

	BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKKT/YDYO/0 1
		İlk yayın tarihi	8.10.2025
	KOORDİNASYON TOPLANTISI GÜNDEMİ 1	Rev. No / Tarih	00/...
		Sayfa sayısı	1/2

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

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Cihad Aydın Şube Müdürü Yabancı Diller Yüksekokulu Kalite Birim Sorumlusu	Öğr. Gör. Fatma İrem Ocaktan Kurgan Yabancı Diller Yüksekokulu Müdürlüğü Müdür Yardımcısı	Öğr. Gör. Türkan Yılmaz Yabancı Diller Yüksekokulu Müdürü

5070 sayılı Elektronik İmza Kanunu çerçevesinde, bu DEB elektronik imza ile imzalanarak yayımlanmış olup, güncelliği elektronik ortamda " Kalite Doküman Yönetim Sistemi (KDYS)" üzerinden takip edilmelidir.

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- 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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