



Stodium
Języków
Obcych

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on the scope of activities of the Department Committee for Assuring the Quality of Education
for the years 2021-24

I. The main tasks of the Department Committee for Assuring the Quality of Education (Studyjna Komisja ds. Zapewniania Jakości Kształcenia, SKZJK) include:

- 1) developing, implementing and improving the methodology for monitoring, analysing and evaluating the functioning of the Department System of Assuring the Quality of Education (Studyjny System Zapewniania Jakości Kształcenia, SSZJK),
- 2) monitoring the functioning of SSZJK, including in the correctness of the processes of the University System of Assuring the Quality of Education (Uczelniany System Zapewniania Jakości Kształcenia, USZJK),
- 3) initiating the process of eliminating irregularities in the execution of the learning process in the Department of Foreign Languages,
- 4) analysing and evaluating the functioning of SSZJK and preparing an annual report in this respect for a given year,
- 5) preparing proposals (recommendations, guidelines or procedures), on the Committee's own initiative or upon the request of the Director, for assuring the quality of education, especially for improving processes indicated in the University System of Assuring the Quality of Education.

II. The detailed tasks of the Department Committee for Assuring the Quality of Education include:

- 1) analysing and publishing the results of achieving the assumed learning outcomes, including researching the fate of graduates in order to confirm their usefulness on the labour market and identifying competence gaps; surveying the results of teaching and using the results in improving the educational process, methods of assessing students' progress, ways of providing information on assessments at each level of studies; adapting the methods of checking learning outcomes to the needs of disabled students and the methods of checking and assessing learning outcomes,
- 2) cooperation with the social and economic environment in order to review or give opinions on curricula, with particular consideration for the opinions of employers (cooperation with the Career Services),

- 3) analysis of the internationalisation of the education process (cooperation with foreign institutions – use of the results of cooperation and mobility of the teaching staff in the improvement of curricula).
- 4) analysis of infrastructure used in the education process (teaching base, access to information and communication technologies and the degree of its use, access to library and educational resources, adjustment to the needs of disabled persons).
- 5) developing criteria for evaluating the teaching and extracurricular activities of academic staff and procedures for organising the evaluation of academic staff,
- 6) developing and updating the principles and procedures for organising lesson observation as well as analysing and evaluating their results; adapting the existing documents and procedures to the requirements of online teaching,
- 7) developing and updating procedures for organising and conducting anonymous surveys among students, doctoral students and participants of paid courses; conducting surveys and analysing and publishing results of the assessment of the quality of education formulated in the surveys; adapting the existing documents and procedures to the requirements of online teaching,
- 8) analysing and giving opinions on the staffing of classes by academic teachers in terms of the compatibility of their qualifications (e.g. professional experience, specialisation, teaching and research accomplishments) with the classes they teach,
- 9) developing methods as well as analysing and evaluating the development of teaching staff,
- 10) analysing and assessing the quality of administration of the teaching process and students on the basis of opinions of students and employees of the Department, as well as developing ways to improve the quality of these services,
- 11) implementing current recommendations of the Council of Quality of Education (Rada Jakości Kształcenia, RJK) and tasks assigned by the Director of the Department of Foreign Languages.

The Committee cooperates with the DFL Management and task teams.