Yeditepe University Learning & Teaching Unit

YU-LEARNT

LEARN - EXECUTE - ADMIN - RESEARCH - NETWORK - TEACH

Organisation Subunits

Projects
Trainings

Outcomes

Coursera

Production Translations







YU-LEARNT Annual Report 2022 Spring - 2022 Fall

How Did We Organize Ourselves?

Yeditepe University Learning and Teaching Unit has a total of six subunits; YU-LEARN, YU-EXECUTE, YU-ADMIN, YU-RESEARCH, YU-NETWORK and YU-TEACH. All these subunits have their own respective goals and objectives on which they worked and accordingly finalized. Subunits fulfilled their 2022 objectives by preparing a series of trainings to be published online on YULearn Moodle LMS.

Subunit members also have the versatility of acting as project members under the trainings prepared by other subunits, mostly according to their interests and skills being suitable to the project at hand. The whole process of project preparation is on a voluntary basis and means to bring a benefit to all the stakeholders of the university.

YU-LEARNT takes on projects outside the trainings prepared by the subunits. Up to this point requests from diverse units of Yeditepe University were presented to the unit members, and in response the unit has formed a project group with a team leader to find solutions and put together a project ranging from screen recordings, video content from studio shootings, print and online reports and handbooks.

YU-LEARNT members also prepare online and face-to-face events to reinforce its digital trainings and objectives. The Unit organized a Launch Event webinar when it first started to take active role within Yeditepe University in 2021. However, the second in-person event organized by the Unit, Coursera Meeting Event, was held in two separate days, for all students, alumni, academic and administrative staff. YU-LEARNT also prepares technical reports and presentations for the external events and gatherings to present its learning and teaching goals for the future of higher education, its plans and strategies to achieve these goals and its projects that reflect the Unit's action plans.

Furthermore, YU-LEARNT applied for THE (Times Higher Education) Asia Awards for innovative technologies section and expects results to be announced in a few months. Finally, we have applied for EUA's Thematic Peer Groups for 2023 to take part in "Development and strategic benefits of learning and teaching centres."

- to discuss and explore practices and lessons learnt in organising and implementing learning and teaching in European universities.
- ✓ to contribute to the enhancement of learning and teaching by identifying key considerations in relation to the theme of the group.

What have we done?

Each Subunit and YU-LEARNT as a Unit have prepared and finalized projects in accordance with the set objectives and mission statements. Each subunit and its activities presented below following the works finalized by the Unit as a whole.

✓ YU-LEARNT Projects

YU-LEARNT projects are initiated in two possible ways, one is internally decided projects and the other is projects requested by the Yeditepe University Rectorate, Departments or Units. Internally initiated projects are decided collectively in the Unit Meetings according to the needs of the University or any event, award or meetings that are attended. When the request comes from within the University, the Unit members discuss the project and its feasibility, and thereafter respond accordingly to the requesting party.

Project Name: Academic Advising Handbook			
Project Owner: YU-I	Project Owner: YU-LEARNT Project Team		
Project Team: Prof. Dr Pelin Hürmeriç Assoc. Prof. Dr Ayşe Gönül Demirel Asst. Prof. Dr Emrah Pelvanoğlu Lec. Cansu Rendeci Rsch. Asst. Mehmet Korman Ege Ediboğlu Toprak Cem Savaş		In Collaboration with: Elzi Menda (Former coordinator) Yeditepe University Student Center	
Medium: Digital PDF Printed Handbook	Language: TR / ENG	Status: Online Can be downloaded from YU-LEARNT website	Shared on: Website Instagram Twitter LinkedIn

The Academic Advising Handbook came as a request from the Rectorate and the Student Center of Yeditepe University, and the project was finalized primarily in Turkish with the collaboration of the Student Center. The Handbook was subsequently translated into English by YU-LEARNT's translation team.

Project Name: CORONAVIRUS/COVID-19 Pandemic Period Learning and Teaching

Response Report I (Spring 2021) & II (Fall 2021)

Project Owner: YU-LEARNT Project Teams

Project Team:

Asst. Prof. Dr Cem Levent Altan (Team Leader in the 1st Report)

Asst. Prof. Dr Onur Cem Namlı (Team Leader in the 2nd Report)

Prof. Dr Jale Tanalp

Prof. Dr Özlem Tanrıöver

Assoc. Prof. Dr Ayşe Gönül Demirel

Assoc. Prof. Dr Gonca Kızılkaya

Asst. Prof. Dr Emrah Pelvanoğlu

Asst. Prof. Dr Bahar Karlıdağ

Rsch. Asst. Mehmet Korman

Ege Ediboğlu (postgrad student)

Toprak Cem Savaş (undergrad student)

Denizalp Şimşek (postgrad student)

In Collaboration with:

Yeditepe University

Faculties, Departments and Administrative Units

Medium:	Language:	Status:	Shared on:
Digital PDF	TR / ENG	Online	Website
Print Handbook		Can be downloaded	
		from YU-LEARNT	Twitter
		website	LinkedIn

CORONAVIRUS/COVID-19 Pandemic Period Learning and Teaching Response Reports were internally initiated projects to inspect the quality of education and campus life during the high tide of the pandemic period. As the Unit is deeply interested in the changing norms of higher education, a close reading of the pandemic process in Yeditepe University was exceptionally important for the Unit. Two reports have been published and translated, both extensively following the processes within Yeditepe University in 2021 and 2022. The first report was published in Fall 2021, and the second was published in 2022 Spring. Both were translated and published in Fall 2022.

Project Name: 3rd UNESCO World Higher Education Conference (WHEC 2022) Technical Report - A Nexus Approach to Professional Development Regarding Quality Education: Leaving No One Behind in Upskilling and Reskilling

Pro	iect	Owner:	YU-LEARNT	Pro	iect Teams
		OWINCE.		110	ICCC ICCIIIS

Troject owner. To Ezama Troject Teams			
Active Members: Prof. Dr Berrin Yanıkkaya Rsch. Asst. Mehmet Korman		In Collaboration with:	
Medium: Digital PDF	Language: ENG	Status: Online Can be downloaded -YU-LEARNT website -UNESCO website as an Open Knowledge Product	Shared on: UNESCO website YU-LEARNT website ResearchGate Instagram Twitter LinkedIn

Following the call for papers by UNESCO for the 3rd UNESCO World Higher Education Conference, the YU-LEARNT team quickly put together all relevant information regarding the strategy and approach for contemporary learning and teaching and submitted as a technical report. It was subsequently accepted and launched on the UNESCO website as an Open Knowledge Product.

✓ LEARN Subunit and Its Projects

Subunit Name: YU-LEARN

Subunit Description: YU-LEARN is the subunit that focuses on supporting the quality education for students, enriching the campus experience, and providing extracurricular skills and competencies. The subunit aims enabling students to acquire "Lifelong Learning" and "Self-Learning" skills.

Subunit Team Leader: Assoc. Prof. Dr Sharif Abdunnur

Subunit Members	Member's Departments	
Prof. Dr Jale Tanalp	Dpt. of Radio, Television and Cinema Department of Endodontics Dpt. Of Turkish Language and Literature Teaching	

Subunit's Activity in the last year

The subunit finalised its general objectives, which can be summarised as:

- ✓ Designing programs and activities for students in order to provide an easier transition into collegiate education.
- Designing supporting training programs for students to increase their scientific, artistic, cultural, and professional knowledge and skills in their fields of study.
- ✓ Enhancing students' skills in the use of digital tools through online platforms.

- ✓ Providing training programs for students in various learning styles and applications following the principles of Lifelong Learning and Learning to Learn.
- ✓ Planning the required educational designs according to the results of regularly held needs analysis.

The subunit prepared and finalised its objectives and mission statement in 2022. The focus of the subunit was to create a course for new coming students to help with the transition process into higher education and campus life. To manage the process extensively, the members of the subunit asked for other members of the Unit to take part in their project. Volunteering members took submodules that reflect their expertise and interests. A very detailed text was produced in order to become ready for video shootings, and other materials and programs were accumulated to best reach Yeditepe students. The subunit is still working on this important project.

Subunit Project: Introduction to University Life

Project Description: The aim of the course is to provide new students information on what to expect from higher education in general, to introduce the campus amenities, to acquaint them with rules and regulations at Yeditepe University.

Project Team Leader: Prof. Dr Jale Tanalp

Project Members	Members' Departments
Prof. Dr Jale Tanalp Prof. Dr Özlem Tanrıöver Assoc. Prof. Dr Sharif Abdunnur Asst. Prof. Dr İlker Yüce Asst. Prof. Dr Onur Cem Namlı	Department of Endodontics Department of Medical Education Dpt. of Radio, Television and Cinema Department of Mathematics Dpt. of Materials Science and Nanotechnology Engineering
YU-LEARNT Design Team	

Project Template

The project is separated into four submodules, each prepared by a participant of the project. Members from other subunits came together in order to produce the training.

- ✓ LEARN 101.01 Introduction to University Life (Asst. Prof. Dr İlker Yüce)
- ✓ LEARN 101.02 Belonging and Engagement (Prof. Dr Jale Tanalp)
- ✓ LEARN 101.03 Campus Wellbeing (Prof. Dr Özlem Tanrıöver)
- ✓ LEARN 101.04 Academic Performance (Asst. Prof. Dr Onur Cem Namlı)

LEARN - 101.01 Introduction to University Life: Adaptation to University Life includes a general description of the Yeditepe University campus and introduces students with the rules and regulations of the campus environment. In the meantime, information is delivered regarding the facilities and resources available on the campus. This part of the subunit also provides students with information and clues to ensure effective and healthy communication with the academic and administrative staff.

LEARN - 101.02 Belonging and Engagement: The submodule includes topics such as factors which impact student commitment, hints to be more engaged with university life and the significance of belonging and engagement which play key roles in the adaptation of a student to the campus culture.

LEARN 101.03 - Campus Wellbeing: The submodule focuses on campus life and explains the key factors that play active roles in maintaining a healthy life at the university environment and draws attention to important issues for physical, mental, and social well-being.

LEARN 101.04 - Academic Performance and Success: This submodule introduces the students to the important aspects of the learning process and provides information on how to elevate academic success levels. It focuses on issues such as the efficient usage of time, strategies to reach the academic goals as well as contemporary educational methodologies such as self-directed learning.

Process of the Project

Each project team member completed a narrative pertaining to their topic using various references. They also listed the learning outcomes and assessment strategies related to the subject. The preparation of the narratives is finalized and checked by the end of August 2022 and shootings of the videos were initiated.

Currently, the videos of adaptation to university life prepared by Asst. Prof. Dr. İlker Yüce are finished. Additionally, the video shootings of the third part of the submodule, "Belonging and Engagement" is completed but currently being revised to better answer the needs of the students.

The remaining parts of the training are expected to be completed within the next 5 weeks.

Subunit Plans: 2023 for YU-LEARN Subunit

The subunit plans to complete the videos and post-production in the next year as well as the inclusion of various assessments related with each part. The assessment methods used include but are not limited to reading assignments, essays, quizzes and watching videos related to the topic. We anticipate the project to be completed by the end of March 2023 so that students can access and start the courses in the beginning of fall semester.

Following the end of the primary project of YU-LEARN, a secondary project shall be implemented accordingly for the second part of the year.



EXECUTE Subunit and Its Projects

Subunit Name: YU-EXECUTE

Subunit Description: YU-EXECUTE is the subunit that focuses on students, alumni and early career academics who wish to improve their communication, leadership and managerial skills to further their academic and professional careers.

Subunit Team Leader: Assoc. Prof. Dr Ayşe Gönül Demirel

Subunit Members	Members' Departments	
	Dpt. of Software Development Dpt. of Arts & Culture Management	

Subunit's Activity in the last year

The subunit worked on the training programs needs analysis, held some preliminary interviews, and came up its the mission statement and general objectives: To offer training programs which aim to support the leadership skills of all stakeholders.

Mission was defined as: To plan and organize modular teaching programs in leadership and management which would help to increase leadership skills at all organizational levels. Create videos, workshops and tutorials on improving leadership skills like effective communication, effective team building and decision-making skills. General Objectives of the module were set as well, and can be summarised as:

- ✓ Supporting academics, administrative staff and students in acquiring transferable skills.
- ✓ Designing supportive training programs on quick and efficient problem solving with increased levels of agility and resilience.
- ✓ Improving learners' knowledge, skills and competence in the main components of communication.

Besides this forming process, team members tried to improve their own teaching and learning skills by way of attending Coursera courses like e-learning ecologies. First training module's preliminary manuscript for leadership skills was created and executed.

Subunit Project: Leadership and Communication Skills

Project Description: The aim of the course is to provide students and alumni with the basics of communication with ideas on how to improve it. Healthy communication being essential for any leader, the training focuses primarily on the rules of communication, better understanding and better explaining oneself.

Project Team Lead	er: Assoc. Prof.	Dr Ayse Gönül Demirel
-------------------	------------------	-----------------------

Project Members	Member's Departments	
Assoc. Prof. Dr Ayşe Gönül Demirel	Dpt. of Human Resources Management	
Asst. Prof. Dr Engin Kandıran	Dpt. of Software Development	

Asst. Prof. Dr Zafer Akşi	t
YU-LEARNT Design Team	1

Dpt. of Arts & Culture Management

Project Template

The project is separated into three submodules, starting with communication and leadership, and continuing with decision making process, approaches to decision making, intuitive decision making, bounded rationality, types of decisions, decision making biases, decision making in the age of Big Data and AI.

Process of the Project

In early 2022 the team finalized the manuscript for video shootings. Shootings took place at the end of Spring semester. Post-production took quite a long time since production support team is small and overloaded with the work of all subunits. Videos were finalized by December 2022 and uploaded to YULearn Moodle LMS.

Participation to the Project

The first module is active, but as it was very recently uploaded, no active feedback is available at the moment.

Trainings Issued in 2022

1st Module of YU-EXECUTE - Leadership & Communication Training

6 videos and additional content

Subunit Plans: 2023 for YU-EXECUTE Subunit

The second Module of the Leadership skills- Decision Making Skills will be prepared.

Assoc. Prof. Dr. Ayşe Gönül Demirel will be in charge of content creation of the manuscript. At this stage team members will support this process by their ideas. Translations will be undertaken by team members if necessary. Contents will include topics like decision making process, approaches to decision making, intuitive decision making, bounded rationality, types of decisions, decision making biases, decision making in the age of Big Data and Al. Especially in shooting the videos, production and postproduction periods team members and the Unit production support members and one member from instructional design are expected to get involved. Timeline of the project:

- 1. Manuscript writing completion by 1st of March.
- 2. Production postproduction release on YULearn Moodle LMS by 15 May 2023.

Third Module will involve Team Building skills as another major leadership skill. Manuscript will be ready by 1st April 2023. Production and release will be scheduled according to the launch of the previous module.



ADMIN Subunit and Its Projects

Subunit Name: YU-ADMIN

Subunit Description: YU-ADMIN is the subunit that focuses on the administrative staff and their needs to improve their active skills, acquiring of new skills and reskilling if necessary. The subunit prepares trainings to improve administrative staff's professional capabilities.

Subunit Team Leader: Asst. Prof. Dr İlker Yüce

Subunit Members	Member's Departments		
Assoc. Prof. Dr Gonca Kızılkaya	Dpt. of Mathematics Dpt. of Computer Education & Instructional Technology		

Subunit's Activity in the last year

The subunit prepared and finalised its objectives and mission statement in 2022, which can be summarised as:

- ✓ Increasing the administrative staff's knowledge and productivity, and designing trainings to enable them to procure information, experience and conduct in accordance with Yeditepe University's mission and vision.
- ✓ Supporting the enhancement of e-communication skills that are required by the administrative staff to better fulfil their duties and responsibilities.
- ✓ Contributing to the administrative staff's personal and social progress and collaborating with the Department of Human Resources in enrichment of corporate culture.
- ✓ Designing training for the administrative staff in their attunement to technological developments and innovations.

The Microsoft Excel Training was the focus of YU-ADMIN following a request from the HR Department. A training consisting of four modules was designed following the contemporary educational design processes. An expert in Microsoft Excel was contacted and video recordings were initiated. These videos were reinforced with written documents.

Subunit Project: Microsoft Excel Training for the Administrative Staff

Project Description: The aim of the course is to provide the administrative staff with an extensive training on one of the most important office tools in Microsoft Office, Excel. Although used frequently, the intricacies of the program are not known to all members of the administrative staff, and newcomers also require a training on it. To respond to the needs of administrative staff, and upon the request by the HR Department, the training starts from the basics of Microsoft Excel and moves towards its more complex tools.

Project Team Leader: Assoc. Prof. Dr Gonca Kızılkaya

Project Members	Member's Departments
	Dpt. of Computer Education &
Assoc. Prof. Dr Sharif Abdunnur	Instructional Technology
Lec. Göksu Bigaç Kapancı	Dpt. of Radio, Television and Cinema
YU-LEARNT Design Team	

Project Template

The project is divided into four submodules, starting from the basics, and presenting all the useful tools to the participants. All videos of the training are prepared with screen recordings and assisted with texts explaining the process discussed on the video.

Process of the Project

The subunit prepared and finalised its objectives and mission in 2022. The Microsoft Excel Training Module #1 has been completed and uploaded to LMS and is currently in use. The rest of the modules also have been completed and they are in the process of being uploaded to LMS. They are expected to be put in use for the Excel training of the administrative staff shortly.

Participation to the Project

Module #1 of Excel Training has been assigned to 399 administrative staff. Currently, 293 out of 399 staff members have successfully completed the training (Reference: HR - Esra Özen (12 73))

Trainings Issued in 2022

Document #1 Introduction to Excel, A training prepared for HR

Document #2 Introduction to Excel, A training prepared for HR

Video #1 Introduction

Video # 2 Column Organization

Video # 3 Organization

Video #4 Shifting

Video #5 Column Hiding and Unhiding

Video #6 Adding a new row and combining cells

Video #7 Formatting

Video #8 Forming a table from a data set

Video #9 Formatting a table as a picture I

Video # 10 Formatting a table as a picture II

Video #11 Find and sort functions

Video #12 Find and replace

Subunit Plans: 2023 for YU-ADMIN Subunit

Next year, the current training will be updated based on the analysis of the feedback given by the participants who have completed the modules.



RESEARCH Subunit and Its Projects

Subunit Name: YU-RESEARCH

Subunit Description: YU-RESEARCH is the subunit that focuses on students, alumni and early academics to help them in a vital part of academic life, research. The subunit prepares trainings to improve skills on preparing research, finding topics, writing and avoiding plagiarism, which are essential for a future in academic life.

Subunit Team Leader: Prof. Dr. Özlem Tanrıöver

Subunit Members	Members' Departments
Assoc. Prof. Dr Gonca Kızılkaya	Dpt. of Computer Education & Instructional Technology
Asst. Prof. Dr Bahar Karlıdağ	Dpt. of English Language and Literature

Subunit's Activity in the last year

Yeditepe University has a crucial role in the national research and innovation system as a major contributor to the generation and transmission of knowledge in Turkey.

Many of our leading researchers, enhance university's reputation as a credible contributor to the global development of knowledge. Our university is one of the key providers for training and professional development of early career researchers.

In addition to our university's ongoing research activities, the focus of **YU-Research Subunit** is to support conducting research and improve research quality and academic integrity as an integral part of our higher education system. Therefore, our mission statement was "to enable university research to maximise its potential and create research training environments that are responsive to the needs of both undergraduate and graduate students as well as faculty members, especially early career researchers".

General Objectives of the YU-Research Subunit are:

- ✓ To enhance our student's research capabilities
- ✓ To monitor the training needs for ensuring that Yeditepe University is able to maintain and develop its research competence and international credibility across a wide range of fields of knowledge,
- ✓ To facilitate the provision of diverse, high quality research training environments,
- ✓ To expand opportunities and choices for research students,
- ✓ To facilitate a more effective and visible impact of research and research training.

To fulfil our objectives, we first have written our action plan, provided below. In addition to that, we have completed necessary "Coursera courses" in order to strengthen our online teaching skills, then we have brainstormed and scripted some documents to complement our research training. Finally, we have video recordings including "Plagiarism" and "How to conduct research".

We are working on assessment procedures on our online research courses. We are also planning to create and to implement a methodology for a needs analysis on research competence and development of both the students and faculty members.

Below we share our long-term strategic plans and recommended Coursera courses.

Recommended Coursera courses:

Following is an early selection of research-related courses for different fields. The subunit will expand the list as we evaluate more course contents:

- ✓ Research design: Inquiry and discovery (Social sciences), University of North Texas.
- ✓ Being a researcher (in information science and technology), Politecnico Di Milano.
- ✓ Learning how to learn: Powerful mental tools to help you master tough subjects, McMaster University, UC San Diego.
- ✓ Introduction to research for essay writing, UC Irvine.
- ✓ Fundraising and Development Specialization, UC Davis University of California.
- ✓ Grant Proposal, Moscow Institute of Physics and Technology.
- Research proposal: Initiating research, UC Davis.

Subunit Project: Basics of Conducting Successful Research

Project Description: The aim of the course is to provide the students and alumni with a program for improving research processes. It covers the key areas of researching for a topic, tips for research, details on how to avoid plagiarism and its risks, the use of libraries, finding documents, doing bibliography search, and using digital tools that help with the research process. Through this basic research related trainings, the aim is to help undergrad and postgrad students for writing rigorous research papers.

Project Team Leader: Prof. Dr Özlem Tanrıöver

Project Members	Members' Departments
Prof. Dr Özlem Tanrıöver	Department of Medical Education
Asst. Prof. Dr Bahar Karlıdağ	Dpt. of English Language and Literature
Assoc. Prof. Dr Sharif Abdunnur	Dpt. of Radio, Television and Cinema
YU-LEARNT Design Team	

Project Template

The project is is divided into three submodules, starting from the basics of conducting research, and then moving to the issue of plagiarism. Both submodules have been completed and the third one will be on the use of Yeditepe University's Knowledge Centre and the potential uses of digital tools in the library.

RESRCH 101.01 - How to Conduct Research (Prof. Dr. Özlem Tanrıöver)

RESRCH 101.02 - Plagiarism (Asst. Prof. Dr. Bahar Karlıdağ)

RESRCH 101.03 - Knowledge Centre (Assoc. Prof. Dr. Gonca Kızılkaya)

Process of the Project

The first two submodules have been finalized, shot in studio, completed the post-production phase, and it was recently uploaded to YULearn Moodle LMS. The third submodule regarding the use of the Yeditepe University Knowledge Centre will be finalized in 2023's first half. Apart from the educational videos, additional content has been uploaded and the submodules are now ready to be assigned. The third module will include screen recordings and ways of using the library and digital tools offered by the Knowledge Centre.

Participation to the Project

Has not yet begun, as it was very recently uploaded to the YULearn Moodle LMS system.

Trainings Issued in 2022

1st Module of YU-RESEARCH - How to Conduct Research

2nd Module of YU-RESEARCH - Plagiarism

Subunit Plans: 2023 for YU-RESEARCH Subunit

Ongoing Plans and Improvements

The subunit is working on assessment procedures for the YU-Research online course materials just launched on YULearn Moodle LMS.

The subunit is also planning to create and to implement a methodology for a needs analysis on students' and faculty's research competence and development.

The Plans for the Subunit in 2023

Developing mentorship and capacity-building schemes between faculty and students for sustained achievement of research skills and outcomes.

Working on sustainable modalities for research training sessions.

Following up with participants, gathering with them.

Creating a network of international and local students at Yeditepe University for their future collaboration and networking.

Creating interdisciplinary working groups and collaborative environments for students and early career researchers to share research and present work and possibly working on pilot schemes to assign credits or certificates for undergrad and postgrad students which will appear on transcripts or provided as diploma supplements.

Finalising the 3rd submodule of the Research Training Project.



NETWORK Subunit and Its Projects

Subunit Name: YU-NETWORK

Subunit Description: YU-NETWORK is the subunit that aims to provide educational support for all the stakeholders of Yeditepe University, primarily to students, graduates, academic and administrative staff with the aim of upbringing their skills in terms of building, maintaining, and expanding social and professional networks.

Subunit Team Leader: Prof. Dr Pelin Hürmeriç

Subunit Members	Members' Departments
	Dpt. of Chemical Engineering Dpt. Of Turkish Language and Literature Teaching

Subunit's Activity in the last year

Essential objectives of the subunit were clarified, which can be summarised as:

- Organising modular trainings and programs related to building, maintaining, and expanding networks.
- ✓ Organising interactive educational seminars to increase the awareness of all stakeholders regarding the viewpoints of reputable non-governmental, governmental, and business organisations on networking.
- ✓ Organising educational programs to support the effective use of social media platforms with the aim of building professional networks.
- ✓ Analysing the impact of all the educational programs designed and implemented by the subunit and improving these programs accordingly.

A training on Networking was initiated, following a period of course design and preparation of the text for the 1st submodule. Following the compilation of the content of this introductory part, video shootings were completed to reach all stakeholders in the digital environment, and it is now accessible on the YULearn Moodle. The last year is considered as a period in which action has been taken with the preparation of the contents and the creation of the first module as compared to the first year when the subgroup was initially formed. In addition to the initiation of the content creation and their implementation, it is considered that there is a need for reinforcement due to the relatively low number of members and the high workload.

Subunit Project: Networking for Yeditepe University Students

Project Description: Networking can be defined as developing business and friendship relations with professionals, employees, or potential customers in business life to mutually benefit each other. In this sense, networking is one of the indispensable aspects for the rapidly advancing communication age. Consequently, this very first module was initially aimed to design a training to define networking in detail by providing the basic terminology and explaining what Wh-questions are in networking. Brief descriptions of what, when, where, how, why, and who questions

referred to in the first module were considered important in terms of laying the ground for the upcoming trainings.

Project Team Leader	: Prof. Dr	Pelin Hürmeriç
---------------------	------------	----------------

Project Members	Members' Departments
	Dpt. of Chemical Engineering Dpt. Of Turkish Language and Literature Teaching
YU-LEARNT Design Team	

Project Template

The project is divided into five submodules, starting from the basics of networking and the five basic questions that must be answered. The remaining three submodules will be focusing on indispensable skills in networking, the use of tools available at Yeditepe University, and on the foundation, development, and maintenance of networking via social networks.

NTWK 101.01 - 5W1H

NTWK 101.02 - Indispensable Skills in Networking

NTWK 101.03 - Social Media and Networking

NTWK 101.04 - Social Media Management and Strategies for Networking

NTWK 101.05 - Networking at Yeditepe University

Process of the Project

The first two submodules have been finalized. The videos were concluded and shared with the subunit by the Design Team and the documents are now uploaded on YULearn Moodle LMS in their designated course. Additional documents, articles and assessments were uploaded, and the first module is ready to be shared with students. The module will welcome its first students within the spring semester.

Participation to the Project

Has not yet begun, as it was very recently uploaded to the YULearn Moodle LMS system.

Trainings Issued in 2022

1st Module of YU-NETWORK - 5W1H

Subunit Plans: 2023 for YU-NETWORK Subunit

A survey study is aimed to determine whether the course has reached its aims. The process of determining the questions for the abovementioned survey continues. After this stage, to ensure a smooth transition with the first module, the objective is to move to the next phase including the indispensable skills for networking mentioned in the first part. In addition to the in-house created contents, Coursera trainings will be used to support these modules. Another goal is the implementation of a module on the foundation, development, and maintenance of networking processes via social networks. At this point, the plan is to describe the purposes and benefits of networks

that appeal to more professional life, such as LinkedIn, rather than the networks used for socializing purposes.

The subunit also aims to organize a social media management training in 2023. This prospective training will basically focus on the meaning and types of social media, the purpose of use by individuals and the methods of using them effectively. Social media planning and content creation on various social media platforms as well as the elements people should pay attention to when using different social media platforms will be some of the topics covered in this course. There will be two different modules, the first one will provide information about social media and types of social media, and the second one will focus on social media management and describe strategies for creating content, and the efficient use of individual social media accounts. At the end of this module participants will gain the basic skills to use social media for networking purposes. Finally, a module will be designed to increase the awareness regarding the tools and opportunities within Yeditepe University for networking.



TEACH Subunit and Its Projects

Subunit Name: YU-TEACH

Subunit Description: YU-TEACH is the subunit that focuses on supporting the academic staff at Yeditepe University, by introducing new pedagogical developments, in-person online and/or hybrid course delivery techniques, class management, curriculum design and development.

Subunit Team Leader: Prof. Dr Yelkin Diker Coşkun

Subunit Members	Members' Departments
	Dpt. of Guidance and Psychological Counselling
Asst. Prof. Dr Onur Cem Namlı	Dpt. of Materials Science and Nanotechnology Engineering

Subunit's Activity in the last year

Essential objectives of the subunit were identified as:

- ✓ Developing and updating the academic staff's instructional knowledge, skills, and competences through designing hybrid/hy-flex programs and implementing modular trainings.
- ✓ Improving the digital literacy skills of academic staff and increasing the efficiency of using Learning Management Systems (LMS).
- ✓ Preparing instructional support content for academic staff on the use and features of digital platforms utilised in education and training processes.
- ✓ Planning and organising workshops for the development of academic staff on new techniques-methods, models, learning environments and materials that can be used for the teaching and learning processes across various disciplines.

Two main projects as following have been developed by the TEACH subunit:

A) YULearn Moodle LMS tutorials and videos for the instructors were prepared as the first project of the subunit, both in Turkish and in English.

All videos are accessible at the following link: https://youtube.com/playlist?list=PLCDDgKN-8wuPQ1DFBuB_6q7QI-kAez_Zr (Turkish version)

https://youtube.com/playlist?list=PLCDDgKN-8wuNiMeQPVDWMrmcgaz_T6xdL (English version)

In total 19 videos were prepared for each language option as tutorial videos and now they are accessible on YU-LEARNT YouTube channel.

B) Yeditepe University YULearn Moodle Interface Training Booklet was prepared by the Teach subunit as part of the same project and it is accessible on the YU-LEARNT webpage. Link: https://yulearnt.yeditepe.edu.tr/en/yulearn-moodle-interface-training-booklet-instructors

The second project of YU-LEARNT YU-Teach Subunit is the Educating the Educators program, which is a digital learning journey to develop teaching skills and competences of Yeditepe University faculties.

This program is designed by the expert faculty members from the Faculty of Education, and it contains 5 modules all together:

- ✓ Classroom Management
- ✓ Planning in Teaching
- ✓ Teaching Approaches
- ✓ Technological Tools in the Teaching and Learning Process
- ✓ Measurement and Evaluation

Thus far, 3 of the above have been completed and uploaded to the YULearn Moodle LMS system.

These modules will be accessible by our faculties in the coming days. For the 2023 Spring semester the last two modules, namely "Technological Tools in the Teaching and Learning Process" and "Measurement and Evaluation" are in content creation and instructional design phases. The aim of the subunit is to finalize the remaining modules by the end of April 2023.

Project Name: YULearn Moodle Interface Trainings for Educators			
Project Owner: YU-	Project Owner: YU-TEACH Project Team		
Active Members: Prof. Dr Yelkin Diker Assoc. Prof. Dr Sharii Asst. Prof. Dr Onur Sasst. Prof. Dr Onur Casst. Prof. Dr İlker Yü Rsch. Asst. Mehmet M	f Abdunnur eçkin em Namlı üce	In Collaboration wit	h:
Medium: Digital PDF Screen Recordings	Language: TR/ENG	Status: Online Downloadable as PDF Videos	Shared on: YU-LEARNT website YouTube Instagram Twitter LinkedIn

YULearn Moodle LMS has been extensively used during the pandemic period, both in online and hybrid learning periods. The system is still actively used by the faculty, and to provide more information regarding the effective utilisation of the system YU-LEARNT Unit formed a team to create screen recordings accompanied by voice over instructions both in English and Turkish, along with PDF booklets that show each step with images and text.

Outcomes:

YULearn Moodle LMS tutorial documents and videos for the instructors (both in Turkish and English)

- √ ~43 minutes *2= 85 minutes video
- ✓ 50 page-booklet

Project Name: YULearn Moodle Interface Trainings for Students				
Project Owner: YU-7	Project Owner: YU-TEACH Project Team			
Active Members: Prof. Dr Yelkin Diker Coşkun Assoc. Prof. Dr Sharif Abdunnur Asst. Prof. Dr Onur Seçkin Asst. Prof. Dr Onur Cem Namlı Asst. Prof. Dr İlker Yüce Rsch. Asst. Mehmet Korman		In Collaboration with: -		
Medium: Digital PDF Screen Recordings	Language: TR/ENG	Status: Online Downloadable as PDF Videos	Shared on: YU-LEARNT website YouTube Instagram Twitter LinkedIn	

Students have used this system to follow their courses online. The team put together screen recordings with voiceover instructions and PDF files to explain the process step by step with images.

Subunit Project:	Educating 1	the Educators	Training	Program
------------------	-------------	---------------	-----------------	---------

Project Description: Educating the Educators program is a digital learning journey to develop teaching skills and competences for the faculty.

Project Team Leader: Prof. Dr Yelkin Diker Coşkun

Project Members	Member's Departments
Asst. Prof. Dr Onur Seçkin	Dpt. of Guidance and Psychological Counselling
Assoc. Prof. Dr Gonca Kızılkaya	Dpt. of Computer Education & Instructional Technology
Asst. Prof. Dr Burcu Aykaç	Dpt. of Guidance and Psychological Counselling
Asst. Prof. Dr Öykü Dulun	Dpt. of Guidance and Psychological Counselling
Rsch. Asst. Simay Vapurlu	Dpt. of Guidance and Psychological Counselling
Rsch. Asst. Aylin Yırtıcı	Dpt. of Guidance and Psychological Counselling
YU-LEARNT Design Team	

Project Template

Participants of this project are senior academic staff and research assistants from the Faculty of Education. They have contributed to content creation, instructional design, and presenter for this project.

Process of the Project

Educating the Educators Program Modules

- ✓ Classroom Management (Completed)
- ✓ Planning in Teaching (Completed)
- ✓ Teaching Approaches (Completed)
- ✓ Technological Tools in the Teaching and Learning Process (In progress)
- ✓ Measurement and Evaluation (In progress)

Outcomes:

- ✓ Classroom Management (In total 51-minute length videos and the learning journey on YuLearn with videos, articles, forums, infographics etc. completed)
 https://yulearn.yeditepe.edu.tr/course/view.php?id=15880
- ✓ Planning in Teaching (In total 13-minute length videos and the learning journey on YuLearn with videos, articles, forums, infographics etc. completed) https://yulearn.yeditepe.edu.tr/course/view.php?id=15881
- ✓ Teaching Approaches (In total 37-minute length video and the learning journey on YuLearn with videos, articles, forums, infographics etc. completed) https://yulearn.yeditepe.edu.tr/course/view.php?id=15882

Time Allocations:

Approximately 200 working hours spent for each module.

- 1- Classroom Management
- 2- Planning in Teaching
- 3- Teaching Approaches

Participation to the Project

Some descriptive statistics for YULearn tutorial trainings for the instructors in YouTube shows a high interest in many of the videos, generally taking within 100 views, some above 200 and one video was watched 541 times.

No statistics are available yet for Educating the Educator modules since they are not live for the participants in YULearn Moodle LMS but will be available as soon as the learners are enrolled.

Completed tasks in 2022

YULearn Moodle LMS Tutorial and Handbook for Instructors

YULearn Moodle LMS Tutorial and Handbook for Students

Educating the Educators Modules

- 1- Classroom Management
- 2- Planning in Teaching
- 3- Teaching Approaches



YU-LEARNT Design Team

Coordinating body: Visual Design and Production Team

Team Description: Design Team is under the Visual Design and Production Coordinatorship and takes part in all the video shooting, screen recording, voice-overs, postproduction processes, graphic design, translation and subtitle generations. It takes an extensive role in the Unit as all output of content creation and educational design eventually comes to the Design Team to take final shape.

Coordinator: Assoc. Prof. Dr. Sharif Abdunnur

Team Members	Member's Departments
Rsch. Asst. Mehmet Korman	Dpt. of English Language & Literature
Lec. Gökmen Kaya	Dpt. of Radio, Television & Cinema
Denizalp Şimşek	
Ege Ediboğlu (Translator)	
Toprak Cem Savaş (Translator)	

Team Members Activities

Assoc. Prof. Dr. Sharif Abdunnur oversees the production stages for all content prepared by the Design Team. He has acted as a visual and graphic consultant for all print, digital, and video media, and helped build the Unit's brand. He was responsible for the YULearn Moodle training programs and finalized all the English documents with screen recording and continues to help with some postproduction works for screen recorded trainings.

Rsch. Asst. Mehmet Korman has been working on all the digital and print graphic works of the Unit. He has worked in the preparation of the website, produced all the graphic images used up to now, and works to help the postproduction processes by acting as a visual support, adding subtitles, doing voiceovers to screen recordings, transcribing, and translating texts. He now acts as a team co-leader with Lec. Gökmen Kaya to the Design Team as the leading designer in graphics, visuals, and translations.

Lec. Gökmen Kaya has been working on the video material prepared by all YU-LEARNT subunits, and actively worked in all the studio recordings. He has been responsible for timetabling the studio, arranging the crew and for the editing and postproduction processes of all the videos. He has been supporting the graphic works as well. He acts as a team co-leader with Rsch. Asst. Mehmet Korman to the Design Team as the leading designer in video production.

Denizalp Şimşek is an MA in Philosophy student who works as a part-timer in the Unit. He has recently joined the Design Team and took on a variety of responsibilities. He acts as a translator when needed. His main task is to help Lec. Gökmen Kaya in the editing process, doing raw cuts and preparing primary animations. He has also helped with other design processes, learning to use Microsoft Word Templates and Prezi to

help Rsch. Mehmet Korman. He also helps with the maintaining of the website and managing the Unit's social media.

Ege Ediboğlu is an MA in English Language and Literature student who works as a parttimer in the Unit. He has been working on the translation of the texts that have already been prepared by the Unit. He has translated print works, transcribed videos, and prepared subtitles. He has also translated rules and regulations documents for the University website.

Toprak Cem Savaş is a BA in Translation Studies student who works as a part-timer in the Unit. He has been working as a translator and proof-reader. He has taken part as an interpreter in our events and translates subtitles and texts when needed.

Team's Activities in 2022

The Design Team started with 2 active people, Assoc. Prof. Dr. Sharif Abdunnur and Rsch. Asst. Mehmet Korman. During this time, they have been busy with preparing the website, preparing the primary training videos, i.e., screen recordings.

Addition of Lec. Gökmen Kaya to the team has been an essential improvement as a postproduction designer was needed. Gökmen Kaya and Mehmet Korman started working on the first videos prepared by the Unit, creating a template for all videos to create a cohesive visual outlook.

Additional graphic works were prepared, reports finalized, and the first videos were finished before summer. During the summer period the Design Team continued to work with the piled workload, actively showing that additional assistance to the team was quite necessary.

The team was eventually provided with 2 latest technology computers, screens, and other required material to further improving the speed and quality of the work that is produced.

In order to lighten the weight of the work that is put on postproduction and the substantial volume of texts that required translation, 3 new individuals were hired as part-timers for the Design Team. Since then, a process of work has been put in order, with a designated job description for every individual and a system that moves jobs between. The production line in process is developed for all individuals to work in a similar amount, allow time for studies, and get the best and highest outcome possible.

The number of programs utilized by the team have been increased. The team uses Adobe Premiere, AfterEffects, Photoshop, Illustrator, InDesign and Acrobat, Microsoft Word, Excel and PowerPoint, Prezi and Visme to respond to any need the team may need. Members of the Team also took trainings in Coursera's Private Authoring Tool.

Significant Changes in 2022

- ✓ Two MacBook Pro and an I Mac provided for the Team along with Professional Program Licenses.
- ✓ Additional Team Members to share the workload.
- Content for the videos finalized thanks to the team's collective work.

Works Finalised in 2022

Finalised works by the Design Team throughout the year:

- ✓ YULearn Moodle Screen Record Trainings for Instructors and Students (Eng/Tr)
- ✓ Microsoft Excel Training Video Postproduction 4 modules
- ✓ YU-Teach Modular Training 3 Modules finalized and uploaded with subtitles
- ✓ YU-Execute Modular Training 1 Module finalized and uploaded with subtitles
- ✓ YU-Learn Modular Training 2 Modules finalized, expecting feedback before upload
- ✓ Coursera Event Meeting Video
- ✓ Coursera Event YU-LEARNT Presentations
- ✓ Coursera Event Presentation Video by Abdul Hebbachi
- ✓ YU-Real Presentation
- ✓ Gender Equality Report on Visme
- ✓ UNESCO 3rd World Higher Education Conference Technical Report
- ✓ COVID-19 Pandemic Period Learning and Teaching Response Report I (Spring) & II
 (Fall)

Team's Plans for 2023

The Design Team's objectives for 2023:

- ✓ The Team sees 2021 2022 as the foundational year during which it has implemented designs to create a basic brand which corresponds to all parts of its output.
- ✓ The Team has found weaknesses in some of the overall design schemes while
 working on separate projects. The use of colours, fonts, animations, and
 background images need to be established beforehand, and brought together into
 a visual identity for 2023.
- ✓ As we have established our visual identity, the design will not deviate from it. The 2023 identity will polish the already established format into a more elaborate design. The team is working on a concept that will affect all the second-year designs. This concept will include a better use of our colours (YU-LEARNT and Subunit Colours) with chosen darker/lighter tones, making final decisions on the use of fonts on each format (Trebuchet MS, Barlow Condensed, etc.), and reviewing animations.
- ✓ The Team also understands the need to establish a cohesive language/lingo in all translations. The translators must translate or sometimes write content that must be identical or quite similar in the delivery. The use of vocabulary and grammar should be improved and worked on. To meet this end, the Team means to acquire the help of a professional translator to coach the two main translators and content creators of our Team.
- ✓ Finalizing any projects that we have failed to finish up until now, reforming our work process for the upcoming semester; putting every project in a working order and preventing work to pile up in postproduction.
- ✓ Educating the part-timers in digital programs they are not yet literate in.
- ✓ Denizalp Şimşek will continue to be tutored in Adobe Premiere and AfterEffects, and he will start to take basic lessons from Rsch. Asst. Mehmet Korman on Adobe Illustrator for design applications, will continue to be tutored in Prezi and Microsoft Word, and will also start to learn Visme.

- ✓ Ege Ediboğlu will work with Toprak Cem Savaş to create a unified translation language. He will also start to take lessons on Microsoft Word, Adobe Illustrator, Prezi and Visme. He will slowly start to work between design and translation teams, moving to either side according to the requirements.
- ✓ Toprak Cem Savaş will take lessons on Microsoft Word, Prezi and Visme. He will become the primary translator and proof-reader of the Team.



Coursera

Platform: Coursera

Coursera Team Description: Coursera is the professional third-party MOOC educational platform YU-LEARNT utilized both for its members to update their skills in hybrid/online education and to improve themselves in creating online content. The system is also actively utilized across the University, using the 300 + 150 licences provided by Coursera through its agreement with Yeditepe University. YU-LEARNT oversees the Coursera operation and monitors the effective usage of the licences.

Contact person: Assoc. Prof. Dr Sharif Abdunnur

Team Members	Member's Departments
Rsch. Asst. Mehmet Korman	Dpt. of English Language & Literature
Lec. Gökmen Kaya	Dpt. of Radio, Television & Cinema
Denizalp Şimşek	
Ege Ediboğlu	

Team Member Activities

Assoc. Prof. Dr. Sharif Abdunnur works as the liaison for all Coursera related correspondence and oversees the utilisation of the licences. All applications pass through him, and he manages the licences according to the agreed upon enrolment criteria in YU-LEARNT group.

Rsch. Asst. Mehmet Korman assists Assoc. Prof. Dr. Sharif Abdunnur in Coursera relations and actively manages Yeditepe University events relating to Coursera. He supported the organisation of the Yeditepe University & Coursera Meeting Event, also prepared the presentations.

Lec. Gökmen Kaya works with any video content produced for Coursera related events.

Denizalp Şimşek and Ege Ediboğlu took Private Authoring Tool courses from Coursera and will prepare an introductory course on the Private Authoring Tool, which will allow Yeditepe University instructors to design their own courses on Coursera with 3500 licences that can be assigned to students within courses.

Coursera Activities in 2022

The programs we run on Coursera have been extremely successful in 2021, reaching 80% capacity within just 2 months of their creation, which is considered a record speed. Coursera has taken Yeditepe University's partnership as a prime example of one of its most successful partners as it has blossomed at a very rapid pace. The introduction of such a self-guided learner-based platform is usually very slow as students, staff and faculty usually have a slow and resistant learning curve - it was expected that within 2 months a 40% capacity would be a sign of success. This is coupled with the introduction of more courses and creating more sub-programs to

offer a more guided approach to the learners. The learners have quickly adapted to this self-paced and independent learner structure, and many have benefited from this with a utilisation of 100% of 250 contracts reached within 5 months and the year following that, in 2022, an increase in contracts from 250 to 350 + 100 additional "gift" contracts in total 450 licenses have been fully activated and used. Furthermore, we have also rotated the licenses twice already thus giving many more opportunities for students and faculty to benefit from this program so the 250 licenses have been used 3 times over now (thus creating the utilisation rate of 118%).

The creation of 6 different programs:

- ✓ Now YU Learnt Something New (for undergrad and postgrad students)
- ✓ YU Admin Always Learning Something New (for administrative staff)
- ✓ YU Learnt Foundation Masterclasses (first initial program for faculty)
- ✓ YU Network Always Learning Something New (for Alumni)



Each one with carefully chosen courses catered to the needs of each group.

In the past year alone, there was over 1,484 courses enrolled in and more than 4,480 hours of learning completed online and nearly 7,000 lessons successfully completed: all with an extremely positive feedback rating of 4.8 / 5.

As well as a brand-new private program for YU LEARNT Members only; to instruct them on how to build online courses and instructional and curriculum design for self-paced independent learner courses.

Significant Changes in 2022

The program started with 250 licenses - which was increased to 350 licenses and an additional 100 licenses; all of which have been fully utilized. The course selection with each program was increased from 25 courses to over 1,000 courses in some programs and minimally 300 courses in others.

NAME	TYPE	REMAINING	PENDING INVITATIONS	START DATE	END DATE
2022 - Renewal - Y editepe University	Licenses	FULL	941	Aug 10, 2022	Jul 5, 2023
2022 - Renewal - Y editepe University	Licenses	FULL	39	Aug 10, 2022	Jul 5, 2025

The YU Learnt - Foundation Masterclasses (first initial program for faculty) was closed after most faculty successfully completed it. This program was mandatory for all faculty, and it included the essential courses for: online and hybrid educational pedagogy, using media and digital tools for education, and the latest educational pedagogy and evaluation techniques and their pros and cons.

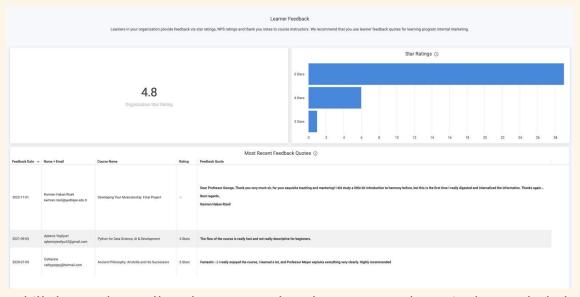
The addition of over 2,000 carefully selected courses for each program and advanced final project and independent projects as well; all part of the successful growth of the programs.

Participation in 2022

The program has been extremely successful with 916 learners joining from faculty, staff, administration, students and alumni in their respective programs; with over 693 fully active. This is more than double the original capacity which is 250 licenses. This was achieved by rotating licenses after a few months or whenever the learner becomes inactive (after warnings sent); as well as by the increase in the number of licenses with the new contract.



This was all achieved with very high satisfaction rates with average feedback being 4.8 / 5



The skills learned as well as the top completed courses are shown in the graphs below.

There are many courses completed Skills Development by Domain within the humanities division: mostly education, research, and Computer Science - 25.88% English language. But the majority of the courses remain within business, Business - 45.57% computer science and data science. Below is the detail analysis of the skills learned within each of these Data Science - 28.55% domains. Skill Domain - Proficiency Distribution Computer Science - Proficiency Distribution Skills - Learner Proficiency Distribution The following is the list of the top 10 courses completed within each domain and skill domain. Business - Top 10 Courses Computer Science - Top 10 Courses Data Science - Top 10 Courses



Events Attended and Hosted

Starting the official collaboration in 2021, YU-LEARNT has been the primary correspondent with Coursera in its distribution of licenses among students, faculty, administrative staff, and alumni. YU-LEARNT members participated in two Coursera events and hosted one in Yeditepe University.



Team's Plans for 2023

The main goal for the next year is to have all YU-LEARNT Members to complete the 8 Coursera Courses in the private platform designed to teach faculty on the latest pedagogy for online learning and independent learner centric courses. The courses detail every step from basics of online course platforms, to how to construct courses and various types of activities for learners, and various evaluation methods. Each course takes on average 2 to 3 weeks; that full program should take from 5 to 8 months for a full-time faculty member.

The completion of this program should enable YU LEARNT Faculty members to create courses to offer on Coursera (and aid them in creating better courses on Yeditepe University's YULearn Moodle LMS system as well).

