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	SULEYMAN DEMIREL UNIVERSITY CIVIL AVIATION COLLEGE UNIT QUALITY COMMITTEE MEETING MINUTES	Meeting No.	10
		Meeting Date	10.10.2024
		Meeting Place	SHYO
		Number of Participants	8

TITLE
Evaluation of Unit Quality Management Processes

AGENDA ITEMS	
1.	**Updating the course information packages for our College's Aviation Management Department and completing all necessary tasks. checks are carried out**
2.	**Due to our entry into the quality process, our department students will be provided with the necessary information about the accreditation process.**
3.	**Holding advisory board meetings with students and ensuring that the meetings are recorded.**
4.	**Accreditation for conducting Department and unit external stakeholder advisory board meetings. important in the process**
5.	**It is important for our University to ensure that our students and academic staff are directed towards the TÜBÿTAK 2209-A and 2209-B calls for proposals and incentives.**
6.	**Providing information on initiating the necessary steps for the Aviation Management Department to obtain accreditation.**
7.	**Since our university has entered the accreditation process, all academic staff should be informed about this and their necessary support should be requested during the accreditation process.**

SCOPE
The above-mentioned points were discussed at a meeting chaired by our College Director, Dr. Ahmet SONGUR. As a result of the meeting held; Information has been provided to academic staff teaching courses in the Aviation Management Department at our college, ensuring that course information packages are kept up-to-date and properly checked. Due to our university's entry into the quality process, it has been emphasized that Aviation Management Department students should receive all necessary information about the quality process from their instructors. Furthermore, it has been stressed that holding and documenting student and advisor meetings is crucial within the quality process, and therefore, advisor meetings should not be neglected. Our departments have been informed that advisory board meetings with external stakeholders should be held as soon as possible, and that the results, along with supporting evidence, should be reported to our Directorate and shared on our websites. It was emphasized that our university has submitted applications to the TÜBÿTAK 2209-A and 2209-B calls for proposals, and that ensuring the participation of our academic staff and directing our students towards these calls would be beneficial to the quality process. Information was also provided regarding the initiation of the necessary work to accredit the Aviation Management Department of our Vocational School.

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	SULEYMAN DEMIREL UNIVERSITY **CIVIL AVIATION COLLEGE** **UNIT QUALITY COMMITTEE** **MEETING MINUTES**	Meeting No.	10
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Due to our university's entry into the accreditation process, a request has been made for all academic staff to be informed about this matter and to receive the necessary support during the accreditation process.

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	Assoc. Prof. Dr. Alper DALKIRAN	**PARTICIPATED**	
6	Research Assistant Büÿra YILDIRIM	**PARTICIPATED**	

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7	College Secretary Nurcan HATAPCIOÿLU	**PARTICIPATED**	
8	College Student Representative Mehmet Muhammed YÜCEL	**PARTICIPATED**	