

SÜLEYMAN DEMİREL UNIVERSITY
FACULTY OF MEDICINE
Assessment and Evaluation Board (Ö.D.K.)

Meeting Minutes

Meeting Date	5 June 2017
Venue	Dean's Office Building, Meeting Hall A

DECISIONS

The Süleyman Demirel University Assessment and Evaluation Board (SDÜTF-ÖDK) convened on 5 June 2017 in the Dean's Office Building, Meeting Hall A, with the participation of all of the board members. At the meeting:

1. It was decided that, for the Final and Make-up examinations, questions be entered into the system at least 7 days before the exam, and that the draft booklet be printed 7 days in advance and given to the relevant term coordinators for review.
2. It was decided that the Coordinators' Office room be prepared as soon as possible for the preparation and evaluation of questions.
3. It was decided that objections to questions be submitted in writing.
4. It was decided that faulty questions be removed from the ÖDS system, with the points of a cancelled question redistributed among all the remaining questions.
5. It was decided that the Assessment and Evaluation Course would be held with the participation of instructor Kemal Hoca from Akdeniz University.
6. It was decided that no changes be made to the course schedule during the academic term at students' request, and that, in cases where a change is necessary, it be made with the knowledge of the relevant coordinators' office.
7. It was decided that board decisions regarding make-up examinations specify whether the student's practical exam will also be held, and that this be reported to the Chief Coordinator's Office.
8. It was decided that, in order to resolve the issues of students who repeatedly obtain medical excuse reports for course committee examinations and thus need to take make-up exams, advisor faculty members be informed so that they can attend to these students, and that psychological counselling services be provided in cooperation with the hospital administration.
9. It was decided that, for Terms 4, 5, and 6 at the hospital, the Chief Coordinator's Office would share a room with the Assessment and Evaluation Board.
10. It was decided that students are required to take all course committee examinations.
11. It was decided that, starting from the 2017-2018 academic year, the minimum passing grade without needing an exam be at least 81 (eighty-one).
12. Moving from relative assessment to absolute assessment was discussed.
13. It was discussed and deemed appropriate that Assist. Prof. Dr. Kanat GÜLLE join as a board member.
14. It was decided that the next meeting would be held at the same place on 4 July 2017 at 10:30.

ATTENDANCE

Prof. Dr. Mekin SEZİK — Attended
Prof. Dr. Hikmet ORHAN — Attended
Assoc. Prof. Dr. Metin ÇİRİŞ — Attended
Assist. Prof. Dr. Osman GÜRDAL — Attended
Assist. Prof. Dr. Giray KOLCU — Attended