



BANDIRMA ONYEDİ EYLÖL UNIVERSITY
School of Foreign Languages
Basic English Department
2024-2025 Academic Year
A2 LEVEL
LEVEL MEETING AGENDA 1

Date: 03.09.2024

Place: H3

Time: 16:00

Participants: A2 Instructors

Missing: Tolga Akar Çay , Funda Ugru, Gelpino Somen

Chairperson: Naciye Nur Ekşi

Minute Taker: Kübra Yazkan

1. 2024-2025 ACADEMIC YEAR OPERATIONAL PLAN

It's a very detailed lesson plan for the fall semester. It will be shared with the teachers via Google Drive later. It includes weekly map and important dates for the exams.

There are 3 **Revision and Reinforcement Weeks** in OP. Instructors will cover *extra materials file* in those weeks.

2. ADVISOR DUTIES

One of the most important things for the teachers this year is that they won't share their mobile phone numbers with the students. Communication will be provided via emails.

Advisors must follow OP strictly and inform level coordinator if there is a question or problem about pacing etc.

3. BOOKS & ONLINE HOMEWORK APPS.

There is only online version of workbooks. Workbook is a self-study option for students.

Sts are responsible for EXTRA ACTIVITY PART of digital book as portfolio.

There is no omission part except for writing. In main course lessons, teachers do not have to cover writing parts. They will give review parts (at the end of the units) as an assignment and check them by showing answer key in class before passing next unit.

4. STUDENT CONTACT

No mobile phone or whatsapp group.
LMS and E-mails will be used

5. GRADES & ABSENTEEISM

All the rules are almost same with the last year.

*Just Portfolio grades will be like; 1 Online homework
1 Wext-AI

*Presentations will be like; 1 presentation in class
1 Movie Project

** Presentation will be graded by advisor instructors.

(New Info) Passing grades for previous year's students: 60
for Translation department: 85
for this year's students: 75

You should let the student come in to the class but you may write down as PRESENT only until 9.00 o'clock.

6. EXTRA MATERIALS

They will be shared with the teachers soon.

Some of the materials such as cultural activities are optional. If teachers have time, they can do them in class or benefit from them.

Teachers need to use ICE-BREAKER ACTIVITY FILE in their first day.

Teachers have to cover EXTRA MATERIALS FILE in Revision and Reinforcement Weeks.

7. RULES FOR THE UPCOMING YEAR

Standardization is so important for this year. Teachers must stick to the weekly lesson plans. If they want to do any extra activity or worksheet they must first consult to the level coordinators.

8. MOVIE PROJECT

It will be conducted next term. Detailed explanations will be shared later.



BANDIRMA ONYEDİ EYLÜL UNIVERSITY

School of Foreign Languages

Basic English Department

2024-2025 Academic Year

LEVEL MEETING AGENDA 2

Date: 30.09.2024

Place: Reading Room (3rd Floor)

Time: 12:15

Participants: A2 Level Instructors (Naciye Nur Ekşi, Tatiana Popunova Aslan, Yalkın Yalınız, Tolga Akar Çay, Kübra Yazkan, Ayşenur Kapıcı, Merve Yakut

Missing: Türkan Yılmaz, Haithem Mbarka (Off Day) , Fırat Uğur, Gülpera Sorren

Chairperson: Naciye Nur Ekşi

Minute Taker: Merve Yakut

1. EVALUATION OF THE FIRST & SECOND WEEK

Introduction part and Unit 1 were covered during the first and second week. Instructors completed units earlier than scheduled so coordinators have planned some necessary changes on Operational plan.

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

Focus Review pages for each unit will be an in-class task not an assignment. Some writing pages of Focus units will be covered in MC lessons. (They are mentioned in O.P.) If instructors still have time in a week, they can play game by using word-lists. It is optional for the classes.

3. GOOGLE CLASSROOM- E-CLASSES

-Google classroom will be used instead of LMS system. Classes and class codes have been created by the head of the department and delivered to instructors. Then class codes will be shared with students by the instructors. Virtual classrooms are important to share information with the students. The instructors are going to share links and they can send messages through the use of Google Classroom.

-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

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.

QUIZ 1

Quiz 1 includes Listening, Reading and Language Use sections. Students are responsible mainly for Unit 1 and Unit 2. But they need to have vocabulary knowledge of Unit 3 as well.

5. ADVICE AND RECOMMENDATIONS

For the next years, writing process for students can start after using some extra pre-writing materials since the students are not ready to write something on a book.

SIGNATURE LIST:

CANSU DİNÇ AYAZ	
TÜRKAN YILMAZ	
TATIANA ASLAN	
KÜBRA YAZKAN	
YALKIN YALINIZ	
HAITHAM MBARKA	
AYŞENUR KAPÇI	
TOLGA AKAR ÇAY	
MERVE YAKUT	
İLKER BOZBEY	
FUNDA UĞURLU	
GÜLPINAR SARMAN	
NACİYE NUR EKŞİ	



BANDIRMA ONYEDİ EYLÖL UNIVERSITY

School of Foreign Languages

Basic English Department

2024-2025 Academic Year

LEVEL MEETING AGENDA 3

Date: 24.10.2024

Place: A2 Level Coordinator's Office

Time: 12:05

Participants: A2 Level Instructors

Missing: Türkan Yılmaz, Funda Uğurlu, Gülpınar Sarman, Yalkın Yalınız, Ayşenur Kapçı

Chairperson: Naciye Nur Ekşi

Minute Taker: Tatiana Aslan

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

- We won't be covering Focus books during the Presentation week. Presentations will be assessed by the advisor instructors, and other instructors may review problematic areas of the previously covered units.
- Advisors should start sharing the information about Presentations with their groups on Google Classroom as well as watch and discuss the good and bad samples of presentations in class (find the corresponding folder on the Google Drive).
- During the presentation week we'll have an International Day (proposedly on Thursday). The class representatives will be the leaders of their teams. Each class will be assigned a country that they will represent on the International Day. Students may prepare presentations, posters, traditional music/dance/food, etc. of the assigned country and exhibit their presentations in the canteen. Their work will be graded according to the rubrics and the best team will be awarded a prize. Advisors are expected to encourage and assist their classes with the preparation for the International Day.

2. INSTRUCTORS' PACE (FOCUS & LAW)

- Instructors should follow the operational plan in terms of pace while covering the LAW textbook
- While completing a Writing Task in class students are allowed to use their Focus, LAW textbooks and paper dictionaries, but NOT their mobile phones.
- It may be a good idea to announce the topic of the Writing Task right before the break before the period when students will be doing the Writing Task, so that they have time to come up with some ideas or check the vocabulary needed for the task.

3. QUIZ 1 SHARING

- Since students have questions about their mistakes in the listening part of Quizzes, it's been decided to show them the audioscript while sharing the answer keys

4. PROGRESS TEST 1 (Writing and Speaking Sections)

- Progress Tests will start with the Listening Part, which is followed by the Writing part. However, after completing the listening part, students may choose whatever part they want to continue with.
- Writing task will be based on the material covered in the LAW textbook. This time students will be asked to write a how-to paragraph, though the instructors mustn't tell them about that. We should ask students to revise the types of paragraphs covered in chapters 1-4 of the LAW textbook.
- Writing will be graded by 2 instructors based on the same rubrics used for the Placement tests. Advisor instructors won't be grading their own class's work.
- For the Speaking part each student will have 4 minutes to complete the task which consists of a picture description and open-ended question. For the question if the student doesn't develop their answer, the instructor may only ask one 'Why' question.
- On the optical form students are required to fill in all the information, such as faculty, class (e.g. Z1), etc.

5. FURTHER SUGGESTIONS



BANDIRMA ONYEDİ EYLÖL UNIVERSITY

School of Foreign Languages

Basic English Department

2024-2025 Academic Year

LEVEL MEETING AGENDA 4

Date: 04.12.2024

Place: A2 Level Coordinator's Office

Time: 12:05

Participants: A2 Level Instructors

Missing: Yalkın Yalınız, Tatiana Aslan, Gülpınar Sarman, İlker Bozbey, Funda Uğurlu

Chairperson: Naciye Nur Ekşi

Minute Taker: Ayşe Nur Kapcı

1. INSTRUCTORS' PACE (FOCUS & LAW)

- Instructors do not have any problems with either the books or the pace.
- As there was a need to fulfill the classroom hours during the first book, some useful writing units were demanded to be studied. Instructors mostly agreed that the entire writing pages in Focus 2 had better be "optional" since covering the units in it takes more time than Focus 1.

2. EVALUATION OF THE QUIZ AND PROGRESS TEST

- The system of progress tests has been somewhat altered. The exam time has been extended to two separate days as written and speaking sessions. A2 level classes are likely to have 2 proctors at the same time during speaking exams, similar to B1 and B1+ level classes. It will be announced by the testing office soon.

3. EVALUATION OF THE INTERNATIONAL DAY

- Instructors agreed that the International Day was so good and funny. However, as there was a noise problem, a microphone can be used for the next time. Students can also hear all classroom presentations in this way.
- There is a consensus on replacing the event location from the canteen to somewhere available on the main campus. Instructors also consider that more events and activities like this should be organized for students.

4. EVALUATION OF THE REVIEW AND REINFORCEMENT WEEK'S EXTRA MATERIALS

- The review materials were taken from the extra resources of the Focus book.
- Instructors can skip some activities if they are below the average classroom level. There is no need to ask about it.

5. FURTHER SUGGESTIONS

- The offline version of the Focus 2 is likely to be activated soon.
- For announcing the presentation grades, instructors should switch the active exam into presentations (from Quiz II) and enter data on the OBS system as soon as possible.
- Those who haven't got the workbook of Focus 3 can now take it from Türkan Hoca.
- Quiz II results will be announced once the makeup exam is over.



BANDIRMA ONYEDİ EYLÖL UNIVERSITY
School of Foreign Languages
Basic English Department
2024-2025 Academic Year

LEVEL MEETING AGENDA 5

Date:03.03.2025

Place: A2 Level Coordinator's Office

Time: 12:15

Participants: A2 Level Instructors

Missing: Türkan Yılmaz, Sara Spina, Tatiana Aslan

Chairperson: Naciye Nur Ekşi

Minute Taker: Tolga Akar Çay

1. EVALUATION OF THE QUIZ 4

- The instructors were asked what they thought about the changes made in the content of quizzes and they stated they approved the new formation .

2. INSTRUCTORS' PACE (FOCUS & LAWS)

- Instructors do not have any problems with either the books or the pace.
 - The instructors were told that they can also cover the review parts if they have enough time left.
- Otherwise, they were asked to give them as homework.

3. EVALUATION OF DRAMA LESSONS

- The recent works regarding drama lessons were evaluated. The instructors stated everything was going well for the time being.

4. UPDATES ABOUT GRADING AND ATTENDANCE

-There is no significant change about grading and attendance. It was reminded that 50% of the presentation grade will consist of short film performance and the other 50% will consist of in-class participation.

5. PROCEDURE FOR INFORMING STUDENTS ABOUT THEIR ATTENDANCE

- At the end of each four-week period, the students will be informed by their advisor about their absenteeism via Google Classroom. (This time interval may be customized.)

6. FURTHER SUGGESTIONS

-The results of Quiz IV will be announced once the make-up exam is over.

-It was stated that the book used in the writing course (LAWS Level 4) was difficult for A2 levels to understand and that it would be useful to consider an alternative for next year.

-Because the next week is for review and reinforcement, main-course time will be put in with activities to be shared in Google Drive (depending on each group's needs or demands). However, the next chapter in the writing book will continue to be taught as always.

-It has been planned to reduce the number of sessions in the exemption exam from 2 to 1. Those who want to express their opinions on this issue can contact Cansu Hoca.



BANDIRMA ONYEDİ EYLÖL UNIVERSITY

School of Foreign Languages

Basic English Department

2024-2025 Academic Year

LEVEL MEETING AGENDA 6

Date: 22.04.2025

Place: A2 Level Coordinator's Office

Time: 12:15

Participants: A2 Level Instructors

Missing:

Chairperson: Naciye Nur Ekşi

Minute Taker: Kübra Yazkan

1. EVALUATION OF THE QUIZ 5 & PROGRESS TEST 3:

There is no listening part in the new quiz format. Everyone is pleased about this change.

2. INSTRUCTORS' PACE (FOCUS & LAWS):

There is no pacing problem

3. WRITING LESSON HOMEWORK & WEXT FEEDBACK:

No extra writing task should be assigned. Wext-ai feedbacks must be shared with students regularly.

4. INFORMATION ABOUT FINAL EXAM:

There will be a speaking part in the final exams. Speaking part example questions will be shared with the instructors so we are expected to practice in our classes before Progress Test.

Mock Final exam also be shared with students.

5. IMPORTANT DATES & DETAILS ABOUT SHORT MOVIE CONTEST:

5th of May is the deadline for the students to send their movies to the supervisors. Advisors are expected to watch it with their classes and give feedback if necessary. 12th of May is the deadline for the submission of movies to Cansu Hoca.

6. YDYO INSTAGRAM ACCOUNT:

Next year a YDYO Instagram account will be opened for announcements

7. FURTHER SUGGESTIONS & QUESTIONS

—



BANDIRMA ONYEDİ EYLÖL UNIVERSITY

School of Foreign Languages

Basic English Department

2024-2025 Academic Year

LEVEL MEETING AGENDA 7

Date:20.05.2025

Place: A2 Level Coordinator's Office

Time: 12:15

Participants: A2 Level Instructors

Missing: Haithem Mbaraka (having a class), Ayça Çelik (in another meeting), Cansu Dinç Ayaz (in another meeting), Türkan Yılmaz (in another meeting)

Chairperson: Naciye Nur Ekşi

Minute Taker: Ayşe Nur Kapcı

1. EVALUATION OF PT 4

* The instructors stated that there was no problem regarding the PT4. They agreed that, as students do very few practices, they might have had difficulty in the progress test.

* For the proctor duties of speaking exams, some proctors had two classes while others had only one. Specifically, the last speaking exam took at least 5 hours, which was somewhat tiring for those. The instructors talked about the possibility of a future arrangement for that issue.

2. NUMBER OF WRITING TASKS TO BE EVALUATED

* As several instructors could not complete Task 16 in the Reading & Writing class, the last task may not be evaluated even if students had written it. The feedback should be given, and students should not be informed about that issue. The last decision will be of the administrative staff.

3. PROCEDURE FOR INFORMING STUDENTS ABOUT THEIR ATTENDANCE & GRADES

* Normally, students need to take notes of their announced grades or attendance status. However, since there has been no online system yet, the instructors can inform them about that stuff regularly.

4. SHORT MOVIE CONTEST DAY PROCESS

- * The instructors are supposed to get ready on the campus at 9.45 a.m. on the contest day. The attendance will be taken in the conference hall.

5. FINAL EXAM DETAILS

- * The final exam will be similar to the mock exam, consisting of 3 listening audios and 3 reading texts, unlike the progress tests. Each skill will last for 45 minutes.

6. FURTHER SUGGESTIONS

- * The attendance status of those who were on the volleyball team was asked by the instructors. Türkan Hoca informed that instructors are supposed to write them as absent, and they are going to exclude these days from their absenteeism themselves.