

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

Meeting Minutes

Meeting Date	8 January 2018
Venue	Dean's Office Building, Meeting Hall A

DECISIONS

The Süleyman Demirel University Assessment and Evaluation Board (SDÜTF-ÖDK) convened on 8 January 2018 in the Dean's Office Building, Meeting Hall A, with the participation of the majority of the board members. At the meeting:

1. Regarding the Self-Evaluation Report, the preparation of the Assessment and Evaluation Report was discussed.
2. Determining the seating arrangement of students in course committee examinations was discussed.
3. It was discussed that questions for course committee examinations be sent to the system on time by the relevant faculty members, and that a report be issued for any department that fails to send its questions.
4. Installing a camera system in the Coordinators' Office was discussed.
5. Questions will be requested from the departments 24 days before the examinations. The system will close 10 days before the exam date. Question printing will take place during this period. The questions of any faculty member who does not enter their questions into the system within the specified period will not be included in the Assessment and Evaluation.
6. That the closing of the ÖDS (Student Assessment System) 10 days in advance be discussed at MÖTEK.
7. That Practical, Theoretical, and Professional Skills Practice examination results be posted on the Term 1, Term 2, and Term 3 boards using only student numbers.
8. Assigning a staff member for Assessment and Evaluation operations was discussed.
9. Establishing a "destruction committee" for the disposal of examination documents was discussed.
10. Installing a door between the two rooms located in our Faculty's Coordinators' Office (246) was discussed.
11. It was decided that the next meeting would be held at the same place on 5 February 2018.

ATTENDANCE

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