



Meeting Type	General Meeting	Date	October 18, 2022
Venue	Süleyman Demirel University School of Foreign Languages Room B202	Time	13:20 p.m.
Attendees	All Prep School Instructors	Missing Attendees	None
Moderator	Vice Director Kahraman Kılavuz	Next Meeting	
Agenda	<ul style="list-style-type: none">• Entering the Quiz results into the Student Information System (OBS)• Technical problems in the classrooms• Higher Education Council (YÖK) Accreditation Process		
Decisions/ action steps	<p>Meeting Minutes was held with wishes and requests. The decisions taken at the meeting are as follows:</p> <ol style="list-style-type: none">1. The Quiz results will be entered into the Student Information System (OBS) by the supervisor instructors.2. The problems about the technical equipment in the classrooms will be solved in a short time.3. Pre assessment will be held by Higher Education Council (YÖK) on November 11, 2022. In this respect, three representative students will be chosen from A (both optional and compulsory) and C Prep Classes and they will be informed about the Accreditation process. These students will be able to attend Group meetings of instructors. Also, a group of 15 Prep students will be informed about the Accreditation process.4. All Prep School instructors are required to watch the video about "Quality" in the EBYS. In case of Higher Education Council (YÖK)'s visit to the university on December 11-12-13-14, 2022, all Prep School instructors will be able to get ready for the process.		
Questions	When will Higher Education Council (YÖK) perform a visit to the university?		
AOB (Any other business)	-		
Minute Taker	Instructor Esra Aytaç Kiriş		

Instructor Esra İffet AYTAÇ KİRİŞ