



BANDIRMA ONYEDİ EYLÖL UNIVERSITY

School of Foreign Languages

Basic English Department

2024-2025 Academic Year

COORDINATION MEETING AGENDA 1

Date: 27.09.2024

Place: Head of the Department Office

Time: 13:00

Participants: Level Coordinators (Naciye Nur Ekşi, Funda Uğurlu, Gülpınar Sarman)

Testing Members (Merve Yakut, Blen G. Jaletta)

Head of the Department (Cansu Dinç Ayaz)

Vice President (Türkan Yılmaz)

Missing:

Chairperson: Cansu Dinç Ayaz

Minute Taker: Gülpınar Sarman

1. 2024-2025 ACADEMIC YEAR OPERATIONAL PLAN / CHANGES / NEEDS

- The operational plan for the reading and writing lessons' first three weeks of the spring semester for B1+ level will be changed. The first three units of LONGMAN 4 book will not be included. Instead, the 4th, 5th and 9th units of the LONGMAN 3 will be divided into two weeks in the fall semester and the pacing will be revised.
- B1 and A2 level coordinators will do the necessary changes in their operational plans regarding the inclusion of the writing parts of FOCUS books in order to provide extra materials.

2. INSTRUCTORS' PACE & DETECTED PROBLEMS

- In the case of finishing units earlier than scheduled, instructors may prepare extra activities using the book, word list of the unit, etc.

3. ONLINE HOMEWORK / E-CLASSES

- Google classroom will be used instead of LMS system. Classes and class codes will be created by the head of the department and delivered to instructors. Then class codes will be shared with students by the instructors.
- Pearson will create online classes for FOCUS books and class codes will be shared with students via instructors. Students will need to join their classes with those class codes and then activate their books using the codes they get from their books.

4. WRITING CLASSES ASSIGNMENTS AND PROCEDURES

- Wext.ai will be used to assess students' writing skills. Assignments will be created on the application and students will upload their work, which they will write in class on a blank paper using the link provided by reading and writing instructors either in class if they have time or after the class until the due date, on the system. Instructors will keep the original writing papers in a folder so students should take a picture of their writings before they submit their assignments.

5. QUIZ 1

- B1+ level quiz was prepared by Blen G. Jaletta and checked by Gülpınar Sarman. The suggestion of adjusting the difficulty of the reading part was made.
- A2 and B1 level quizzes are still in the process of checking.

6. FURTHER SUGGESTIONS

- Any ideas related to extra-curricular activities were asked to be shared during the first semester in order to make students active participant of their language learning processes.



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COORDINATION MEETING AGENDA 2

Date: 17.10.2024

Place: Head of the Department Office

Time: 12:10

Participants: Level Coordinators (Naciye Nur Ekşi, Funda Uğurlu, Gülpınar Sarman)
Head of the Department (Cansu Dinç Ayaz)

Missing:

Chairperson: Cansu Dinç Ayaz

Minute Taker: Naciye Nur Ekşi

1. 2024-2025 ACADEMIC YEAR ACTIVITIES (Presentation Week and The International Day)

***Presentation Week:**

During the presentation week, students' presentation evaluations will be made by advisors.

In the next level meeting, instructors will be reminded that they should share the presentation files in the drive with their students in both real and virtual classroom environments.

At the same time, presentation week will be a review and reinforcement week for Basic English course instructors who are not advisors. However, writing instructors will continue covering their courses as usual.

***The International Day:**

"The international day" organization will be held on Thursday of the presentation week. Organization details will be shared with the instructors at the upcoming level meeting.

2. INSTRUCTORS' PACE

There is no problem about pacing.

3. QUIZ 1 SHARING

On the day and time to be announced by the administration, the instructor of that course will take the exam envelope of the class s/he is teaching from the testing office and provide feedback to students related to their exams during that course hour.

4. PROGRESS TEST 1 (Writing and Speaking Sections)

Instructors will be informed about the format and evaluation part of the progress test. Additionally, students will be informed by the head of the department about how the speaking part of their exam will be.

It was decided that there would be a revision related to the speaking part of A2 level exam by adding a visual and removing one open-ended question from the set.

5. FURTHER SUGGESTIONS

Students will be informed about self-study part of WEXT-AI later.



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Basic English Department

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**COORDINATION MEETING 3
MINUTES**

Date: 10.04.2025

Place: Head of the Department Office

Time: 12:10

Participants: Level Coordinators (Naciye Nur Ekşi, Funda Uğurlu, Gülpınar Sarman)

Head of the Department (Cansu Dinç Ayaz)

Vice Manager (Türkan Yılmaz)

Missing:

Chairperson: Cansu Dinç Ayaz

Minute Taker: Fatma İrem Ocaktan Kurgan

1. 2024-2025 ACADEMIC YEAR OVERALL FEEDBACK

The Coordination Meeting 3 has started on the scheduled time, 12.10. All participants were present in the meeting.

- Level coordinators agreed that the operational plan of 2024-2025 academic year was convenient.
- Gülpınar SARMAN stated that one-on-one communication between instructors and administration would be better in cases of testing issues or any inconvenience in general. All participants agreed on the fact that this approach would be more beneficial.
- Participants agreed on the fact that preparations made for 2024-2025 academic year were useful in terms of delivery-curriculum alignment.
- Naciye Nur EKŞİ argued that in order to better pursue the standardization throughout the school, in-class implications of all instructors should be supervised and controlled more frequently.

- Participants shared the concern of misinformation being rapidly spread across the school very frequently even though students were warned on multiple occasions to not consider any information or announcement despite the ones made from the official platforms such as the website or administration.
- In order to prevent both instances in the previously mentioned agendas, the communication with class representatives was decided to be enriched by scheduling more class representative meetings.
- Cansu DİNÇ AYAZ suggested that an Instagram account would be a better platform for the students to be able to keep track of the announcements compared to the website. It was considered by all participants that even though the mentioned account would not be official, it would be a useful medium to remind the students of the official announcements.

2. INSTRUCTORS' PACE & IN-CLASS IMPLICATIONS

- Participants agreed on the fact that increasing the number of level meetings would increase the efficiency.
- In terms of in-class implications, most of the participants shared a common interpretation from the current teaching atmosphere which was the fact that some instructors being more flexible with the ground rules or decisions made as an organization. Participants agreed on the fact that these actions should have measures in order to establish coherence across school.
- It was discussed that 2 coordinators working at A2 level could be more logical.

3. NEXT YEAR PLANS FOR CURRICULUM

- Participants agreed on the fact that A1 level could be integrated to the curriculum considering the current circumstances.
- Participants decided coordinators to collaboratively work on the books in order to detect the convenient and inconvenient sections.

- Another common complaint by the participants was 50 as a cumulative academic success score being demotivating for the students. Cansu DİNÇ AYAZ informed the level coordinators that the updated score being considered by the administration is 65.
- Funda UĞURLU pointed out that student information booklet should be revised and updated.

4. NEXT YEAR PLANS FOR ASSESSMENT

- Participants agreed on the fact that participation should be a factor to be added to the overall score of the students. In addition, Cansu DİNÇ AYAZ and Funda UĞURLU suggested that the number of task-based assessments should increase.
- The number of quizzes and progress tests were planned to be decreased. Below is the planning of the renewed assessment:

a. 3 Progress Tests – 10% each (1st Term , 1 PT, 2nd Term 2 PTs)

b. 4 Quizzes – 5% each (2 Quiz per each term)

c. Participation – 10% (1st term 5% , 2nd term 5%)

d. Presentation

i. Presentation 1 - 5 % (1st Term)

ii. Presentation 2 - The International Day – 5 % (1st Term)

iii. Presentation 3- 5 % (2nd Term)

iv. Presentation 4- Short Movie Project – 5 % (2nd Term)

e. Portfolio

i. Writing Grades – 10% (1st term 5% , 2nd term 5%)

ii. Online Homework – 10% (1st term 5% , 2nd term 5%)

5. NEXT YEAR PLANS FOR TÜB PRESENTATIONS

- Short Movie Project was planned to be among the activities to be presented in 2025-2026 Fall event.

6. FURTHER SUGGESTIONS AND QUESTIONS

- Funda UĞURLU stated that clear objectives need to be set for the curriculum.
- Funda UĞURLU pointed out the need of an informative pack/booklet for both students, and instructors revealing the details and all components of the curriculum.
- Funda UĞURLU suggested that assigning a mentor among the instructors for each new colleague could work very well for a smooth execution of the lessons and a comfortable adaptation for the new instructor.
- For the writing lessons, the participants agreed on examining and considering new materials both for in-class implementation, and writing feedback.