

SÜLEYMAN DEMİREL UNIVERSITY
FACULTY OF MEDICINE
Undergraduate Medical Education Board (M.Ö.T.E.K.)

Meeting Minutes

Meeting Date	11 September 2018
Venue	Dean's Office Building, Meeting Hall A

DECISIONS

The Süleyman Demirel University Undergraduate Medical Education Board (SDÜTF-MÖTEK) convened on 11 September 2018 in Meeting Hall A of the Dean's Office Building under the chairmanship of Prof. Dr. Münire ÇAKIR, with the participation of 17 board members. At the meeting, it was decided that:

1. Term 4 and 5 students' requests for group changes would not be granted unless there is a valid reason.
2. Regarding the rule that course hours may not be changed: faculty members in all terms would make no changes except in mandatory circumstances; if a change is necessary, it would be reported to the Dean's Office and approval obtained from the Dean's Office.
3. At the end of the clerkship, attendance records, together with the examination papers and all examination documents, would be submitted to the Dean's Office.
4. It was decided to begin the practice whereby, at the end of the clerkships conducted in Terms 4 and 5, clerkship feedback would be reviewed by the Dean's Office, and at the end of the year by the faculty members.
5. It was decided to begin obtaining feedback regarding students from all faculty members.
6. In order to correct the problems arising in the completion of intern logbooks, a reminder would again be given to Department Chairs and Department education coordinators, and this matter would be announced to Department faculty members, Department Chairs, and Department Education Coordinators at the field information meetings to be held at the start of the term.
7. The intern logbooks and the Intern Directive would be communicated to the faculty members of all departments against signature.
8. Attendance would be mandatory (80%) in Term 5 elective clerkships, but no examination would be held; the grade would instead be entered into the system (EOBS) based on the opinion of the Department faculty members.
9. On the day each term's student representative is elected, students would be informed about our Faculty's accreditation process.
10. The Annual Education and Teaching booklet would be sent to all faculty members in PDF format, and one printed copy would be sent to each Department.
11. It was decided that business cards and posters featuring the Competencies [illegible] would be prepared and hung in the necessary places.
12. An event would be organized for alumni feedback.
13. Regarding the integrated sessions held in Term 3, it would be checked whether letters and information had been sent to the faculty members serving in the sessions; one of the faculty members serving in the integrated sessions would be appointed as moderator.
14. Letters would be written to the faculty members who would serve in the orientation program to be held in Term I, to the Chief Physician's Office, and to the Dean's Office.

BOARD MEMBERS

1. Prof. Dr. Alim KOŞAR
2. Prof. Dr. Mekin SEZİK
3. Prof. Dr. Mustafa Özgür PİRGON
4. Prof. Dr. Münire ÇAKIR
5. Prof. Dr. Hikmet ORHAN

6. Assoc. Prof. Dr. Rasih YAZKAN
7. Assoc. Prof. Dr. Nilgün ŞENOL
8. Assoc. Prof. Dr. Gonca SANDAL
9. Assoc. Prof. Dr. Pınar ASLAN KOŞAR
10. Assoc. Prof. Dr. Nilgün GÜRBÜZ
11. Assoc. Prof. Dr. Halil AŞCI
12. Assoc. Prof. Dr. Kanat GÜLLE
13. Assist. Prof. Dr. Giray KOLCU
14. Assist. Prof. Dr. Ömer ÇELİK
15. Assist. Prof. Dr. Fatih AKSOY
16. Assist. Prof. Dr. Mümtaz Cem ŞİRİN
17. Assist. Prof. Dr. Mehtap SAVRAN
18. Assist. Prof. Dr. Melike DOĞAN ÜNLÜ
19. Assist. Prof. Dr. İlkey ARMAĞAN
20. Assist. Prof. Dr. Yedigir KASTAMONİ YAŞAR
21. Assist. Prof. Dr. Ahmet DURSUN
22. Assist. Prof. Dr. Fatma Nihan CANKARA
23. Assist. Prof. Dr. Selma KORKMAZ
24. Assist. Prof. Dr. Demircan ÖZBALCI
25. Assist. Prof. Dr. Hamit Hakan ARMAĞAN
26. Assist. Prof. Dr. Seyfullah KAN
27. Kağan TÜRKER (Term 1 Representative)
28. Mustafa KAYAN (Term 2 Representative)
29. Eminhan UYAN (Term 3 Representative)
30. Yunus Emre EKİNCİ (Term 4 Representative)
31. Mevlüt Kürşat GÜRDAL (Term 6 Representative)