**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages Module 3 Week 3 Meeting

**Date and Time:** 15.03.2023 at 15:00

**Place:** Meeting Room

**Chair:** Lect. Erkan TUNÇ

**Attendants:** Vice-Principals, Coordinators, Lecturers

**AGENDA**

1. Lect. Erkan Tunç started the meeting.
2. Lect. Erkan Tunç: The first thing we need to talk about is exams. We are waiting for YÖK to announce the exam details at the beginning of April. We talked to different universities and they are waiting for the announcement as well. They stated that if a student makes a complaint, we will be responsible for the consequences. There will be a meeting at the end of March to determine when and how we will be doing the exams. We will determine the dates after the announcement because we do not know if the exams will be face-to-face or online. We will not announce anything about the exam to the students. I will notify the class representatives that we will not have a quiz this week.
3. Lect. Ebru Guvenc: The students are asking about the quiz.
4. Lect. Erkan Tunç: At the moment, looks like as if just for the 3rd module we will have only IMA and EMA, not quizzes.
5. Lect. Deniz Aydin: Are we going to have the IMA Speaking exams online?
6. Lect. Ayse Aykal: The IMA recording and Presentation rules will not change. We will continue online even if YÖK changes the system to face-to-face.
7. Lect. Deniz Alkan Aydın. Are the dates of the exams final?
8. Lect. Erkan Tunç: No, unfortunately. We are waiting for the YÖK announcement. Probably sometimes in April.
9. Lect. Erkan Tunç: We are going to have in-class quizzes. You can give the students 1 hour to complete the Reading exam. If the student does not show up in the lesson, you can give the quiz to them again as long as they have a valid excuse.
10. Lect. Erkan Tunç: I know that you have problems while using the LMS system. However, the administration wants us to record the lessons. Please use our LMS system as much as possible. You may conduct your lessons through Google Meet and record the lesson and after the lesson, you must upload it on the LMS system.
11. Lect. Erkan Tunc: Let us talk about Mert Uysal. How is he doing? Is Kursat helping him?
12. Cansu Kalkan: I do not think Mert is getting help from Kursat. I hear him asking his mother for help.
13. Lect. İsa Eroğlu: I do not have any problems with Mert in the lessons.
14. Lect. Erkan Tunç: Time to time his mother phones me up for Mert. We must help him as much as possible, please.
15. Lect. Erkan Tunç: The other issue is absenteeism; as you know we have relaxed the 38 hour rule for the first week especially for the students who live in and around earthquake zone but I do not wish some other students to take advantage of this situation. So, I am going to warn the students about absenteeism. Place warn all your students that 38 hour rule is working.
16. Lect. Erkan Tunç: Thank you for the meeting.
17. The meeting adjourned at 15:30.