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	SULEYMAN DEMIREL UNIVERSITY **CIVIL AVIATION COLLEGE** **UNIT QUALITY COMMISSION** **MEETING MINUTES**	Meeting No.	
		Meeting Date	August 9, 2024
		Meeting Place	SHYO
		Number of Participants	5

TITLE
Evaluation of Unit Quality Management Processes

AGENDA ITEMS	
1.	**Information Regarding the Completion of Entries for ECTS Course Information Packages**
2.	**Information on Quality Processes and Evaluation of Activities**
3.	**The efforts made to enable student admissions to the Aircraft Maintenance and Repair and Aviation Electrical and Electronics departments were evaluated.**

SCOPE

1- Obtaining Information Regarding the Completion of Entries for ECTS Course Information Packages

The Aviation Management Department instructors were informed about the need to update and check the AKS course information packages for the 2024-2025 Fall semester.

2- Information on Quality Processes and Evaluation of Activities

It was emphasized that regularly checking and verifying ECTS course information packages is crucial for the quality process, and therefore all faculty members were informed that they should be meticulous in this regard.

3- The efforts made to enable student admissions to the Aircraft Maintenance and Repair and Aviation Electrical and Electronics Departments were evaluated.

Our college needs qualified teaching staff to be able to accept students into its Aircraft Maintenance and Repair and Aviation Electrical and Electronics departments.

It was stated that the required number of members needed to be completed and that the textbooks to be used in the courses needed to be finalized.

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MEETING PHOTOS



SN	NAME AND SURNAME	SIGNATURE	EXPLANATION
1	Dr. Ahmet SONGUR, Assistant Professor	**PARTICIPATED**	
2	Assoc. Prof. Dr. Bora ÖÇAL	**PARTICIPATED**	
3	Assoc. Prof. Dr. Kadir KIRAN	**PARTICIPATED**	
4.	Dr. Alper DALKIRAN, Assistant Professor	**AUTHORIZED**	
6	Research Assistant Büÿra YILDIRIM	**PARTICIPATED**	
7	College Secretary Nurcan HATAPCIOÿLU	**PARTICIPATED**	
8	College Student Representative Mehmet Muhammed YÜCEL	**BECAUSE OF THE SUMMER HOLIDAY UNABLE TO ATTEND**	