

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

Meeting Minutes

Meeting No	57
Meeting Date	2 July 2024
Venue	Dean's Office Building, Hall A

AGENDA ITEMS

1. Review of the matters to be carried out within the scope of the Board's activities.
- 2.

DECISIONS

1. The changes that need to be made to our Faculty's examination directive due to the assessment and evaluation method of the social responsibility course added to the Term 1 curriculum were discussed. The draft directive amendment and the draft observation report to be used as an assessment and evaluation tool were found appropriate. It was decided that the necessary arrangements would be made for the directive amendment.
2. It was decided that an algorithm would be created for the evaluation carried out after the course committee exams, so as to determine the principles of the end-of-course-committee evaluation. It was decided that the fact that the end-of-course-committee evaluation would be carried out according to these principles would be included in the examination directive.
3. It was stated that, in the end-of-course-committee exam evaluation carried out following the exams given at the end of the course committee, at least one faculty member from each department that had questions in that course committee must be present. For this purpose, it was decided that the Coordinator's Offices would write an official letter to the relevant departments so that they would be present at the end-of-course-committee exam evaluation.
4. It was decided that a signature record showing the attendance status of faculty members at the end-of-course-committee exam evaluation would be created, and that these records would be forwarded to the Dean's Office at the end of the term.
5. It was decided that an algorithm regarding how the exam is to be conducted would be prepared for the proctors who will serve in the course committee exams, and that this would be attached to the official letter written for exam assignment and forwarded to the exam proctors.
6. It was decided that, when assigning exam proctors for the course committee exams, the proctors would be selected from among the departments that have courses in that course committee.
7. A proposal was submitted that sdu-domain email addresses could be created for the Coordinator's Offices to use when contacting faculty members on matters such as exams. It was decided that the Information Technology Department would be consulted on this matter.
8. It was stated that course schedules could be sent to faculty members as weekly reminders via SDUNet. It was decided that the necessary arrangements would be made for this.
9. It was found appropriate that an algorithm be created regarding how integrated sessions are to be conducted, and that this algorithm be shared with newly arrived faculty members.

ATTENDANCE

Prof. Dr. Nilgün ŞENOL — Attended
Prof. Dr. Mekin SEZİK — Did not attend
Assoc. Prof. Dr. Sabriye ERCAN — Attended
Assoc. Prof. Dr. Mehtap SAVRAN — Attended
Assoc. Prof. Dr. Mukadder İnci KOLCU — Attended
Assoc. Prof. Dr. Giray KOLCU — Attended
Assoc. Prof. Dr. Kuyaş HEKİMLER ÖZTÜRK — Attended
Assoc. Prof. Dr. Rahime ASLANKOÇ — Attended
Assoc. Prof. Dr. Fatma Nihan CANKARA — Did not attend

Assoc. Prof. Dr. Ali BAĞCI — Attended
Assoc. Prof. Dr. Filiz ALKAYA SOLMAZ — Attended
Assoc. Prof. Dr. Özgür ÖNAL — Did not attend
Assist. Prof. Dr. Adnan KARAİBRAHİMOĞLU — Attended
Assist. Prof. Dr. Süleyman Emre AKIN — Attended
Board Secretary: Musa AKAN

NOTE

The signature sheet could not be included within the scope of the Personal Data Protection Law (KVKK).
Assistance will be provided upon request.