

	BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/77
		İlk yayın tarihi	21.10.2026
	A2 LEVEL MEETING (PROGRAM AND MATERIAL EVALUATION AND IMPROVEMENT COMMISSION - UNIT COORDINATION MEETING MINUTES)	Rev. No / Tarih	00/...
		Sayfa sayısı	1/3

Meeting Title	BİRİM KOORDİNATÖRLÜK TOPLANTI TUTANAĞI		Meeting No (YEAR-NUMBER)	BKTT/YDYO/77
Meeting Topic	A2 Level Meeting (Program and Material Evaluation and Improvement Commission - Unit Coordination Meeting Minutes)		Meeting Organizing Unit	School of Foreign Languages
Meeting Place	Online: meet.google.com/tbi-mokq-pus		Date / Time	08.10.2026 – 12:15
MEETING AGENDA	1	Effective use of the smart board and materials		
	2	Advisor-student meetings		
	3	Reminders for revised attendance procedures		
	4	Pacing in both main course and writing classes		
	5	Completion of student representatives’ election process		
	6	The requirement of attending level meetings		
ANY OTHER ISSUES*	1			
	2			
* * All committee members may propose, as items outside the agenda, any matters within their areas of responsibility that they consider necessary to be discussed at the committee meeting.				

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Cihad Aydın Yabancı Diller Yüksekokulu Müdürlüğü Yüksekokul Sekreteri V.	Öğr. Gör. Fatma İrem Ocaktan Kurgan Yabancı Diller Yüksekokulu Müdürlüğü Müdür Yardımcısı	Öğr. Gör. Türkan Yılmaz Yabancı Diller Yüksekokulu Müdürü



Bu belge, güvenli elektronik imza ile imzalanmıştır.

Belge Doğrulama Kodu: UPATA93 Belge Takip Adresi: <https://www.turkiye.gov.tr/bandirma-onyedi-eylul-universitesi-ebys>

	BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/7
		İlk yayın tarihi	21.10.2026
	A2 LEVEL MEETING (PROGRAM AND MATERIAL EVALUATION AND IMPROVEMENT COMMISSION - UNIT COORDINATION MEETING MINUTES)	Rev. No / Tarih	00/...
		Sayfa sayısı	2/3

DECISIONS TAKEN	
No	Decision Details
1	All instructors agreed on using the smart board effectively in both main course and writing classes. As there is plenty of time for classes this year, instructors can benefit from the extra materials that come along with the coursebook, like printable worksheets, online workbooks, etc., and AI-generated communicative activities. If the publishers agree, a hard copy of the coursebook will be offered once arrived.
2	Advisors are supposed to meet each of their students individually at least twice a term. If needed, additional meetings should be scheduled with those who need them. Advisors should start meetings in October and complete them. The same procedure will be in place regarding the student meeting forms that should be filled out. Instructors can get the printed forms from the Head of Department's office if they would like to.
3	Instructors have almost no problems with the new system, taking the online attendance from UBYS. They need to take it both online and manually at the beginning of each class, although the procedure can be started 15 minutes late only during the first hour.
4	All instructors agreed to be able to follow the operational plan, as they have enough time, specifically for the main course.
5	Each class has voted for their representative, and the related information has been shared with the Head of the Department.
6	Instructors were informed about a new decision regarding meetings and events in the prep. school. Each instructor is kindly asked to attend all of them, even if they take place on their days off. So, the level meetings will be held online as much as possible.

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Cihad Aydın Yabancı Diller Yüksekokulu Müdürlüğü Yüksekokul Sekreteri V.	Öğr. Gör. Fatma İrem Ocaktan Kurgan Yabancı Diller Yüksekokulu Müdürlüğü Müdür Yardımcısı	Öğr. Gör. Türkan Yılmaz Yabancı Diller Yüksekokulu Müdürü

Bu belge, güvenli elektronik imza ile imzalanmıştır.

Belge Doğrulama Kodu: UPATA93 Belge Takip Adresi: <https://www.turkiye.gov.tr/bandirma-onyedi-eylul-universitesi-ebys>

	BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/7 7
		İlk yayın tarihi	21.10.2026
	A2 LEVEL MEETING (PROGRAM AND MATERIAL EVALUATION AND IMPROVEMENT COMMISSION - UNIT COORDINATION MEETING MINUTES)	Rev. No / Tarih	00/...
		Sayfa sayısı	3/3

SIGNATURE SHEETS		
Name-Surname	Title	Signature
Cansu DİNÇ AYAZ	Öğr.Gör.	Katıldı
Fatma İrem KURGAN OCAKTAN	Öğr.Gör.	Katıldı
Tatiana POPUNOVA ASLAN	Öğr.Gör.	Katıldı
Merve YAKUT	Öğr.Gör.	Katıldı
Naciye Nur EKŞİ	Öğr.Gör.	Katıldı
Sadia KHAN	Öğr.Gör.	Katıldı
Sara SPINA	Öğr.Gör.	Katıldı
Ayşe Nur KAPCI	Öğr.Gör.	Katıldı

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Cihad Aydın Yabancı Diller Yüksekokulu Müdürlüğü Yüksekokul Sekreteri V.	Öğr. Gör. Fatma İrem Ocaktan Kurgan Yabancı Diller Yüksekokulu Müdürlüğü Müdür Yardımcısı	Öğr. Gör. Türkan Yılmaz Yabancı Diller Yüksekokulu Müdürü

Bu belge, güvenli elektronik imza ile imzalanmıştır.

Belge Doğrulama Kodu: UPATA93 Belge Takip Adresi: <https://www.turkiye.gov.tr/bandirma-onyedi-eylul-universitesi-ebys>