**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages Weekly Meeting- Week 4

**Date and Time:** 26.10.2022 at 15:10

**Place:** Meeting Room

**Chair:** Lect. Erkan TUNÇ

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

**AGENDA**

1. Lect. Erkan TUNÇ welcomed everyone and started the meeting with the agenda.
2. Lect. Erkan TUNÇ: Today’s main topic is the results of the Use of English quiz. Please follow the statistics.
3. Lect. Erkan TUNÇ: It seems that there is only a problem in Addington classrooms. Other than these groups, the overall success looks good.
4. Lect. Funda Aznik: This year’s A1 students are less successful than the previous year’s students.
5. Lect. Alper Kalyoncu: Let’s observe the A1 and A2 students for a couple of weeks. We can move the weak students to A2 and successful students to A1. Also, please observe Hilal and Şevin from B1 to change their classrooms.
6. Lect. Simay Avseven: Simay teacher shared the common mistakes of the UOE exam. The Edinburgh classes are doing well. Although it was an easy quiz, the Brighton class did not do well. 5 students failed the exam.
7. Lect. Ebru Güvenç: I think the topics of the exam are new for the students, I hope they will improve in the future exams.
8. Lect. Esin Apçin: Generally, P is a good classroom but they had many spelling mistakes. Participation of a few students is a problem in the classroom.
9. Lect. İsa Eroğlu: Because the exam was easy, the results can be deceitful. We can make a more accurate comment when the exams are more difficult.
10. Lect. Funda Aznik: A2 is not a good class, they are not responsive. The lessons are like monologues.
11. Lect. Ebru Güvenç: I agree with Funda Hoca.
12. Lect. Erkan TUNÇ: Who is our foreign student representative?
13. Lect. Ayşe Aykal: As the foreign student advisor, I chose Qabas from A1. But if you recommend another student, I am OK with it.
14. Lecturers decided Muhammed Asad from P1 to be the International Student Rep.
15. Lect. Ayşe Aykal: Ok I will talk to him tomorrow.
16. Lect. Erkan Tunç discussed the situation of the books with the lecturers.
17. Lect. Erkan TUNÇ: You cannot mark a student absent when he/she is in the classroom without original books. Instead, you can assess this in your teacher assessment grades.
18. Lect. Ayşe Aykal: We will have a Halloween party on Wednesday in A2 classroom during lunchtime.
19. Lect. Alper Kalyoncu: The Timed Writing quiz is going to be held at 11:10 on Friday because Saturday is the Republic Day. That’s why we won’t have any lessons Friday afternoon.
20. The meeting adjourned at 16:00.