

	BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/1 2
		İlk yayın tarihi	9.10.2025
	B1 SEVİYE TOPLANTISI-5	Rev. No / Tarih	00/...
		Sayfa sayısı	1/4

BANDIRMA ONYEDİ EYLÜL UNIVERSITY
School of Foreign Languages
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: Fatma 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

- The grades for Quiz 4 were not announced. The meeting members discussed the decision to omit the listening skill from the quiz.
- 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.

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

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- 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

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- 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.

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**Öğr.Gör. Yalın
YALINIZ**

**Öğr.Gör. İlker
BOZBEY**

**Öğr.Gör. F. İrem
OCAKTAN KURGAN**

**Öğr.Gör.Dr. Funda
UĞURLU**

**Öğr.Gör. Cansu
DİNÇ AYAZ**

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