



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE
EDUCATION COMMITTEES ROLE DEFINITIONS

PROGRAM EVALUATION AND DEVELOPMENT COMMITTEE

ROLE DEFINITION

The aim is to develop a continuous and systematic educational program model and create an implementation plan aligned with the mission and vision of Istanbul Okan University Faculty of Medicine, by fulfilling the following duties:

1. Evaluate draft course schedules from phase coordinators and provide recommendations.
2. Review regular feedback on program implementation collected from faculty members and students.
3. Analyze academic performance results reported by the Assessment and Evaluation Committee within the scope of program evaluation.
4. Institutionalize the habit of educational program evaluation as part of the faculty culture.
5. Periodically assess graduates' opinions regarding the educational program and their medical careers.
6. Report program evaluation results regularly following meetings and ensure their distribution to faculty administration, educational boards, faculty members, and students.
7. Evaluate elective courses or internship proposals (in-field or out-of-field) submitted by coordinators.
8. At the end of each academic year, review external stakeholders' suggestions related to education.
9. Hold at least one annual meeting with phase coordinators and program directors to assess the alignment of educational programs with the National Core Education Program for Undergraduate Medical Education (UCEP).
10. Support the development and maintenance of horizontal, vertical, and in-depth integration across all educational phases.



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE

ASSESSMENT AND EVALUATION COMMITTEE

ROLE DEFINITION

1. Define the assessment design, new methods, levels, and criteria for undergraduate medical education.
2. Conduct assessment and evaluation practices for undergraduate education.
3. Perform necessary analyses to evaluate the validity and reliability of exams, and report results and academic performance tracking data to the Dean and the Program Evaluation and Development Committee for program improvement.



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE

COORDINATORS' BOARD

ROLE DEFINITION

In line with decisions made by the Deanery and Faculty Board each academic year, the Board is responsible for planning, coordinating, supervising, and evaluating education and training by performing the following duties:

1. Ensure planning of education and training according to the faculty's learning outcomes.
2. Ensure education is conducted regularly in accordance with the academic calendar.
3. Prepare draft educational programs for the next academic year by gathering opinions from departments and submit them to the Deanery by the end of June each year.
4. Present student and faculty feedback collected in meetings after each semester to the Program Evaluation and Development Committee and the Deanery.
5. Organize, follow, and advise the Deanery on academic and social services as well as career counseling for students.
6. Report educational program issues and proposed solutions to the Deanery.
7. Collaborate with other commissions and committees when needed.
8. Fulfill other education-related duties assigned by the authorized bodies of the faculty.



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE

PHASE COORDINATORSHIP

ROLE DEFINITION

1. Ensure smooth execution of educational programs.
2. Report phase-specific updates for the Education Guide to the Coordinators' Board.
3. Supervise faculty adherence to and participation in educational programs.
4. Report any issues and suggestions regarding program execution to the Coordinators' Board.
5. Monitor the adequacy of physical and technical conditions of theoretical and practical training environments.
6. Compile, technically review, and ensure secure duplication of exam booklets and optical forms before printing.
7. Ensure exams are conducted in compliance with the Faculty's Education, Training, and Examination Regulations, including exam setup, answer keys, and disciplined administration.
8. Ensure the evaluation of exam results and announcement to students.
9. Review student objections to assessment and evaluation in writing and consult the relevant faculty or department before forwarding to the Assessment and Evaluation Committee.
10. Organize communication meetings with student representatives.
11. Ensure all feedback surveys related to education are conducted and properly submitted to the Program Evaluation and Development Committee; present these evaluation results alongside academic assessment outcomes in Coordinators' Board meetings.
12. Ensure complete documentation of clerkship and internship evaluation forms in phases 4, 5, and 6, and report any issues to the Coordinators' Board if necessary.



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE

MULTIDISCIPLINARY PRACTICES COMMITTEE

ROLE DEFINITION

1. Based on UCEP, plan essential physician practices, multidisciplinary sessions, panels, etc., in line with the curriculum, and assist in program implementation through necessary arrangements.
2. Meet at least twice each academic year to monitor, evaluate, and improve multidisciplinary practices.
3. Coordinate between departments and relevant academic staff to implement multidisciplinary practices decided with phase coordinators.
4. Identify tools, equipment, and consumables required for new clinical and professional skills training proposed by the Program Evaluation and Development Committee and request them from the Deanery.
5. Design and implement OSCE exams.



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE

FACULTY DEVELOPMENT COMMITTEE

ROLE DEFINITION

1. Identify prior certified training received by faculty members and determine their needs regarding "faculty development" training.
2. Create, implement, and evaluate training programs for faculty who have not yet received or wish to renew their faculty development training.
3. Define content and structure of faculty development programs in line with medical education goals and learning objectives.
4. Design and conduct faculty development as part of continuous professional development.
5. Evaluate the results and impact of faculty development programs and share them with relevant educational committees and the Deanery.
6. Plan new training based on Program Evaluation and Development Committee reports and other committee suggestions.



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE
CAREER AND SOCIAL SUPPORT ADVISORY COMMITTEE
ROLE DEFINITION

1. Provide counseling on students' health and social support needs.
2. Implement and monitor an advisory system to enhance student-faculty relationships.
3. Coordinate student support services when needed.
4. Organize social responsibility, community engagement, and cultural education activities.
5. Support students' career planning, and provide guidance on specialty exams such as TUS and USMLE.
6. Provide support and guidance on exchange programs like Erasmus and IFMSA.