

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

Meeting Minutes

Meeting Date	4 December 2017
Venue	Dean's Office Building, Meeting Hall A

DECISIONS

The Süleyman Demirel University Assessment and Evaluation Board (SDÜTF-ÖDK) convened on 4 December 2017 in the Dean's Office Building, Meeting Hall A, with the participation of the majority of the board members. At the meeting:

1. It was discussed that, at certain intervals, questions be entered into the question bank system by the relevant faculty members.
2. It was decided that our faculty members from whom questions are requested for the Student Assessment System (Question Bank) should send their questions no later than 10 days before the examination, and that faculty members should personally enter their questions into the system; if any assistance is needed, it should be obtained from Assist. Prof. Dr. Osman GÜRDAL (extension: 3614).
3. It was decided that Prof. Dr. Serpil DEMİRCİ, Assist. Prof. Dr. İlkey ARMAĞAN, and Assist. Prof. Dr. Adnan KARAİBRAHİMOĞLU would become members of the Assessment and Evaluation Board.
4. It was decided that standard forms would be created for question cancellation (objection), and that students objecting to questions would fill out these forms.
5. It was decided that, in cases where questions submitted to the question pool are found unsuitable for assessment and evaluation, these questions would be evaluated by the Assessment and Evaluation Board, and that an information letter would be sent, on behalf of the Board, by the Board secretary, to the faculty member who submitted the questions.
6. It was decided that, after grades are announced to students, the final grades would be sent to Assist. Prof. Dr. Osman GÜRDAL and the Board secretary, Funda KOBAN.
7. It was decided that the ÖDS (Student Assessment System) would be made visible on the website.
8. It was decided that exam analyses would be sent to the Term Coordinators and the Coordinator's secretary.
9. It was decided that forms would be made available on Moodle.
10. It was decided that a link regarding communication with alumni would be added to the website.
11. It was decided that the next meeting would be held at the same place on 8 January 2018 at 10:30.

ATTENDANCE

Prof. Dr. Mekin SEZİK — Attended
Prof. Dr. Hikmet ORHAN — Attended
Assoc. Prof. Dr. Metin ÇİRİŞ — Attended
Assoc. Prof. Dr. Nilgün GÜRBÜZ — Attended
Assist. Prof. Dr. Osman GÜRDAL — Attended
Assist. Prof. Dr. Giray KOLCU — Attended
Assist. Prof. Dr. Kanat GÜLLE — Attended
Assist. Prof. Dr. Mümtaz Cem ŞİRİN — Attended