



**BANDIRMA ONYEDİ EYLÜL UNIVERSITY**  
**School of Foreign Languages**  
**Basic English Department**  
**2024-2025 Academic Year**  
**B1 LEVEL**  
**LEVEL MEETING- 1 REPORT**

**Date:**03.09.2024

**Place:** H4

**Time:** 16.00-16.30

**Participants:** B1

Instructors

**Missing:** -

**Chairperson:** Funda Uğurlu

**Minute Taker:** Ayça Çelik

1. **2024-2025 ACADEMIC YEAR OPERATIONAL PLAN:** Operational plans were introduced for both courses. The plans could be reached online. Instructors were informed that they needed to follow the plans. According to the plans, the first week would be an introduction week, and from the 2<sup>nd</sup> week onwards, the books would be covered.
2. **ADVISOR DUTIES:** The advisor in each level is supposed to organize level meetings, share the final version of level meeting agendas, and share the extra materials that will be covered in all classes. Also, when the instructors have problems in class or related to the level or materials, the advisor is the first person to contact to.
3. **BOOKS & ONLINE HOMEWORK APPS.:** Throughout the academic year, Focus 2.3 and 4 will be covered at this level in main course and Longman Academic Writing Series 3 and 4 will be covered in reading and writing course. West AI will be used as the online portfolio homework platform and a presentation will be made about it on Thursday.
4. **STUDENT CONTACT:** No WhatsApp groups will be formed this year. Students can be contacted via email, ÖBS or LMS. LMS is better to be used for online homework and announcements, while ÖBS can be more practical for the messages to be sent to the whole class.
5. **GRADES & ABSENTEEISM:** Students are allowed to enter the first class late up to the first fifteen minutes, but after the first hour students should be in class before the teacher. Students have 24 hours weekly, so they can miss up to 144 classes for absenteeism.
6. **EXTRA MATERIALS:** All classes should use the same extra materials. Our online systems for the course books have many extra materials to use if needed. From resources we will use unit tests and

review tests in the assessment package and photocopiable resources. We will also use extra materials in review weeks. The presentation week announcements will be made in week 9.

7. **RULES FOR THE UPCOMING YEAR:** Our keywords are “coordination” and “standardization”.

## **PARTICIPANTS**

**Öğr. Gör. Dr. FUNDA UĞURLU (B1 level coordinator)**

**Öğr. Gör. Cansu DİNÇ AYAZ ( Head of department)**

**Öğr. Gör. Ayça ÇELİK (B1 level instructor)**

**Öğr. Gör. SARA SPINA (B1 level instructor)**





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**2024-2025 Academic Year**

**LEVEL MEETING- 2 REPORT**

**Date:** 02.10.2024/Wed.

**Place:** H1

**Time:** 12:15

**Participants:** B1 Level Instructors

**Missing:**

**Chairperson:** Funda UĞURLU

**Minute Taker:** Sara Spina

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**1. EVALUATION OF THE FIRST & SECOND WEEK (academic, administrative, student problems etc.)**

Week 2 was a bit fast. If teachers have time, they can do extra activities. Week 3 was not so fast. Teachers cover the review part at the end of the unit. Students problems: some students have never showed up.

**2. 2024-2025 ACADEMIC YEAR OPERATIONAL PLAN CHANGES / NEEDS**

Teachers will cover also the writing part ( for the units in bold in the operational plan).

**3. GOOGLE CLASSROOM**

Teachers will use google classroom to post announcements ( operational plan, exam calendar, homework , give feedback on the writing assignment, share extra materials etc.). Teachers will create online classes on google classroom.

#### **4. ONLINE HOMEWORK**

Teachers will share the code with the students. Teachers will set due dates for the homework.

#### **5. WRITING CLASSES ASSIGNMENTS AND PROCEDURES & WEST-AI**

Students will write their paragraph in class and take a picture of their writing. Teachers will collect the papers and share the WEST-AI link with them. Students will use the link to write their paragraph.

Teachers will download the feedback and share it with each student on Google classroom. The first assignment won't be graded since it is a trial. The capacity should be more than the actual number of students (around 50-100).

#### **6. QUIZ 1**

The quiz will have 25 questions (unit 1-2). The first part will be listening ( 6 questions). Then reading ( 6 questions), vocabulary and grammar. Students will use optical forms to write their answers.

#### **7. ADVICE AND RECOMMENDATIONS**

#### **PARTICIPANTS**

**Öğr. Gör. Dr. FUNDA UĞURLU (B1 level coordinator)**

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**2024-2025 Academic Year**

**LEVEL MEETING AGENDA 3**

**Date:** 23rd October 2024/Wed.

**Place:** H1

**Time:** 12:15

**Participants:** B1 Level Instructors

**Missing:**

**Chairperson:** Funda UĞURLU

**Minute Taker:** Ayça Çelik

**1. EVALUATION OF THE QUIZ-1**

Scores are diverse in both classes. As nothing related to the exam should be discussed with students, the quiz questions are not shared with the teachers.

**2. PROGRESS TEST -1 (PACE, CONTENT OF THE EXAM, IMPLEMENTATION OF SPK AN WRT PARTS)**

Main course groups keep up with the operational plan, one of the groups is one unit back in Reading and Writing. In Progress Test, writing part will be graded by two teachers. Speaking part consists of two parts. In the first part, two questions will be asked to each student. In the second part, students will be given a cue card to talk about. There will be two teachers in the room, one examiner and one interlocutor.

**3. PRESENTATION WEEK**

Presentation week is on 25<sup>th</sup> – 29<sup>th</sup> November. Presentations should be done in the mentor teachers' class hours. The information related to the presentations should be given on 5<sup>th</sup> or 6<sup>th</sup>

November, and the topics should be shared by the students. Schedules should be prepared for 14 hours.

#### **4. INTERNATIONAL DAY**

International Day will be on 28<sup>th</sup> November. It is a class project. Every class will pick a country and they will present it as a class. The information should be given to the students on 4<sup>th</sup> November. There is a schedule to follow. The document will be shared with teachers.

#### **5. ADVICE AND RECOMMENDATIONS FOR NEW ARRANGEMENTS IN THE WRITING CLASSES**

There is no need to make new arrangements for writing classes at the moment. We will decide in the future if any units need to be omitted.

#### **PARTICIPANTS**

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**LEVEL MEETING REPORT 4**

**Date:** 27th November 2024/Wed.

**Place:** H1

**Time:** 12:15

**Participants:** B1 Level Instructors

**Missing:**

**Chairperson:** Funda UĞURLU

**Minute Taker:** Sara Spina

**1. EVALUATION OF THE PT-1 RESULTS**

Some students complained about their speaking grades claiming that some questions were more difficult than others. Some students also complained about their writing grades since their papers lacked comments/ feedback.

**2. EVALUATION OF QUIZ II**

Still waiting for the results.

**3. EVALUATION OF THE PRESENTATION-1 (PROCESS AND RESULTS)**

Some students prepared excellent presentations others just read their power-point slides and talked for less than 5 minutes.

**4. PACE FOR THE QUIZ-3**

Students have to review unit 1-8 ( focus 2) unit 1 ( focus 3).

**5. ANY PROBLEMS IN CLASSES OR AT SCHOOL**

Attendance remains the major issue. Furthermore, some students don't participate in class and prefer to sleep or spend time on their phone. Therefore, after being warned, those students can be marked absent.

## 6. ADVICE AND RECOMMENDATIONS (WRITING CLASSES , AI USAGE etc.)

- B1 Level Teachers should be able to see the speaking questions .
- For the evaluation of writing, teachers should have a different rubric depending on the level.
- Sometimes students receive feedback on the writing task late because teachers have to regrade it or because downloading the reports takes a long time. Therefore, it would be faster if students could automatically receive the report once they submit their task.
- Students would like to get detailed feedback on their writing exam.
- When grading presentations, teachers should have a detailed rubric .

## PARTICIPANTS

Öğr. Gör. Dr. FUNDA UĞURLU (B1 level coordinator)

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**BANDIRMA ONYEDİ EYLÖL UNIVERSITY**

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**Basic English Department**

**2024-2025 Academic Year**

**LEVEL MEETING REPORT 5**

**Date:** 24th December 2024/Tuesday

**Place:** H1

**Time:** 14:30

**Participants:** B1 Level Instructors

**Missing:**

**Chairperson:** Funda UĞURLU

**Minute Taker:** Ayça Çelik

**1. EVALUATION OF THE QUIZ-3 RESULTS**

Students thought the exam was easy except the grammar part, but they felt the questions did not match what they studied. The results are okay.

**2. EVALUATION OF THE PT-2 RESULTS**

Some students said the questions in the speaking part were difficult. The results have not been announced yet.

**3. EVALUATION OF THE PORTFOLIO-1 GRADES**

Pearson homework does not work as it has been intended. The students do not use it for revision. The results have been calculated only based on the completion rate, so it does not matter if they did it properly or not, which is unfair. Portfolio grades should be a combination of writing and participation in class, which may also help with discipline. Last year, the students knew participation mattered, so they tried harder in classes.

**4. GENERAL EVALUATION OF THE FIRST TERM**

Teachers have problems keeping the class disciplined and organized. Students do not study properly, and they are not motivated. They only care about passing the prep class, not learning English.

**5. ADVICE AND RECOMMENDATIONS FOR THE NEXT TERM**

-We want some time to check the exam questions after the exam. If we do not proctor during the exam, and if the exam papers are shown on a day we are not in that class, there is no way to know the exam questions. Seeing them is a good way to check our students' progress.

- About proctoring, some teachers proctor their own class, even for speaking, while others are not even given proctoring duties in that level. It should be fair for all classes.
- There are some disrespectful students in classes who are sleeping or surfing on the Net, not listening nor doing anything. Kicking these students should be allowed.
- Z9 and Z10 have small groups that interrupt learning. Mixing the classes is necessary for the next semester.

## **PARTICIPANTS**

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**Öğr. Gör. Ayça ÇELİK (B1 level instructor)**

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**BANDIRMA ONYEDİ EYLÖL UNIVERSITY**

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**Basic English Department**

**2024-2025 Academic Year**

**Spring Term**

**LEVEL MEETING REPORT- 1**

**Date:** 07.03.2025/Friday

**Place:** Head of Department's Office

**Time:** 12:15

**Participants:** B1 Level Instructors

**Missing:** -

**Chairperson:** Funda UĞURLU

**Minute Taker:** F.İrem OCAKTAN KURGAN

The B1 Level Meeting started as scheduled on March 7th at 12:15 PM. Below are the minutes from the meeting.

**1. EVALUATION OF THE QUIZ 4 GRADES and COMMENTS FOR NEW QUIZ FORMAT**

- a. The grades for Quiz 4 were not announced. The meeting members discussed the decision to omit the listening skill from the quiz.
- b. The possibility of implementing pop quizzes to the academic plan was discussed. Meeting members highlighted that this approach could serve as a positive reinforcement, potentially enhancing students' overall performance.
- c. The steps to be taken towards standardization were discussed. The members of the meeting agreed on making further progress on standardization on top of the progress made so far.

**2. PACE FOR PROGRESS TEST-3**

- a. Since Focus 3 was completed, it was decided that the instructors of B1 level would be free to integrate outside materials along with the extra materials from the Drive file to their lessons or to start working on the new book for the following week. In addition, it was announced by the Chairperson that the Focus 3 Unit tests could also be used.

### **3. EVALUATION AND QUESTIONS FOR DRAMA CLASSES**

- a. The members of the meeting shared their experiences and feedbacks on the Drama lessons.

The meeting members agreed on the positive impact of the Drama lessons on students. The advisors shared their progress on Drama lessons and exchanged ideas.

### **4. R&W CLASSES AND GRADING**

- a. Regarding the Reading and Writing classes, the meeting members decided that the writing assignments from Unit 2 to Unit 9 are going to be graded.

### **5. ATTENDANCE OF THE STUDENTS**

- a. The members of the meeting discussed the process of keeping track of the attendance. Head of the Department informed everyone about the fact that monthly attendances are going to be kept track and announced by the advisors on a monthly basis.

### **6. ADVICE AND RECOMMENDATIONS**

- a. The meeting members had a discussion on the possibility of the final exams consisting of a single session. The members of the meeting had similar positive outlooks in regard to the mentioned practice. The scenario where all skills being present in the final exam and the proficiency exam was also discussed by the members of the meeting.
- b. The meeting ended with nice wishes towards the future along with constructive and positive feedbacks being shared regarding the general progress of the academic year.





**BANDIRMA ONYEDİ EYLÖL UNIVERSITY**

School of Foreign Languages  
Basic English Department  
2024-2025 Academic Year  
Spring Term

**LEVEL MEETING REPORT- 2**

**Date:** 22.04.2025/Tuesday

**Place:** H1

**Time:** 12.30

**Participants:** B1 Level Instructors

**Missing:** -

**Chairperson:** Funda UĞURLU

**Minute Taker:** Öğr.Gör. Yalkın YALINIZ

**1. Evaluation of the quiz 5 and progress-3 grades**

At the beginning of the meeting, the general condition of the Prep students was discussed. Following this, the first agenda item of the meeting was addressed. In the first item, it was observed that the results of Quiz 5 had significantly decreased compared to the overall grade average. The reasons for this were seen as the approach of the end of the academic year, the increasing difficulty of the subjects, and a decline in student motivation.

**2. Pace for quiz 6**

As the second item of the meeting, it was examined whether the pace of the lessons was in line with the annual plan projected at the beginning of the year. Based on the evaluation, it was determined that the units currently being covered are progressing in accordance with the plan.

**3. Evaluation and questions for drama classes and pace for deadline**

As the third item of the meeting, it was noted that the preparations of class Z8 for the Short Film Competition were not yet at the desired level. However, it was decided that with the necessary reminders, the class would complete their preparations by the final deadline of May 5th. All advisory

teachers were asked to ensure that their classes continue their preparations for this event and to support their students.

#### **4. Advice and recommendations**

As the fourth item of the meeting, during the wishes and suggestions section, it was decided that a social media account specific to our school should be opened for the next academic year. Through this account, both school-related content and cultural events in Bandırma will be shared.

In reading and writing classes, in order to evaluate the feedback we have received from the AI tool used this year and to consider other paid or free alternatives, students will be assigned articles on various selected topics. These articles will be evaluated both by department instructors and by different AI-based tools to compare the results and determine whether a better alternative exists.





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**2024-2025 Academic Year**

**Spring Term**

**LEVEL MEETING AGENDA- 3**

**Date:** 20.05.2025/Tuesday

**Place:** H1

**Time:** 14.30

**Participants:** B1 Level Instructors

**Missing:** -

**Chairperson:** Funda UĞURLU

**Minute Taker:** Öğr.Gör. F. İrem OCAKTAN  
KURGAN

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**1. Evaluation of the quiz 6 grades.**

- Regarding Quiz 6, instructors noted that the questions were more challenging than those in previous exams, and student performance fell below expectations. They agreed that low student motivation was one of the main factors contributing to the decline in performance during the spring semester.

**2. Presentation and Portfolio grades**

- Instructors agreed that the short movie project was motivating for students; however, they also noted that delivering drama lessons posed challenges for some of the instructors.
- Instructors concurred that replacing Wext AI with a comparable alternative would be beneficial, as the application has not met the expectations.

**3. General evaluation of the term**

- The negative impact of setting the cumulative in-year grade threshold at fifty on student motivation was discussed by the instructors. The instructors were on a common ground

when it comes to the fact that the mentioned threshold negatively impacts student motivation.

- Instructors also discussed the possibility of students not taking Focus 4 seriously due to the content of the finals. The instructors then decided that these problems caused minimal space for teacher autonomy and motivation.

### **Advice and recommendations for next year**

- Instructors noted that the academic writing material was not effective, citing overly complex language and an insufficient number of reinforcing activities.