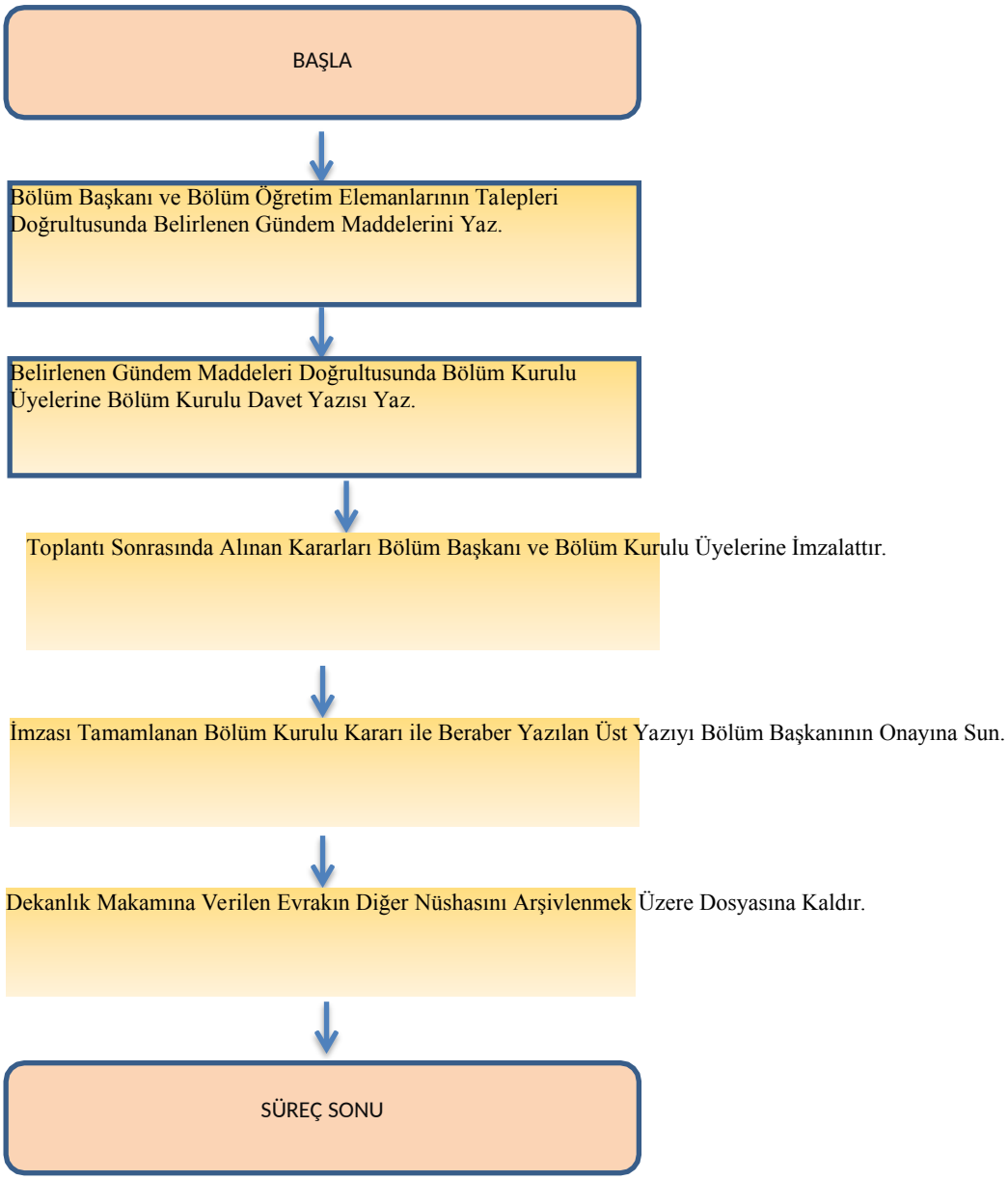BÖLÜM KURULU TOPLANTILARI İŞ AKIŞI