

SÜLEYMAN DEMİREL UNIVERSITY
FACULTY OF MEDICINE
Program Evaluation Board (P.D.K.)

Meeting Minutes

Meeting Date	16 June 2021
Venue	Doğu Campus, Morphology Building, 32260 Isparta (For information: Funda KOBAN, Computer Operator; Tel: +90 246 211 3714; Fax: +90 246 237 1165; e-mail: tip@sdu.edu.tr; Website: www.tip.sdu.edu.tr; Tel: +90 246 211 33 27)

DECISIONS

The meeting of the Süleyman Demirel University Faculty of Medicine Program Evaluation Board was held on 16 June 2021 under the chairmanship of Assist. Prof. Dr. Adnan KARAİBRAHİMOĞLU, and at the meeting;

1. As a result of the examination of Program Evaluation Board meetings and Board minutes, the following assessments and recommendations were made.

Program Evaluation Board

Recommendations made as a result of the meetings and other board minutes examined:

1. That the decisions taken for clinics to pay greater attention to continuing courses in face-to-face practical classes (in outpatient clinic and ward settings) with groups consisting of an optimum number of students — taking into account COVID-19 Pandemic conditions and the physical conditions of the outpatient clinic and ward — be shared regularly with the education coordinators of the Departments.
2. That the Departments act with greater care regarding the selection of theoretical courses envisaged to be given face-to-face, and that emphasis be placed on the necessity of notifying the heads of the relevant clerkship group of the theoretical courses to be selected before the clerkship.
3. That, if the required attitude is not displayed despite the decisions taken having been shared with the Departments, it is necessary to raise the awareness of the term presidents so that they provide feedback to the relevant Term coordinators through the presidents of Term students.
4. That the Community-Based Medical Education Board needs to be made more active.
5. That decisions taken at ÖDK (Assessment and Evaluation Board) meetings but not implemented for various reasons may be brought back onto the agenda at subsequent meetings so that the final status is recorded in writing as a decision.
6. That a forward-looking note may be added to the decision log regarding the decisions taken for the 2020-2021 Academic Year, so that they are reviewed again in that period, and that an agenda program may be used.
7. That it was considered that the use of an agenda program would be beneficial for all decisions to be taken going forward. In this way, the progress of decisions taken for which preliminary work is required can be monitored.

ATTENDANCE

Note: the original lists the following as Board Members, without indicating individual attendance status for this meeting.

Board Members:

1. Prof. Dr. Serpil SAVAŞ
2. Assist. Prof. Dr. Zümrüt ARDA KAYMAK
3. Assoc. Prof. Dr. Özgür ÖNAL
4. Assoc. Prof. Dr. Sabriye ERCAN
5. Assist. Prof. Dr. Adnan KARAİBRAHİMOĞLU
6. Assist. Prof. Dr. Tuba BAYKAL
7. Assist. Prof. Dr. Emine Elif ÖZKAN

SDU FACULTY OF MEDICINE BOARD AND COMMISSION ACTIVITIES

MÖTEK (Undergraduate Medical Education Board)

The board minutes of the meetings dated 3 June 2020 and 7 July 2020 of the Undergraduate Medical Education Board were examined in detail, and the implementation status and evaluation of the decisions taken are set out below.

Items | Implementation rate | Implemented | Being implemented | To be implemented

1. The Vice Deans provided information on matters such as the online education provided after the termination of face-to-face education due to the COVID-19 pandemic, the examinations held, and the reliability of the results obtained in the examinations; the need to improve question quality and prepare new questions for better assessment in examinations was raised. — 80% — Implemented

Note: Faculty members' preparation of new questions and their upload to the question-bank system has largely been achieved. (3 June 2020)

2. Information was provided on the online education given to intern physicians; it was considered appropriate for new interns to begin duty on the usual date, 1 July 2020. — 100% — Implemented

Note: (3 June 2020)

3. Preparations to be made for education to be conducted face-to-face in the 2020-2021 academic year were reviewed. In particular, it was planned that the number of laboratory groups be increased and the number of students per group reduced, so that practical training could be conducted in Terms I, II and III. — Not implemented (-)

Note: Groups were not formed, since Terms I-II-III did not transition to face-to-face education. (3 June 2020)

4. The decisions of the EPDK (Education Program Evaluation Board) meeting last held in March 2020 were reviewed; it was considered more appropriate to postpone the change and rescheduling of Term IV clerkship durations to the following year. — 100% — Implemented

Note: Since there was a limited transition to face-to-face education during the pandemic process, postponing the change in clerkship durations to the following year was an appropriate decision. (3 June 2020)

5. The decision of the Higher Education Council that, due to the pandemic, up to 40% of education could be conducted online was announced to the board members by the Dean's Office. — 100% — Implemented

Note: (7 July 2020)

6. In line with this decision, for the portion of education to be conducted face-to-face, it was considered that — because each Term IV clerkship group has approximately 70 students — classes could be held in the Term III amphitheatres instead of classrooms; and that — because each Term V clerkship group has approximately 30 students — classes could be held in the large classrooms (Halls 6, 7, 8 and 9), thereby ensuring the distance required between students could be maintained. — 100% — Implemented

Note: In Term IV, practical applications were carried out in groups of 7-10 people. (7 July 2020)

7. It was decided that practical applications in Terms IV and V be conducted in small student groups. — 100% — Implemented

Note: (7 July 2020)

8. It was decided that the clinical training practices that could not be carried out in the last two course committees of Term III be conducted, if possible, by calling in students one week before the term begins. — Not implemented (-)

Note: Not carried out, since Term III did not transition to face-to-face education. (7 July 2020)

Items | Implementation rate | Implemented | Being implemented | To be implemented

1. That student groups be internally divided into diluted (reduced-density) subgroups consisting of a minimum number of students. — 100% — Implemented

Note: To be implemented in this manner in the 2020-2021 Academic Year, starting from 19 October 2021. (6 October 2020)

2. That a petition be obtained from students wishing to continue their education in diluted face-to-face form, stating that they wish to continue their education in accordance with the determined principles and their own wishes. — 100% — Implemented

Note: To be implemented in this manner in the 2020-2021 Academic Year, starting from 19 October 2021. (6 October 2020)

3. That students who, due to a chronic illness or an epidemic disease, do not wish to continue their education in diluted face-to-face form may, upon request, apply for a leave of absence. — 100% — Implemented

Note: To be implemented in this manner in the 2020-2021 Academic Year, starting from 19 October 2021. (6 October 2020)

4. That divided student groups be called to face-to-face education on different days of the week. — 100% — Implemented, Being implemented

Note: To be implemented in this manner in the 2020-2021 Academic Year, starting from 19 October 2021. (6 October 2020)

5. That students not be taken into classrooms/laboratories/clinics collectively. — 100% — Implemented, Being implemented

Note: To be implemented in this manner in the 2020-2021 Academic Year, starting from 19 October 2021. (6 October 2020)

6. That divided small student groups not be kept collectively in outpatient clinics and wards at the same time. — 70% — Implemented, Being implemented

Note: To be implemented in this manner in the 2020-2021 Academic Year, starting from 19 October 2021. (6 October 2020)

7. That students not be permitted contact with patients who are COVID-19 positive or suspected of being COVID-19 positive. — 100% — Implemented, Being implemented

Note: Implementation began in this manner in the 2020-2021 Academic Year from 19 October 2021. (6 October 2020)

8. That the next meeting be held on 3 November 2020 between 12:30-13:30. — 100% — Implemented
Note: (6 October 2020)

9. That Term I, II, III students continue their education online, and that they may be called to face-to-face education for practical applications before the final examination. — 100% — To be implemented

Note: (26 January 2021)

10. That, taking into account the decision to be made by the Higher Education Council (YÖK), Term IV and Term V students may be called, from 1 March 2021 onward, to take certain selected theoretical courses through face-to-face education. — 30% — To be implemented

Note: (26 January 2021)

11. It was decided that the next meeting be held on 16 February 2021 between 12:30-13:30. — 100% — Implemented

Note: (26 January 2021)

Evaluation:

The Undergraduate Medical Education Board consists of a total of 34 members, with the participation of the dean, vice deans, chief coordinators, term coordinators, and student term representatives.

The meeting dated 3 June 2020 was held face-to-face under the chairmanship of Prof. Dr. Münire Çakır, with the participation of 17 members.

The meeting dated 7 July 2020 was held face-to-face under the chairmanship of Prof. Dr. Alim Koşar. The number of attending members was stated at the end of the minutes as 32.

The meeting topics and decisions are consistent with the board's duties.

In these meetings held before the start of the 2020-2021 academic year, uncertainties as to whether face-to-face education could be conducted due to the pandemic process guided the board's topics and decisions. It has been observed that, in this difficult process, the MÖTEK board made assessments in advance by considering possible scenarios, trying to be as prepared as possible for changes so that grievances would not occur.

The Undergraduate Medical Education Board (MÖTEK) was established on 3 August 2016 and currently has 34 members. MÖTEK, which meets at regular intervals (the second Tuesday of each month), decides the date and time of the next meeting at the end of each meeting. Except in exceptional

circumstances, meetings continue online via remote connection, in compliance with the date and time determined at the previous meeting, due to COVID-19 pandemic conditions. A board meeting was held every month. The great majority of board members attended the meetings.

During the COVID-19 Pandemic period, with student health kept as the priority, the opinions of all board members were obtained individually and carefully evaluated at the decision-making stage, aimed at continuing both theoretical and practical courses with the highest efficiency through distance education. Decisions were taken by absolute majority of the members at the end of the meeting.

Although students were divided into small groups for face-to-face practicals, and applications continued, to the extent possible, with an appropriate number of people during practical courses, feedback was received from students from time to time indicating that the number of people could not be kept at an optimum level under outpatient clinic conditions. Students provided feedback that, instead of the theoretical courses envisaged to be given face-to-face, theoretical courses were taught in the classroom based on the students who happened to be present. Feedback was received verbally from group presidents.

The meeting topics and decisions are consistent with the board's duty. Meeting decisions have been implemented at a rate of 90.9%, and implementation is ongoing.

The Süleyman Demirel University Undergraduate Medical Education Board (SDÜTF-MÖTEK) convened on 1 August 2020 under the chairmanship of Prof. Dr. Alim KOŞAR in the Dean's Office Building Meeting Hall A, with the participation of board members, and at the meeting;

1. At the previous MÖTEK meeting (dated 7 July 2020), the decision of the Higher Education Council that up to 40% of all education could be conducted online was shared with board members, and the number of courses to be held face-to-face was requested from all term coordinators. However, due to the increase in the number of COVID-19 cases, in order to reduce the risk of transmission, it was decided that all theoretical courses be conducted online; that practical applications in Terms 1, 2 and 3 be conducted with students divided into more groups and in accordance with the distancing rule; and that practical training in Term 4 and Term 5 clerkship groups also be conducted face-to-face in similarly small groups.

EVALUATION:

This decision was implemented as proposed, in line with the conditions prevailing at that time.

2. Information was provided by our Vice Dean regarding the installation of ultraviolet lamps in the laboratories.

EVALUATION:

UV lamps have been installed in both the professional skills laboratories and the simulated-patient laboratories.

3. In the last three months of the 2019-2020 Academic Year, examinations were held online due to the epidemic. For the 2020-2021 academic year, it was decided that examinations be held face-to-face as much as possible; that examinations for Terms 1, 2, 3 and 4 be held in the amphitheatres and halls located in the Dean's Office building; and that, for Term 5, examinations be held in the classrooms with higher student capacity (Classrooms 6, 7 and 8).

EVALUATION:

Terms 1 and 3 are entirely online; theoretical examinations for Terms 4-5 are online. Only pediatrics, to the extent that could be learned, is conducted face-to-face.

4. It was decided that the talks and courses in Term 1's orientation week be conducted online, and that the laboratory and hospital introduction not be conducted.

EVALUATION:

This decision has been implemented.

5. It was decided that all students have their temperature measured upon entry to the Dean's Office building and the hospital, and not be admitted without a mask.

EVALUATION:

Implemented and ongoing.

6. It was decided that the schedule prepared for the departments with courses in Term 5 to jointly use the large classrooms (Classrooms 6, 7 and 8) be shared with the departments.

EVALUATION:

Since the first term of 2020-2021 was entirely online, classrooms were not shared. Classrooms are used only for practicals, which are planned via instant notification, and only 3-4 students are called in for practicals.

7. It was proposed that education coordinators in Terms 4 and 5 plan students' arrivals at the hospital so as to avoid student crowding. It was decided that, for this arrangement to be made, clerkship representatives need to establish communication with clerkship education coordinators before the education period begins.

EVALUATION:

This decision has been implemented.

8. It was decided that these decisions may be reviewed and amended in line with YÖK (Higher Education Council) decisions.

EVALUATION:

This decision has been implemented.

9. It was decided that the next meeting be held on 8 September 2020 between 12:30-13:30.

EVALUATION:

This decision has been implemented.

1. It was decided that, in addition to the decision for all theoretical courses to be conducted online, practical applications also be conducted online, but that for this, the content of online education first needs to be enriched.

EVALUATION:

Terms 1-3 are entirely online; for Terms 4-5, theoretical courses are online while practicals have transitioned to face-to-face as much as possible.

2. It was decided that departments be informed so that each department could rapidly carry out its own online practical-course activities, such as short video recordings, case sharing, interpretation of specimens, etc.

EVALUATION:

Partially carried out in clinics that do not conduct face-to-face practical applications.

3. It was decided that the next meeting be held on 13 October 2020 between 12:30-13:30.

EVALUATION:

This decision has been implemented.

Recommendations:

1. That the decisions taken for clinics to pay greater attention to continuing courses in face-to-face practical classes (in outpatient clinic and ward settings) with groups consisting of an optimum number of students — taking into account COVID-19 Pandemic conditions and the physical conditions of the outpatient clinic and ward — be shared regularly with the education coordinators of the Departments.

2. That the Departments act with greater care regarding the selection of theoretical courses envisaged to be given face-to-face, and that emphasis be placed on the necessity of notifying the heads of the relevant clerkship group of the theoretical courses to be selected before the clerkship.

3. That, if the required attitude is not displayed despite the decisions taken having been shared with the Departments, it is necessary to raise the awareness of the term presidents so that they provide feedback to the relevant Term coordinators through the presidents of Term students.

Findings of the Professional and Communication Skills Board

The education program evaluation board minutes were examined in detail, and the implementation status and evaluation of the decisions taken are set out below.

Items/Decision | Implementation rate | Implemented | Being implemented | To be implemented

Before pandemic restrictions - March 2020

Collection of requests for models and consumable materials from all Departments conducting undergraduate and postgraduate education-teaching activities. — 100% — Implemented

Note: A request-collection letter, no. E.43511 dated 13 March 2020, was issued.

Sending a sample application and evaluation guide to all our Faculty Members giving the Professional and Communication Skills course, for the guides to be prepared in digital form (Microsoft Word, Times

New Roman, 12 pt) within 1 month. — 100% — Implemented

Note: Guides have been prepared and shared in digital form.

Sending the course application principles to all our Faculty Members giving the Professional and Communication Skills course. — 100% — Implemented

Note: The principles were sent by letter no. E.47687 dated 25 March 2020.

Sending the laboratory rules created for students to the Term I, II and III coordinators' offices, to be announced to students. — 100% — Implemented

Note: Forwarded to the coordinators.

Notifying all Departments in writing of the Professional and Communication Skills Laboratory usage request form and its link on our faculty's webpage. — 100% — Implemented

Note: Notification made by letter no. E.43505 dated 13 March 2020.

Sending notice to the Term I, II and III coordinators' offices, to be announced to students, that the education nurse provides training all day on Wednesdays. — 100% — Implemented

Note: Forwarded to the coordinators.

A decision was made to terminate the membership of board members who, without excuse, fail to attend board meetings three times. — 100% — Implemented

Note: Communicated to board members.

Decisions taken after pandemic restrictions

JUNE 2020

Purchase of the 2020-2021 Academic Year consumables and fixed-asset material list, after checking requests received from Departments against the existing materials list. — 70% — Being implemented

Note: Requests were collected by letter no. E.64936 dated 9 June 2020; consumables have been purchased, completion of the fixed-asset portion is pending. A request was submitted to the Dean's Office by letter no. E.69460 dated 19 June 2020.

Collection, by the faculty members responsible for the Professional and Communication Skills course in Term 1, Term 2 and Term 3, of the laboratory guides for each course separately from the faculty members teaching that course, for the purpose of preparing the laboratory guide. — 100% — Implemented

Note: Laboratory guides have been collected.

Proposing to the Dean's Office the expansion of the existing advanced life support laboratory, in order to ensure social distancing under the new social-life rules. — 100%

Note: The necessary renovation has been carried out.

JULY 2020

For the preparation of the laboratory guide: prompt collection, from the faculty members teaching the course, of the course content prepared according to the sample guide; additionally, preparation of presentations for the courses by the faculty members teaching the course, and posting of these presentations on the MİBEK webpage. — 50% — Implemented, Being implemented

Note: Laboratory guides and presentations have been prepared.

Meeting with the Directorate of Construction Affairs regarding the rejection, following its preliminary review, of the request to expand the Advanced Life Support Laboratory space. — 0% — To be implemented

Note: At the planning stage, not yet implemented.

Institutional design and printing of the MİBEK application guide, to be prepared as a result of the meeting held with KİMER. — 100% — Implemented

Note: The application guide has been prepared.

Ensuring, as a result of the meeting held with the Radio Television Application and Research Center, that professional video recordings can be made specifically for MİBEK application courses. — 100% — Implemented

Note: Implementation has been carried out using the faculty's own resources.

August 2020

Writing to the Dean's Office regarding the assignment of disinfecting UV lamps and Education Nurses for Professional Skills Laboratory applications. — 100% — Implemented

Note: The request was forwarded by letter no. E.82007634 dated 19 October 2020, and education nurses have been assigned.

Preparation of the Professional Skills Laboratory application guide. — 100% — Implemented

Note: The application guide has been prepared.

Applicability of Application Courses in accordance with the Education, Teaching and Examination Regulation. — 100% — Implemented

September 2020

Prompt collection of the guides for the Faculty of Medicine Term III Professional Skills Application course from the relevant Faculty Members, formation of the guide, and its submission to KİMER. — 100%

Note: The application guide has been prepared and sent to KİMER.

Alternatives for application courses were discussed. Sharing of recorded videos with students by storing them in the faculty's drive space. — 100%

Note: Sharing with students has been carried out.

Completion of video recordings before the term begins, by making a video-recording plan. — 100%

Note: Video recordings have been carried out.

Due to the high number of students in the faculty, an institutional program such as Zoom is needed to give simultaneous theoretical + practical courses to large groups on the online platform. Requesting an institutional program from the Dean's Office. — 0%

Note: Not carried out. Other meetings are being conducted via the Microsoft Teams program.

October 2020

Alternatives for application courses were discussed. Acceptance of application-course requests coming from clinical departments in accordance with the current program conditions, to be reassessed if conditions change. — 100%

Note: Being carried out dynamically under pandemic conditions.

Proposal to the Dean's Office that Applied Sciences Lecturers Tuğçe Çamlıca and Handan Kartal be assigned two days a week (Wednesdays and Fridays) to the Faculty of Medicine Professional Skills and Application Laboratory, so that professional skills training can continue online, application courses can be conducted according to the new normal, and the assessment and evaluation process can be carried out. — 100%

Note: The proposal and assignment have been made.

Submission to the MÖTEK board of the matter that the examinations required to be held at the end of board examinations for Professional Skills and Application courses be held at year end, in face-to-face education form, as OSCE examinations. — 100%

Note: Being carried out dynamically under pandemic conditions.

November 2020

Distribution of the Laboratory Guide prepared for Professional Skills and Application courses by the term-responsible faculty members, and its addition to the MİBEK webpage and the distance-education module. — 100%

Note: Distribution of the Laboratory Guide has taken place.

Evaluation:

Although some practices have varied according to pandemic conditions, the board's operation is appropriate.

Community-Based Medical Education Board

Items | Implementation rate | Implemented | Being implemented | To be implemented

Start of pandemic restrictions - APRIL 2020

It was decided that training on the Coronavirus epidemic be provided to intern physicians by the Department of Public Health. — 100% — Implemented

Note: Training related to the epidemic is provided to interns at two-month intervals.

It was decided that intern physicians' Family Health Center visits during their Family Medicine clerkship be suspended due to COVID-19, and that distance-education courses be held for interns. — 100% — Implemented

Note: Distance education is being carried out via the ZOOM and Microsoft TEAMS programs.

It was decided that research on COVID-19 be conducted. — 100% — Implemented

Note: Research on this subject is being carried out.

August 2020

Submission to the Dean's Office of the proposal that the end-of-board-committee evaluations of the Professional Skills and Application Courses conducted in Faculty of Medicine Terms I, II and III for the 2020-2021 Academic Year be conducted, at year end, in the form of an Objective Structured Examination module (OSCE); that, should the pandemic situation continue, they also be held as a separate test examination at the end of board examinations; and that the necessary directive amendment be made. — 100%

Note: Being carried out dynamically under pandemic conditions.

The training and research undertaken were evaluated at the meeting dated 20 April 2020. It was decided that the training and research continue. — 100% — Implemented

December 2020

The assignment of Family Medicine and Public Health residents to the Contact-Tracing (Filyasyon) team and their operation to date were discussed, and a status assessment was made. — 100% — Implemented

Note: Two research assistants each are assigned monthly from the Family Medicine and Public Health Departments to the Provincial Health Directorate.

It was discussed and debated that Family Medicine residents are responsible for vaccination, and how this is operated. — 100% — Implemented

Note: The COVID vaccine application at the University is being carried out under the supervision of the Family Medicine Research Assistants.

It was proposed to the Department of Public Health, and the method of implementation discussed, that the infectious-disease prevention and pandemic seminars given to interns each term be strengthened. — 100% — Implemented

Note: The necessary revisions have been carried out in the Department of Public Health.

Evaluation: The board has met regularly every three months. Implementations related to the decisions taken are being carried out according to plan. The board needs to be made somewhat more active.

Education Program Evaluation Board (EPDK)

The board minutes of the meetings dated 2 February 2021, 10 February 2021 and 3 March 2021 of the Education Program Evaluation Board were examined in detail, and the implementation status and evaluation of the decisions taken are set out below.

Items | Implementation rate | Implemented | Being implemented | To be implemented

1. Deciding that the course on radiological instruments and equipment proposed by the Department of Radiology could be given in the form of a "Special Study Module." — 100% — Implemented

Note: (2 February 2021)

2. Deciding that a meeting be held, to determine the hours, content and place in the program of the courses on Health Law, between the faculty member who will give the course, the Department of Forensic Medicine, the Department of History of Medicine and Ethics, the Department of Medical Education (Assist. Prof. Dr. Giray Kolcu), the Chief Coordinator (Prof. Dr. Münire Çakır) and the EPDK Chair (Prof. Dr. Ersin Uskun), and that they present their views at the next meeting. — 100% — Implemented

Note: (2 February 2021)

3. Deciding on the appropriateness of:

* Opening the Health Law courses as a Special Study Module (ÖÇM) in Term 2 and Term 3,

* Planning an integrated session in Term 3 (on subjects such as organ transplantation/donation, malpractice, etc.) together with the Department of Forensic Medicine, with the participation of Prof. Dr. Tekin Ahmet Serel,

- * A 2-hour course on health law being given within the Term 5 Forensic Medicine Clerkship, this course to be given by Prof. Dr. Tekin Ahmet SEREL,
- * Placing 4 hours of seminars discussing health-law topics within the Term 6 Public Health intern program,
- * Thereby, in accordance with vertical integration, taking the decision that it would be appropriate to create a corridor related to health law in Terms 2, 3, 5 and 6. — 100% — Implemented

Note: (10 February 2021)

4. Deciding on the appropriateness of opening the Health Law course, proposed by Prof. Dr. Tekin Ahmet SEREL and discussed at EPDK, as a Special Study Module (ÖÇM) in Term 2 and Term 3. — 100% — Implemented

Note: (3 March 2021)

5. Deciding on the appropriateness of planning an integrated session in Term 3 (on subjects such as organ transplantation/donation, malpractice, etc.) together with the Department of Forensic Medicine, with the participation of Prof. Dr. Tekin Ahmet Serel. — 100% — Implemented

Note: (3 March 2021)

6. Deciding on the appropriateness of a 2-hour course on health law being given within the Term 5 Forensic Medicine Clerkship, this course to be given by Prof. Dr. Tekin Ahmet SEREL. — 100% — Implemented

Note: (3 March 2021)

7. Deciding on the appropriateness of placing 4 hours of seminars discussing health-law topics within the Term 6 Public Health intern program. — 100% — Implemented

Note: (3 March 2021)

8. Submission to MÖTEK of the decision taken that it would be appropriate to create a corridor related to health law in Terms 2, 3, 5 and 6 in accordance with vertical integration, and of Items 1, 2, 3 and 4. — 100% — Implemented

Note: (3 March 2021)

9. Discussion of the matter — raised at the Assessment and Evaluation Board on 7 January 2021 and requested to be evaluated at EPDK — of the opening of the course on radiological instruments and equipment proposed by the Department of Radiology; the decision that the course, in the form proposed, could not be placed in the Faculty of Medicine Education Program as it did not comply with the National Core Education Program, and that the decision that the course could be given to students in the form of a "Special Study Module" be submitted to MÖTEK. — 100% — Implemented

Note: (3 March 2021)

10. Discussion of the matter of creating an alternative communication channel instead of the WhatsApp group used for EPDK communication; awaiting the Dean's Office's decision, to be made before the next meeting, on which platform and how meetings will be held, and awaiting the official communication of that decision. — 100% — Implemented

Note: (3 March 2021)

11. Deciding that meeting announcements be made by e-mail. — 100% — Implemented

Note: (3 March 2021)

Evaluation: Since no agenda arose between 3 March 2020 and 2 February 2021 due to pandemic conditions, EPDK did not convene and no board decision was taken. Except in exceptional circumstances, meetings continue online via remote connection, in compliance with the date and time determined at the previous meeting, due to COVID-19 pandemic conditions. As of 2021, a board meeting has been held every month. The great majority of board members attended the meetings. The meeting topics and decisions are consistent with the board's duty. Implementations related to the decisions taken are being carried out according to plan.

Assessment and Evaluation Board

The Assessment and Evaluation board minutes were examined in detail, and the implementation status and evaluation of the decisions taken are set out below.

Items | Implementation rate | Implemented | Being implemented | To be implemented

1. Submission of Term 4 and Term 5 examination questions is delayed. To be discussed with the relevant education coordinators. — 100% — Implemented
Note: (9 June 2020)
2. No problems were encountered in the Term 1, Term 2 and Term 3 online examinations. However, there is inconsistency in the timing of objections and the announcement of examination results. For this reason, acceptance of the statement: "The examination announcement period is 7 (seven) working days. In the event of an objection, this period is added to the announcement of the examinations." — 100% — Being implemented
Note: (9 June 2020)
3. Objections for online examinations must be submitted to the Student Affairs Office in petition format by mail/fax. The matter of the Student Affairs Office being able to create an e-mail address for this purpose was discussed. — 100% — To be implemented
Note: (9 June 2020)
4. There is no agenda item, since the Council of Higher Education Presidency has not yet determined the opening date of Universities. — 100% — Implemented
Note: (6 July 2020)
5. There is no agenda item, since the Council of Higher Education Presidency has not yet determined the opening date of Universities. — 0% — Not implemented
Note: (3 August 2020)
6. There is no agenda item, since the Council of Higher Education Presidency has not yet determined the opening date of Universities. — 100% — Implemented
Note: (7 September 2020)
7. The decision was taken that courses for Term 1, Term 2 and Term 3 continue online, and that examinations, as in the previous year, be held online via the student management system. — 100% — Implemented, Being implemented
Note: (19 October 2020)
8. The decision was taken that practical examinations could also be prepared in multiple-choice format and held in online-examination style. — 100% — Implemented
Note: (19 October 2020)
9. It was stated that Term 4 and Term 5 students were called on a voluntary basis, but that problems were experienced in the Departments. — 100% — Implemented
Note: (19 October 2020)
10. It was stated that uploading lecture notes to the system before the class is held would be more beneficial in terms of preparation for the class. — 100% — Implemented, Being implemented
Note: (19 October 2020)
11. It was stated that the University's student information system would be transferred to and integrated with the Faculty of Medicine's student management system, so that online courses could be conducted with a single password. — 100% — Implemented, Being implemented
Note: (19 October 2020)
12. There is no agenda item, since no decision concerning the Assessment and Evaluation Board was taken at the Undergraduate Medical Education Board. — 100% — Implemented
Note: (2 November 2020)
13. It was decided that the decisions taken at the Assessment and Evaluation Board meeting of 6 August 2018 regarding the announcement of examination results be examined, and that it would be appropriate to discuss them at MÖTEK. — 100% — To be implemented
Note: (2 December 2020)
14. On 7 January 2021, ÖDK convened and discussed course-opening proposals. 1. Regarding the radiological instruments and equipment courses requested by the Radiology Department to be opened in the spring term: since the term requested for opening the course was not specified, it was decided that, if necessary, the department itself could give it within the clerkship period, and that it would be more appropriate for the decision to open the course to be discussed by the EPDK board. — 0%

Note: The course requested by the Radiology Department to be opened in the spring term has not yet entered the curriculum. (7 January 2021)

15. It was decided that the Health Law courses proposed to be opened by a urology specialist and a health lawyer be discussed by EPDK, and that — since the course curriculum falls within the course subjects of the Forensic Medicine Department and the History of Medicine and Ethics Department — it would be appropriate to evaluate them within a horizontal and vertical integration arrangement in accordance with accreditation requirements. — 100% — To be implemented

Note: (7 January 2021)

Evaluation:

The Assessment and Evaluation Board was established on 2 December 2016 and has 10 members. At least one meeting per month is planned. A board meeting has been held every month. Meeting attendance ranges between 8-10 members.

The meeting topics and decisions are consistent with the board's duties.

Meeting decisions have been observed to be highly implementable and to have been implemented.

Recommendations:

1. Decisions taken at meetings but not implemented for various reasons may be brought back onto the agenda at subsequent meetings so that the final status is recorded in writing as a decision.
2. A forward-looking note may be added to the decision log regarding the decisions taken for the 2020-2021 Academic Year, so that they are reviewed again in that period, and an agenda program may be used.
3. It was considered that the use of an agenda program would be beneficial for all decisions to be taken going forward. In this way, the progress of decisions taken for which preliminary work is required can be monitored.

Special Study Module Board

15 March 2021

The Special Study Module Board consists of 8 faculty members.

The Special Study Module Board met on 8 June 2020; since the pre-pandemic aims and objectives had largely been achieved, it was decided not to make any additional planning. It was decided that grades could be evaluated based on educational activities during the face-to-face education period. It was decided that, within the 2020-2021 Academic Year, this would be conducted face-to-face to the extent possible.

The Board met online on 8.7.202 (as in the original) and the ÖÇM courses were evaluated.

The Board met online on 19 August 2021, and it was decided that courses be planned with a theoretical weighting and conducted online for both the fall and spring terms, that evaluations be conducted as in previous years, and regarding the request for fall and spring term ÖÇMs.

15 ÖÇM modules were decided for Term 2 for the 2020-2021 Spring term, and 15 ÖÇM modules for Term 3 for the Fall term.

The Board met online on 23 November 2020, and implementations were evaluated.

Evaluation

From June 2020 to the present, the board has met four times. The meeting topics and decisions are consistent with the board's duties. The decisions taken at meetings have been observed to be implemented. There are no additional recommendations regarding implementation.