream](#) (Program Revision)
3- [Sport and Leisure Management](#) (Program Revision)
4- [Tourism and Hospitality Operations](#) (Hospitality Stream) – 2 Year (Program Rev.)
5- [Tourism and Hospitality Operations](#) (Travel Stream) – 2 Year (Program Revision)

Summary Comments

(on the forms submitted by the School of Tourism and Hospitality Management)

The University Curriculum Committee has concluded the evaluation of the Program Forms submitted by the School of Tourism and Hospitality Management.

The members went through these programs and concluded by June 6 (see the attached reports) that the program revisions are acceptable subject to some modifications of the relevant Program Revision Forms. The Committee however made some additional remarks, in addition to the remarks summarized in the attached checklists, itemized below:

- The Committee also made the observation that the common courses offered by the Other Departments can cause an integrity problem in future (mismatch due to contradicting information relevant to a single course). To avoid this problem in future, a possible remedy can be to leave these sections (*Part VIII* for Program Revision Forms and *Part V* for New Program Proposal Forms) blank.
- Evaluation of present resources, additional facilities, extra staff, etc. are beyond the work definition of UCC. STHM has proposed to increase the academic staff size considerably as well as additional facilities. Justification of these requests might be necessary. UCC is in no position to make a judgment on this issue.

UCC appreciates the amount of massive work completed by the STHM.

UCC Checklist for the Evaluation of the Program Revision Proposals

Program Title:	Tourism and Hospitality Management (Hospitality Stream)		Date Recieved:	May 17, 2005
Preliminary Evaluation Date:	May 20, 2005	Subcommittee Evaluation Date:	Jun 2, 2005	UCC Evaluation Date: May 6, 2005

Review item	OK	Remarks / Recommendations
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<i>Submission:</i>		
Format in general (completeness of the forms) (Latest version of the most proper form; No blank spaces left etc...)		
Deadlines (Initiation: no later than 2 semesters; Senate Approval: no later than 3 months before implementation semester)		
Board Approvals (Department Board, Faculty/School Board)		
Consultations (Other academic units affected by the changes; GE Department Head; Vice Rector for Academic Affairs if the title or diploma degree has been changed; Vice Rector for budget and financing if additional resources required)		
<i>Curriculum:</i>		
Compliance with the core curriculum policy (The category of courses should be specified properly; 6 SPIKE, 1 History, 1 Turkish, 2 English, 2 Critical Thinking Skills, 1 Computer Literacy, total of 8 courses from Math and social sciences (at least 3 in this category one of which is Math, the other Physical/Natural Sciences), 2-3 from Arts and Humanities, 2 or 3 from Social/Behavioral Sciences; At least 3 University Electives from these three categories containing 8 courses; More or all of these 8 courses can be left as a University elective course; at least 5 Faculty Core Courses; 12-16 Area Core Courses; at least 4 or more Area Elective Courses; A total of 20 Area Core and Area Elective courses)		<ul style="list-style-type: none"> • There are 2 UE courses rather than 3 • Some University courses chosen from SB subcategory seems to be departmental courses • Majority (15) of the field courses were specified as “FC” rather than “AC”. FC courses should be around 5. • “TOUR311 - Cost Analysis and Control” course has been specified as UC-M which seems to be odd. • “Industrial training” courses should be AC rather than FC.
Coherence and relevance of justifications in general (The departments should explain, in detail, why the Department / School wants to make these changes. The explanation can include, among other things, changes in the department’s focus, changes in the field, changes in quality standards, changes in expectations regarding the qualifications of graduates, or weaknesses in the old program that the new program is designed to rectify. Some historical background and a comparative analysis with the programs of some universities will be most appropriate.)		
Appropriateness of course coding (4 letter field code; 3 letter numeric code; no space; no sub discipline based field codes; odd third digits for fall semesters)		
Format and length of course titles and descriptions (60 characters; hyphenated use of roman numerals (“-I”, “-II” etc.) in sequential courses; limited number of sequential courses; Concise and clear language; 30 character transcript title)		<ul style="list-style-type: none"> • Subcategories of University elective courses should be specified by words (eg, like University Elective – Arts and Humanities” in the course title column rather than “University Elective – AH” • Course code column should be blank for all elective courses rather than “UE-AH” or “AE”
Course contents (Max. 2000 characters; concise and clear language; no overlap with similar courses)		
Calculation of the credits of the individual courses and the total credit of the program (Credit = Lec + ½ (lab+tut), the digits after the decimal point of the resultant number is dropped)		
Consistency of the use of credits in different sections		

of the form		
Compliance of the course credit descriptions with policies (mainly 3 credit courses; seminar and professional orientation courses are 1 credit, SPIKE is 0 credit, HIST 200 is 2 credit)		
Total credit or student work load appropriateness (Total of 40 3-4 credit courses excluding SPIKE, Turkish and History, 120-145 total credits)		
Reasonable distribution of courses among semesters (Five 3-4 credit courses per semester excluding SPIKE, Turkish and History)		
Reasonable prerequisites and co-requisites (Very limited number of courses should be assigned as "prerequisite" or "co requisite". Prerequisites should be limited to sequential courses if possible)		
Appropriateness of academic ownership of the courses (The courses should be offered by a department which hosts the field of the course. For example, Math courses by Math department)		Academic ownership of Management, Marketing, Accounting, HRM, Economics, Finance, (STHM301, 303, 304, 305, 306, 403, 405, 406) is questionable and this issue is recommended to be resolved before implementation.
Justifiable minimum overlap among similar courses (A course can not be opened in the presence of an existing course with similar content. Vocational school courses are exceptional)		
Accreditation:		
Compliance with the requirements of YÖK		
Compliance with the requirements of ABET or any other accreditation body if applicable		
Implementation:		
Sufficiency of human resources		5 administrative and 5 technical staff are being requested to maintain this program. Rector's Office approval given
Sufficiency of physical resources		Urgent need of an Educational Hotel is being requested. Rector's Office approval given.
Justified budget and financing		
Proper initiation semester		
Existence of the implementation guide	x	There is no implementation guide
Additional Remarks:		
<ul style="list-style-type: none"> Catalog program description is extremely short (1 paragraph, 3 lines). It should be improved as described. 		
Overall:		
<input type="checkbox"/> Recommend without reservation <input checked="" type="checkbox"/> Recommend with minor corrections/recomendations indicated above <input type="checkbox"/> Not recommended		

GE Checklist - Tourism and Hospitality Management (Hospitality Stream)

COURSE REQUIREMENTS

Category	Notation	Suggested	Proposed	Remarks
A- University Courses				
Overall	UX or UX-YYY	21	18	All University Courses (University Core or University Elective) including SPIKE
	X= C (core) or E (Elective)	15	12	Excluding SPIKE
		13	10	Excluding SPIKE, Turkish and History
University Core Courses	UC	13	13	6 Spike + 2 English + 1 Turkish + 1 History + 2 Critical thinking+ 1 Computer
		7	7	Without SPIKE
University Elective Courses	UE or UE-YYY	Min 3	2	See the next row
<i>Additional Requirements:</i>				
University courses in:				
1. Math and Physical/ Natural & Sciences	UX-M or UX-PN or UX-MPN	Min 3	3	UX-M + UX-PN + UX-MPN = 3
Mathematics	UX-M	Min 1	2	
Physical/Nat. Sci	UX-PN	Min 1	1	
2. Arts and Humanities	UX-AH	2 or 3 +	2	"+" means that it may be more than 3 if the condition in the next row is satisfied
3. Social/ Behavioral Sciences	UX-SB	2 or 3 +	3	
TOTAL in AH and SB		Min 5	5	UX-AH + UX-SB = 5
TOTAL in these 3 categories	UX-YYY + UE	Min 8	8	UX-M+UX-PN + UX-MPN + UX-AH + UX-SB + UE = 8
ELECTIVES that can be chosen from these 3 categories	UE or UE-YYY	Min 3	2	UE + UE-YYY = 3
B - Faculty Core Courses	FC	Min 5	15	
C – Area Core Courses	AC	12 to16+	11	AC+AE=20
D – Area Elective Courses	AE	4 +/-	3	The number of AC and AE courses may vary in such a way that their sum is 20

CREDIT REQUIREMENTS

Requirement	Suggested	Proposed	Remark
Min credits	120	120	Without SPIKE, History, Turkish

Max credits	145		Without SPIKE, History, Turkish
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COURSE LOAD REQUIREMENTS (Assuming all courses are 3 credits or more)

Requirement	Suggested	Proposed	Remark
Total number of courses	Max 40	40	Without SPIKE, Turkish and History
Courses per semester	Max 5	5	Excluding SPIKE, Turkish and History

UCC Checklist for the Evaluation of the Program Revision Proposals

Program Title:	Tourism and Hospitality Management (Travel Stream)		Date Recieved:	May 17, 2005	
Preliminary Evaluation Date:	May 20, 2005	Subcommittee Evaluation Date:	Jun 2, 2005	UCC Evaluation Date:	May 6, 2005

Review item	OK	Remarks / Recommendations
<i>Submission:</i>		
<p>Format in general (completeness of the forms) (Latest version of the most proper form; No blank spaces left etc...)</p> <p>Deadlines (Initiation: no later than 2 semesters; Senate Approval: no later than 3 months before implementation semester)</p> <p>Board Approvals (Department Board, Faculty/School Board)</p> <p>Consultations (Other academic units affected by the changes; GE Department Head; Vice Rector for Academic Affairs if the title or diploma degree has been changed; Vice Rector for budget and financing if additional resources required)</p>		
<i>Curriculum:</i>		
<p>Compliance with the core curriculum policy (The category of courses should be specified properly; 6 SPIKE, 1 History, 1 Turkish, 2 English, 2 Critical Thinking Skills, 1 Computer Literacy, total of 8 courses from Math and social sciences (at least 3 in this category one of wich is Math, the other Physical/Natural Sciences), 2-3 from Arts and Humanities, 2 or 3 from Social/Behavioral Sciences; At least 3 University Electives from these three categories containing 8 courses; More or all of these 8 courses can be left as a University elective course; at least 5 Faculty Core Courses; 12-16 Area Core Courses; at least 4 or more Area Elective Courses; A total of 20 Area Core and Area Elective courses)</p>		<ul style="list-style-type: none"> • There are 2 UE courses rather than 3 • There are no University courses chosen from SB subcategory • AH+SB = 2, This must be 5 • Majority (18) of the field courses were specified as "FC" rather than "AC". FC courses should around 5 • "TOUR223 –Fares and Ticketing" course has been specified as UC-M which seems to be odd. • Basic Communication Skills II should be replaced by "Communication in English" • "Industrial training" courses should be AC rather

<p>Coherence and relevance of justifications in general (The departments should explain, in detail, why the Department / School wants to make these changes. The explanation can include, among other things, changes in the department's focus, changes in the field, changes in quality standards, changes in expectations regarding the qualifications of graduates, or weaknesses in the old program that the new program is designed to rectify. Some historical background and a comparative analysis with the programs of some universities will be most appropriate.)</p> <p>Appropriateness of course coding (4 letter field code; 3 letter numeric code; no space; no sub discipline based field codes; odd third digits for fall semesters)</p> <p>Format and length of course titles and descriptions (60 characters; hyphenated use of roman numerals ("-I", "-II" etc.) in sequential courses; limited number of sequential courses; Concise and clear language; 30 character transcript title)</p> <p>Course contents (Max. 2000 characters; concise and clear language; no overlap with similar courses)</p> <p>Calculation of the credits of the individual courses and the total credit of the program (Credit = Lec + ½ (lab+tut), the digits after the decimal point of the resultant number is dropped)</p> <p>Consistency of the use of credits in different sections of the form</p> <p>Compliance of the course credit descriptions with policies (mainly 3 credit courses; seminar and professional orientation courses are 1 credit, SPIKE is 0 credit, HIST 200 is 2 credit)</p> <p>Total credit or student work load appropriateness (Total of 40 3-4 credit courses excluding SPIKE, Turkish and History, 120-145 total credits)</p> <p>Reasonable distribution of courses among semesters (Five 3-4 credit courses per semester excluding SPIKE, Turkish and History)</p> <p>Reasonable prerequisites and co-requisites (Very limited number of courses should be assigned as "prerequisite" or "co requisite". Prerequisites should be limited to sequential courses if possible)</p> <p>Appropriateness of academic ownership of the courses (The courses should be offered by a department which hosts the field of the course. For example, Math courses by Math department)</p> <p>Justifiable minimum overlap among similar courses (A course can not be opened in the presence of an existing course with similar content. Vocational school courses are exceptional)</p>	<p>than FC.</p> <ul style="list-style-type: none"> • Subcategories of University elective courses should be specified by words (eg, like University Elective – Arts and Humanities" in the course title column rather than "University Elective – AH" • Course code column should be blank for all elective courses rather than "UE-AH" or "AE" <p>Academic ownership of Management, Marketing, Accounting, HRM, Economics, Finance, (STHM301, 303, 304, 305, 306, 403, 405, 406) is questionable and this issue is recommended to be resolved before implementation.</p>
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<i>Accreditation:</i>		
Compliance with the requirements of YÖK		
Compliance with the requirements of ABET or any other accreditation body if applicable		
<i>Implementation:</i>		
Sufficiency of human resources		No additional staff is needed
Sufficiency of physical resources		No additional resources have been specified
Justified budget and financing		
Proper initiation semester		
Existence of the implementation guide	x	There is no implementation guide
<i>Additional Remarks:</i>		
<ul style="list-style-type: none"> Catalog program description is extremely short (1 paragraph, 3 lines). It should be improved as described. 		
<i>Overall:</i>		
<input type="checkbox"/> Recommend without reservation <input checked="" type="checkbox"/> Recommend with minor corrections/recommendations indicated above <input type="checkbox"/> Not recommended		

GE Checklist - Tourism and Hospitality Management (Travel Stream)

COURSE REQUIREMENTS

Category	Notation	Suggested	Proposed	Remarks
A- University Courses				
Overall	UX or UX-YYY	21	18	All University Courses (University Core or University Elective) including SPIKE
	X= C (core) or E (Elective)	15	12	Excluding SPIKE
		13	10	Excluding SPIKE, Turkish and History
University Core Courses	UC	13	13	6 Spike + 2 English + 1 Turkish + 1 History + 2 Critical thinking+ 1 Computer
		7	7	Without SPIKE
University Elective Courses	UE or UE-YYY	Min 3	2	See the next row
<i>Additional Requirements:</i>				
University courses in:				

4. Math and Physical/ Natural & Sciences	UX-M or UX-PN or UX-MPN	Min 3	3	UX-M + UX-PN + UX-MPN = 3
Mathematics	UX-M	Min 1	2	
Physical/Nat. Sci	UX-PN	Min 1	1	
5. Arts and Humanities	UX-AH	2 or 3 +	2	“+” means that it may be more than 3 if the condition in the next row is satisfied
6. Social/ Behavioral Sciences	UX-SB	2 or 3 +	0	
TOTAL in AH and SB		Min 5	2	UX-AH + UX-SB = 5
TOTAL in these 3 categories	UX-YYY + UE	Min 8	5	UX-M+UX-PN + UX-MPN + UX-AH + UX-SB + UE = 8
ELECTIVES that can be chosen from these 3 categories	UE or UE-YYY	Min 3	2	UE + UE-YYY = 3
B - Faculty Core Courses	FC	Min 5	18	
C – Area Core Courses	AC	12 to16+	11	AC+AE=20
D – Area Elective Courses	AE	4 +/-	3	The number of AC and AE courses may vary in such a way that their sum is 20

CREDIT REQUIREMENTS

Requirement	Suggested	Proposed	Remark
Min credits	120	120	Without SPIKE, History, Turkish
Max credits	145		Without SPIKE, History, Turkish

COURSE LOAD REQUIREMENTS (Assuming all courses are 3 credits or more)

Requirement	Suggested	Proposed	Remark
Total number of courses	Max 40	40	Without SPIKE, Turkish and History
Courses per semester	Max 5	5	Excluding SPIKE, Turkish and History

UCC Checklist for the Evaluation of the Program Revision Proposals

Program Title:	SPORT AND LEISURE MANAGEMENT (Formerly RECREATION MANAGEMENT)			Date Recieved:	May 17, 2005
Preliminary Evaluation Date:	May 20, 2005	Subcommittee Evaluation Date:	Jun 2, 2005	UCC Evaluation Date:	May 6, 2005

Review item	OK	Remarks / Recommendations
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<i>Submission:</i>		
<p>Format in general (completeness of the forms) (Latest version of the most proper form; No blank spaces left etc...)</p>		
<p>Deadlines (Initiation: no later than 2 semesters; Senate Approval: no later than 3 months before implementation semester)</p>		
<p>Board Approvals (Department Board, Faculty/School Board)</p>		
<p>Consultations (Other academic units affected by the changes; GE Department Head; Vice Rector for Academic Affairs if the title or diploma degree has been changed; Vice Rector for budget and financing if additional resources required)</p>		
<i>Curriculum:</i>		
<p>Compliance with the core curriculum policy (The category of courses should be specified properly; 6 SPIKE, 1 History, 1 Turkish, 2 English, 2 Critical Thinking Skills, 1 Computer Literacy, total of 8 courses from Math and social sciences (at least 3 in this category one of which is Math, the other Physical/Natural Sciences), 2-3 from Arts and Humanities, 2 or 3 from Social/Behavioral Sciences; At least 3 University Electives from these three categories containing 8 courses; More or all of these 8 courses can be left as a University elective course; at least 5 Faculty Core Courses; 12-16 Area Core Courses; at least 4 or more Area Elective Courses; A total of 20 Area Core and Area Elective courses)</p>		<ul style="list-style-type: none"> • There are 2 UE courses rather than 3 • Majority (15) of the field courses were specified as “FC” rather than “AC”. FC courses should be around 5 • “Management, Marketing, Accounting, HRM and Finance courses (STHM305, STHM303, STHM403, STHM406, respectively)” courses seems to be the courses of Faculty of Business and Economics. • Basic Communication Skills II should be replaced by “Communication in English” • “Industrial training” courses should be AC rather than FC. • Subcategories of University elective courses should be specified by words (eg, like University Elective – Arts and Humanities” in the course title column rather than “University Elective – AH” • Course code column should be blank for all elective courses rather than “UE-AH” or “AE”
<p>Coherence and relevance of justifications in general (The departments should explain, in detail, why the Department / School wants to make these changes. The explanation can include, among other things, changes in the department’s focus, changes in the field, changes in quality standards, changes in expectations regarding the qualifications of graduates, or weaknesses in the old program that the new program is designed to rectify. Some historical background and a comparative analysis with the programs of some universities will be most appropriate.)</p>		
<p>Appropriateness of course coding (4 letter field code; 3 letter numeric code; no space; no sub discipline based field codes; odd third digits for fall semesters)</p>		
<p>Format and length of course titles and descriptions (60 characters; hyphenated use of roman numerals (“-I”, “-II” etc.) in sequential courses; limited number of sequential courses; Concise and clear language; 30 character transcript title)</p>		
<p>Course contents (Max. 2000 characters; concise and clear language; no overlap with similar courses)</p>		

<p>Calculation of the credits of the individual courses and the total credit of the program (Credit = Lec + ½ (lab+tut), the digits after the decimal point of the resultant number is dropped)</p>		
<p>Consistency of the use of credits in different sections of the form</p>		
<p>Compliance of the course credit descriptions with policies (mainly 3 credit courses; seminar and professional orientation courses are 1 credit, SPIKE is 0 credit, HIST 200 is 2 credit)</p>		
<p>Total credit or student work load appropriateness (Total of 40 3-4 credit courses excluding SPIKE, Turkish and History, 120-145 total credits)</p>		
<p>Reasonable distribution of courses among semesters (Five 3-4 credit courses per semester excluding SPIKE, Turkish and History)</p>		
<p>Reasonable prerequisites and co-requisites (Very limited number of courses should be assigned as "prerequisite" or "co requisite". Prerequisites should be limited to sequential courses if possible)</p>		
<p>Appropriateness of academic ownership of the courses (The courses should be offered by a department which hosts the field of the course. For example, Math courses by Math department)</p>		
<p>Justifiable minimum overlap among similar courses (A course can not be opened in the presence of an existing course with similar content. Vocational school courses are exceptional)</p>		
Accreditation:		
<p>Compliance with the requirements of YÖK</p>		Program title change may require YÖK approval
<p>Compliance with the requirements of ABET or any other accreditation body if applicable</p>		
Implementation:		
<p>Sufficiency of human resources</p>		No additional staff is needed
<p>Sufficiency of physical resources</p>		No additional resources have been specified
<p>Justified budget and financing</p>		
<p>Proper initiation semester</p>		
<p>Existence of the implementation guide</p>	x	There is no implementation guide
Additional Remarks:		
<ul style="list-style-type: none"> Catalog program description is extremely short (a few paragraphs). It should be improved as described. 		
Overall:		
<input type="checkbox"/> Recommend without reservation <input checked="" type="checkbox"/> Recommend with minor corrections/recomendations indicated above <input type="checkbox"/> Not recommended		

**GE Checklist - SPORT AND LEISURE MANAGEMENT
COURSE REQUIREMENTS**

Category	Notation	Suggested	Proposed	Remarks
A- University Courses				
Overall	UX or UX-YYY	21	17	All University Courses (University Core or University Elective) including SPIKE
	X= C (core) or E (Elective)	15	11	Excluding SPIKE
		13	9	Excluding SPIKE, Turkish and History
University Core Courses	UC	13	13	6 Spike + 2 English + 1 Turkish + 1 History + 2 Critical thinking+ 1 Computer
		7	7	Without SPIKE
University Elective Courses	UE or UE-YYY	Min 3	2	See the next row
<i>Additional Requirements:</i>				
University courses in:				
7. Math and Physical/ Natural & Sciences	UX-M or UX-PN or UX-MPN	Min 3	3	UX-M + UX-PN + UX-MPN = 3
Mathematics	UX-M	Min 1	1	
Physical/Nat. Sci	UX-PN	Min 1	2	
8. Arts and Humanities	UX-AH	2 or 3 +	2	“+” means that it may be more than 3 if the condition in the next row is satisfied
9. Social/ Behavioral Sciences	UX-SB	2 or 3 +	3	
TOTAL in AH and SB		Min 5	5	UX-AH + UX-SB = 5
TOTAL in these 3 categories	UX-YYY + UE	Min 8	8	UX-M+UX-PN + UX-MPN + UX-AH + UX-SB + UE = 8
ELECTIVES that can be chosen from these 3 categories	UE or UE-YYY	Min 3	2	UE + UE-YYY = 3
B - Faculty Core Courses	FC	Min 5	15	
C – Area Core Courses	AC	12 to16+	10	AC+AE=20
D – Area Elective Courses	AE	4 +/-	3	The number of AC and AE courses may vary in such a way that their sum is 20

CREDIT REQUIREMENTS

Requirement	Suggested	Proposed	Remark
Min credits	120	120	Without SPIKE, History, Turkish
Max credits	145		Without SPIKE, History, Turkish

COURSE LOAD REQUIREMENTS (Assuming all courses are 3 credits or more)

Requirement	Suggested	Proposed	Remark
Total number of courses	Max 40	40	Without SPIKE, Turkish and History
Courses per semester	Max 5	5	Excluding SPIKE, Turkish and History

Program Title:	Tourism and Hospitality Operations (Hospitality Stream) – 2 Year Program			Date Received:	May 17, 2005
Preliminary Evaluation Date:	May 20, 2005	Subcommittee Evaluation Date:	Jun 2, 2005	UCC Evaluation Date:	May 6, 2005

Review item	OK	Remarks / Recommendations
<i>Submission:</i>		
<p>Format in general (completeness of the forms) (Latest version of the most proper form; No blank spaces left etc...)</p> <p>Deadlines (Initiation: no later than 2 semesters; Senate Approval: no later than 3 months before implementation semester)</p> <p>Board Approvals (Department Board, Faculty/School Board)</p> <p>Consultations (Other academic units affected by the changes; GE Department Head; Vice Rector for Academic Affairs if the title or diploma degree has been changed; Vice Rector for budget and financing if additional resources required)</p>		
<i>Curriculum:</i>		
<p>Compliance with the core curriculum policy (The category of courses should be specified properly; 6 SPIKE, 1 History, 1 Turkish, 2 English, 2 Critical Thinking Skills, 1 Computer Literacy, total of 8 courses from Math and social sciences (at least 3 in this category one of which is Math, the other Physical/Natural Sciences), 2-3 from Arts and Humanities, 2 or 3 from Social/Behavioral Sciences; At least 3 University Electives from these three categories containing 8 courses; More or all of these 8 courses can be left as a University elective course; at least 5 Faculty Core Courses; 12-16 Area Core Courses; at least 4 or more Area Elective Courses; A total of 20 Area Core and Area Elective courses)</p> <p>Coherence and relevance of justifications in general (The departments should explain, in detail, why the Department / School wants to make these changes. The explanation can include, among other things, changes in the department's focus, changes in</p>		<ul style="list-style-type: none"> There are no university electives in AH or SB

the field, changes in quality standards, changes in expectations regarding the qualifications of graduates, or weaknesses in the old program that the new program is designed to rectify. Some historical background and a comparative analysis with the programs of some universities will be most appropriate.)		
Appropriateness of course coding (4 letter field code; 3 letter numeric code; no space; no sub discipline based field codes; odd third digits for fall semesters)		
Format and length of course titles and descriptions (60 characters; hyphenated use of roman numerals ("I", "II" etc.) in sequential courses; limited number of sequential courses; Concise and clear language; 30 character transcript title)		
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Justifiable minimum overlap among similar courses (A course can not be opened in the presence of an existing course with similar content. Vocational school courses are exceptional)		
Accreditation:		
Compliance with the requirements of YÖK		
Compliance with the requirements of ABET or any other accreditation body if applicable		
Implementation:		
Sufficiency of human resources		No additional staff is needed
Sufficiency of physical resources		No additional resources have been specified

Justified budget and financing		
Proper initiation semester		
Existence of the implementation guide	x	There is no implementation guide
Additional Remarks:		
<ul style="list-style-type: none"> Catalog program description is extremely short (a few paragraphs). It should be improved as described. 		
Overall:		
<input type="checkbox"/> Recommend without reservation <input checked="" type="checkbox"/> Recommend with minor corrections/recommendations indicated above <input type="checkbox"/> Not recommended		

Program Title:	Tourism and Hospitality Operations (Travel Stream) – 2 Year Program		Date Recieved:	May 17, 2005	
Preliminary Evaluation Date:	May 20, 2005	Subcommittee Evaluation Date:	Jun 2, 2005	UCC Evaluation Date:	May 6, 2005

Review item	OK	Remarks / Recommendations
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<i>Curriculum:</i>		
Compliance with the core curriculum policy (The category of courses should be specified properly; 6 SPIKE, 1 History, 1 Turkish, 2 English, 2 Critical Thinking Skills, 1 Computer Literacy, total of 8 courses from Math and social sciences (at least 3 in this category one of wich is Math, the other Physical/Natural Sciences), 2-3 from Arts and Humanities, 2 or 3 from Social/Behavioral Sciences; At least 3 University Electives from these three categories containing 8 courses; More or all of these 8 courses can be left as a University elective course; at least 5 Faculty Core Courses; 12-16 Area Core Courses; at least 4 or more Area Elective Courses; A total of 20 Area Core and Area Elective courses)		<ul style="list-style-type: none"> There are no university electives in AH or SB
Coherence and relevance of justifications in general (The departments should explain, in detail, why the Department / School wants to make these changes. The explanation can include, among other things, changes in the department's focus, changes in the field, changes in quality standards, changes in expectations)		

regarding the qualifications of graduates, or weaknesses in the old program that the new program is designed to rectify. Some historical background and a comparative analysis with the programs of some universities will be most appropriate.)		
Appropriateness of course coding (4 letter field code; 3 letter numeric code; no space; no sub discipline based field codes; odd third digits for fall semesters)		
Format and length of course titles and descriptions (60 characters; hyphenated use of roman numerals ("-I", "-II" etc.) in sequential courses; limited number of sequential courses; Concise and clear language; 30 character transcript title)		
Course contents (Max. 2000 characters; concise and clear language; no overlap with similar courses)		
Calculation of the credits of the individual courses and the total credit of the program (Credit = Lec + ½ (lab+tut), the digits after the decimal point of the resultant number is dropped)		
Consistency of the use of credits in different sections of the form		
Compliance of the course credit descriptions with policies (mainly 3 credit courses; seminar and professional orientation courses are 1 credit, SPIKE is 0 credit, HIST 200 is 2 credit)		
Total credit or student work load appropriateness (Total of 40 3-4 credit courses excluding SPIKE, Turkish and History, 120-145 total credits)		
Reasonable distribution of courses among semesters (Five 3-4 credit courses per semester excluding SPIKE, Turkish and History)		
Reasonable prerequisites and co-requisites (Very limited number of courses should be assigned as "prerequisite" or "co requisite". Prerequisites should be limited to sequential courses if possible)		
Appropriateness of academic ownership of the courses (The courses should be offered by a department which hosts the field of the course. For example, Math courses by Math department)		
Justifiable minimum overlap among similar courses (A course can not be opened in the presence of an existing course with similar content. Vocational school courses are exceptional)		
Accreditation:		
Compliance with the requirements of YÖK		
Compliance with the requirements of ABET or any other accreditation body if applicable		
Implementation:		
Sufficiency of human resources		No additional staff is needed
Sufficiency of physical resources		No additional resources have been specified
Justified budget and financing		

Proper initiation semester		
Existence of the implementation guide	x	There is no implementation guide
Additional Remarks:		
<ul style="list-style-type: none"> Catalog program description is extremely short (a few paragraphs). It should be improved as described. 		
Overall:		
<input type="checkbox"/> Recommend without reservation	<input checked="" type="checkbox"/> Recommend with minor corrections/recomendations indicated above	<input type="checkbox"/> Not recommended

Hacer ADAOĞLU
(Faculty of Law)

Şamil ERDOĞAN
(Rector's Office, Student Affairs)

Guita FARIVARSADRI
(Faculty of Architecture)

Özay GÜRTÜĞ
(Rector's Office, Academic Affairs)
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(School of Computing & Technology)
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Süleyman İRVAN
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