

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

Meeting Minutes

Meeting No	60
Meeting Date	30 October 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. Based on the decisions taken at the meeting dated 23.09.2024:
 - Examination administration principles were prepared for theoretical and practical examinations.
 - The decisions taken regarding the theoretical examination administration principles were turned into a template to be indicated on the front page of the examination booklet, and were used in the Term 2 and Term 3 end-of-course-committee theoretical examinations.
 - Official notification was made to the departments stating that, in examinations administered with multiple-choice questions, previously asked questions should be included at a rate not exceeding 30% of the test.
 - Questions included within the theoretical examination that involve laboratory application were gathered under a separate heading (as laboratory application questions) and were asked in this manner in the Term 3 end-of-course-committee examination. The necessary preparations for the other classes were completed and made ready for use in the examination.
2. Feedback from one of our graduated students, stating that the table showing in-course-committee teaching hours differs from the hours in the detailed schedule, was shared with the board members. It was decided that this table on the website would be corrected and its up-to-date version published on the website.
3. The question of whether quiz-type examinations given during lectures could replace the practical examination grade was discussed. It was stated that such examinations, given without the student having prior knowledge of the timing, could be conducted as part of formative assessment, but that the grades obtained from them should not be used in place of the practical examination grade. It was decided that this view would be communicated in writing to all departments.
4. It was discussed that, in order to avoid confusion among the questions submitted for the same class and the same course committee in the examination system used, a year-based date filter could be added. It was decided that the Examod officials would be contacted regarding this matter.
5. It was decided that, on the Examod question system, only students' grades and their attainment of learning objectives would be shown, and that the questions themselves would not be openly viewable in the system.
6. It was shared that symbols such as α and β cannot be displayed in the Examod system; it was decided that Examod authorities would be contacted regarding this.
7. It was decided that, in cases where a faculty member takes official leave on a date on which they have a lecture within a course committee, they would inform the relevant Coordinator's Office via the PBS system.
8. It was decided that the "Multiple-Choice Question Preparation Training," organized for our Faculty's faculty members by the faculty members of the Department of Medical Education and Informatics, would be held again.
9. It was shared that student feedback can be obtained from the "My Courses" tab accessed via the SDUNet system, and that each faculty member would see their own feedback related to the relevant course committee or clerkship. It was decided that these feedback forms would be filled in by students at the end of examinations and clerkships, and that they would be made available so that faculty

members can view these evaluations at the end of each course committee in Phase 1, and at the end of the year in Phase 2.

ATTENDANCE

Prof. Dr. Nilgün ŞENOL — Did not attend
Prof. Dr. Emel SESLİ ÇETİN — Attended
Prof. Dr. Soner ALBAY — Attended
Prof. Dr. Pınar ASLAN KOŞAR — Did not attend
Assoc. Prof. Dr. Sabriye ERCAN — Attended
Assoc. Prof. Dr. Mehtap SAVRAN — Attended
Assoc. Prof. Dr. Ali BAĞCI — Attended
Assoc. Prof. Dr. Filiz ALKAYA SOLMAZ — Attended
Assoc. Prof. Dr. Giray KOLCU — Attended
Assoc. Prof. Dr. Mukadder İnci KOLCU — Attended
Assoc. Prof. Dr. Özgür ÖNAL — Attended
Assist. Prof. Dr. Adnan KARAİBRAHİMOĞLU — Attended
Assist. Prof. Dr. Süleyman Emre AKIN — Attended
Assist. Prof. Dr. Furkan Çağrı OĞUZLAR — Attended
Board Secretary Musa AKAN — Attended

NOTE

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