PDCA cycle for Internal Quality Assurance

Appendix1

Responsible Level person

Publication of Self-study Evaluation Report

(3)

< Chief executive for internal quality assurance of the university >
Execution of university operations based on **PLAN**

President **DO**

Chairman

Board of Trustees Meeting
Board of Councilors Meeting

(2)

(1)

Auditors

(4)-1

① Instruct to check and evaluate on the activities of each section
④-1 Matters requiring university-wide improvements are reflected in the plan as necessary.
→Submit draft of business plans, etc. to the Board of Councilors & the Board of Trustees meetings
④-2 Instruct each section to make an improvement plan if there are improvement issues per section.

(1) Submit a Self-study Evaluation Report to the Board of Councilors & the Board of Trustees meetings.
(2) Receipt of approval of a Self-study Evaluation Report and Confirmation of Feedback, if any.
(3) Publicize a Self-study Evaluation Report

⑦ Check the achievement of improvements → Promote the next PDCA cycle

Approve・Formulate PLAN

PLAN

①

④-2

③

⑥

Evaluation Request
Receipt of report

External Evaluation Committee

Application for accreditation
Receipt of evaluation results

Accreditation

Mission
Objectives

IUJ Future Plan

Medium to Long-term Business

Improvement Plan

IUJ Business Plan

University Level | **President**

< An organization responsible for planning and implementing self-study >
Check and evaluate the overall university management based on **PLAN**

"IR and Self-Study" Committee **CHECK**
[Self-Study Working Group]

② Each section self-study its activities, and all the results are consolidated into a self-study evaluation report, which is then submitted to the Operating Committee.
⑤ Improvement plans are made and the results of the implementation for improvement activities are reported to the Operating Committee.

②

⑤

< An organization responsible for supervising improvement measures based on the results of self-study and promoting internal quality assurance >
Connect self-evaluation results to improvement activities and support the promotion of the PDCA cycle

Operating Committee **ACTION**

③ The self-study evaluation report is scrutinized, matters requiring improvement for the following year are identified and reported to the President.
⑥ Results of improvement activities are checked, evaluated and reported to the President.

PLAN

PLAN **DO** **CHECK** **ACTION**

Consolidation of self-evaluation results

University Curriculum Committee

Three policies (DP, CP, AP)

Checking and evaluation of the three policies (especially the DP)

Verification of learning outcomes for the DP's learning objectives.
▼ Examples of Verification Indicators
☐Survey on achievement of Learning Objectives
☐Graduating survey
☐Alumni survey

Improvement Instruction

Improvement Report

- Reflection on three policies

Support

FD Committee・Sub-Committee

Graduate School Level | **Dean**

Faculty Meeting
Curriculum Committee

Mission on Nurturing Human Resources
Three policies (DP, CP, AP)
Curriculum

Execution of the educational programs based on the Mission, policies, and curriculum

Verification of the effectiveness of the educational program
▼Examples of Verification Indicators
☐Survey on achievement of Learning Objectives
☐Course Evaluation Survey
☐Graduating survey

Improvement Instruction

Improvement Report

- Curriculum improvement
- Review of three policies

Support

Course Level | **Faculty Members**

Faculty Members

Syllabus

Implementation of classes based on syllabi

Verification of effectiveness of course content and methods
▼Examples of Verification Indicators
☐Course Evaluation Survey
☐Course Grade

- Class improvement
- Syllabus improvement

Support