**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages Weekly Meeting- Week 7

**Date and Time:** 16.11.2022 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 today’s agenda.
2. Lect. Erkan TUNÇ: Today we will discuss the IMA results. Thank you for your efforts during the grading and invigilating process.
3. Lect. Erkan TUNÇ: Let us start with the UOE results. A2 classroom is not going well.
4. Lect. Esin Apçin: A2 is not a participating classroom. They don’t have any motivation. Some are not attentive. They have difficulty expressing themselves. However, P1 is a successful classroom.
5. Lect. Erkan TUNÇ: Maybe we change the classes of some students between the A classrooms.
6. Lect. Funda Aznik: A1 is a hard working class, this is the difference between A1 & A2.
7. Lect. Ayse Aykal: We had this type of classroom last year and were unhappy with the results.
8. Lect. İsa Eroğlu: E classrooms are mainly good. B1 results are normal because the unsuccessful students are clear.
9. Lect. Erkan TUNÇ: Let us continue with the Writing Part.
10. Lect. Alper Kalyoncu: In the exam A and P groups wrote a Definition Paragraph. A1 is normally better; 1 student wrote off topic. In A2; in the same way one student wrote off topic. P results seem good. E and B groups wrote about the past. E1 is going good. E2 has 2 absent students. B has deep grammar problems.
11. Lect. Funda Aznik: In B1, there are a few hopeless case students for writing.
12. Lect. Ayşe Aykal: In A1, there are some technical issues, but no major problems. I am very happy with A1. The students participate very well in class and they do well on the exams. A2 results are better than the previous exam. The students in A2 do not participate in class. I think they need a little motivation.
13. Lect. Deniz Aydin: In P, there are some weak students in Listening. The students said that the exam was difficult, but there are some easy parts; surprisingly they could not succeed in it. In the classroom, foreign and Turkish students created groups which may lead to problems.
14. Lect. Cansu Kalkan: There is a gap between the students; some are higher, some are lower.
15. Lect. Ayse Aykal: The lecture is repeated twice. They should be familiar with the technique and vocabulary by now.
16. Lect. Erkan TUNÇ: In Reading, generally the results are good. Let me mention the common mistakes. The common mistakes are always the same every year. The most important issue is the possessives. In A2, vocabulary is the main problem.
17. Lect. Cansu Kalkan:Also, false and doesn’t say questions can be confusing for them.
18. Lect. Erkan TUNÇ: I will look into this matter.
19. Lect. Erkan TUNÇ: In general, all the grades look good with the exception of 2 classes which are A2 and B1.
20. Lect. Erkan TUNÇ: In the EMA Reading part, part 2 will be removed, and instead there will be a part about the vocabulary from the reading book. This will be valid for the following reading exams.
21. Lect. Erkan TUNÇ: The data of your entrance and exit out of the school building are sent to the Human Resources Department, so please be careful with the time of entering and exiting the school.
22. The meeting adjourned at 16:00.