

1st Meeting Minutes

Meeting Minutes

Date: 15.09.2023

Time: 13:30

Location: Workshop Room 208

Participants:

- Prof. Dr. Osman ÇAYDERE
- Assoc. Prof. Dr. Murat ASLAN
- Dr. Instructor Member Hande BOLU SERT
- Lecturer Dr. Nagihan UYSAL
- Research Assistant Dr. Kürşat AZILIOĞLU
- Research Assistant İsenbike Asena GÜLENSOY ŞEN

Agenda:

1. Information about the accreditation process
2. Formation of the accreditation commission and task distribution

Meeting Summary:

- **Information Sharing:**

Dr. Instructor Member Hande BOLU SERT gave a detailed presentation on the accreditation process. The presentation covered the importance of accreditation, the stages of the process, and the expected outcomes. Participants asked questions and offered suggestions regarding various stages of the process.
- **Formation of the Commission:**

It was decided to form a commission to manage the accreditation process. The members of the commission were selected, and specific tasks were assigned to each member.
- **Roadmap:**

Discussions were held on the roadmap to be followed in managing the accreditation process. Areas where each participant would contribute were identified, and suggestions were gathered. It was emphasized that each participant must take responsibility for specific tasks to ensure the smooth progress of the process.

Decisions:

1. Regular meetings will be held throughout the accreditation process.
2. Commission members will begin working on their assigned tasks.

The meeting concluded with further suggestions and exchange of ideas.

2. Meeting Minutes**Meeting Minutes**

Date: 26.04.2024

Time: 10:15

Location: Workshop Room 208

Participants:

- Assoc. Prof. Dr. Murat ASLAN
- Dr. Instructor Member Hande BOLU SERT
- Lecturer Dr. Nagihan UYSAL
- Lecturer Aysel Derya TANAY ÖZTÜRK
- Research Assistant Dr. Kürşat AZILIOĞLU
- Research Assistant İsenbike Asena GÜLENSOY ŞEN

Agenda:

1. Listing of tasks to be done
2. Task distribution

Meeting Summary:

- **Task List:**

A detailed list of tasks to be completed during the accreditation process was created. This list included items such as collecting course syllabi for each class, gathering faculty CVs, and compiling documents related to teaching practice courses.
- **Task Distribution:**

Based on the task list, responsibilities were assigned to the team members. The

person responsible for each task was determined, and deadlines for completion were provided.

Decisions:

1. The assigned tasks must be completed by the specified deadlines.
2. Progress will be evaluated at each meeting.

3. Meeting Minutes

Meeting Minutes

Date: 10.05.2024

Time: 15:00

Location: Department Chair's Office

Participants:

- Prof. Dr. Osman ÇAYDERE
- Assoc. Prof. Dr. Murat ASLAN
- Dr. Instructor Member Hande BOLU SERT
- Lecturer Dr. Nagihan UYSAL
- Lecturer Aysel Derya TANAY ÖZTÜRK
- Research Assistant Dr. Kürşat AZILIOĞLU
- Research Assistant İsenbike Asena GÜLENSOY ŞEN

Agenda:

1. Evaluation of collected documents
2. New task distribution

Meeting Summary:

- **Evaluation:**
The progress of tasks identified in the previous meeting was discussed. Completed tasks were reviewed, and any missing or incomplete items were evaluated.
- **New Task Distribution:**
New tasks were defined, and responsible individuals were assigned. A schedule

for these tasks was created, and planning for the upcoming period was discussed.

Decisions:

1. Incomplete tasks must be completed as quickly as possible.
2. The newly assigned tasks will be followed up on, and progress will be reported regularly.