

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

Meeting Minutes

Meeting Date	20 December 2022
Venue	Meeting Room A

DECISIONS

The Süleyman Demirel University Undergraduate Medical Education Board (SDÜTF-MÖTEK) convened on 20 December 2022 under the chairmanship of Prof. Dr. Alim KOŞAR in Meeting Room A, with the participation of the board members. At the meeting:

1. Our faculty's Dean, Prof. Dr. Alim KOŞAR, stated that all faculty members should take the Training of Trainers course, and that Akdeniz University would be consulted on this matter to obtain information about how it is run.
2. Guidance training should be provided to both faculty members and students for the Special Study Modules course, and it should be made mandatory for at least one faculty member from each Department to open a Special Study Module (ÖÇM).
3. In line with the decision taken by the Education Program Evaluation Board, the need for a rearrangement in the 2023-2024 academic year due to the excessive number of groups in the Term 6 clerkships was discussed and found appropriate.
4. The matter discussed at the Education Program Evaluation Board — that, according to feedback received from intern doctors, the one-month portion of the two-month emergency clerkship conducted at the City Hospital had not been sufficiently productive — was discussed. Considering that a new faculty member would join the Department of Emergency Medicine and that the number of faculty members would increase, it would be appropriate, if necessary, to assign a faculty member to Isparta City Hospital for the intern physicians; feedback would be obtained from students on this matter; and when a meeting is held on this matter, it would be appropriate to invite the faculty members and students of the relevant department to the meeting.
5. The matter of adding radiology courses to the General Surgery and Internal Medicine clerkships — as previously requested by the Department of Radiology in order to ensure vertical integration in education, and, in line with this request, as a result of verbal discussions held by the Dean's Office with the clinics — needed to be resolved as soon as possible, because the matter would be sent to our university's Senate for discussion.
6. It was shared that the Term 5 Coordinator had reported the grievance of a student who had a make-up exam for the Infectious Diseases clerkship, with the make-up exam date set for 13 January 2023, who would therefore start internship training late; that the student's request to change the make-up exam date had been discussed with the Head of the Department of Infectious Diseases, Prof. Dr. Onur Kaya; and that everything related to the exam had been recorded in the minutes.
7. It was decided that it would be appropriate for the Dean's Office to send an official letter to the Departments with clerkships in Terms 4 and 5, in order to remind them again of the decisions taken by the Education Program Evaluation Board, and to provide information.
8. The rules to be followed during the examination should be sent to the faculty members and assistants on exam duty.
9. It was shared by Assoc. Prof. Dr. Kanat GÜLLE that the archiving period for exam documents had been reduced from 10 years to 5 years.
10. It was decided that the next meeting would be held at the same place on 10 January 2023 at 12:30.

ATTENDANCE

Prof. Dr. Alim KOŞAR — Attended
Prof. Dr. Mustafa Özgür PİRGON — Attended
Prof. Dr. Münire ÇAKIR — Attended
Prof. Dr. Metin ÇİRİŞ — Did not attend
Prof. Dr. Duygu KUMBUL DOĞUÇ — Attended

Prof. Dr. Pınar ASLAN KOŞAR — Attended
Assoc. Prof. Dr. Emine Elif ÖZKAN — Attended
Assoc. Prof. Dr. Kanat GÜLLE — Attended
Assoc. Prof. Dr. Kemal Kürşat BOZKURT — Attended
Assoc. Prof. Dr. Filiz ALKAYA SOLMAZ — Did not attend
Assoc. Prof. Dr. Dilek BAYRAM — Attended
Assoc. Prof. Dr. F. Burcu ŞİRİN — Did not attend
Assist. Prof. Dr. Gözde BACIK YAMAN — Did not attend
Assist. Prof. Dr. M. Yusuf TEPEBAŞI — Did not attend
Assist. Prof. Dr. Giray KOLCU — Did not attend
Assist. Prof. Dr. Melike DOĞAN ÜNLÜ — Did not attend
Assist. Prof. Dr. Dilek ULUSOY KARATOPUK — Attended
Assist. Prof. Dr. İlkey ARMAĞAN — Did not attend
Assist. Prof. Dr. Demircan ÖZBALCI — Did not attend
Assist. Prof. Dr. Girayhan ÇELİK — Did not attend
Assist. Prof. Dr. H. İbrahim BÜYÜKBAYRAM — Attended
Assist. Prof. Dr. M. İnci BAŞER KOLCU — Attended
Assist. Prof. Dr. Tuba BAYKAL — Attended
Assist. Prof. Dr. Adnan KARAİBRAHİMOĞLU — Attended
Assist. Prof. Dr. Gökçe İŞCAN — Attended
Assist. Prof. Dr. Kadir BURHAN KARADEM — Attended
Ece AVVURAN (Term 1 Representative) — Attended
R. Erdem KARAKULAK (Term 2 Representative) — Attended
U. Ethem YILDIRIM (Term 3 Representative) — Attended
M. Emin AĞIR (Term 4 Representative) — Attended
M. Milhan SOYASLAN (Term 5 Representative) — Attended
Kağan TÜRKER (Term 6 Representative) — Attended
Mustafa KAYAN (Term 6 Representative) — Did not attend