

ISTANBUL GELISIM UNIVERSTY
SCHOOL OF FOREIGN LANGUAGES

Track I Report

Department of Foreign Languages

2024 - 2025

School of Foreign Languages

Fall, 2024

Abstract

This report presents the findings of all operations at the Department of Foreign Languages during TRACK I of the 2024-2025 academic year as stated in the academic calendar for the year, and provides commentary for improvement based on available data.

Date of report: January 22, 2025

Reported by:

Amir Attari

Vice Principal

1. Introduction

This report presents the findings of all operations at the Department of Foreign Languages during TRACK I of the 2024-2025 academic year as stated in the academic calendar for the year in sections 1-4, and provides recommendations for improvement based on available data on section 5.

These include:

- number of learners and academic staff
- number of guided learning hours instructed in the academic year
- number of tests administered
- activities by units
- recommendations

2. Department of Foreign Languages

This section provides data for all operations in programmes under the Department for TRACK I of the 2024-2025 academic year.

2.1 Learners

The table below provides the number learner statistics throughout the track for each programme.

	English Preparatory Programme
Track I	1365

** Data obtained from the Student Affairs Office*

2.2 Academic Staff

The table below provides the number academic personnel throughout the track for each programme.

	English Preparatory Programme
Track I	45

2.3 Guided Learning Hours

The table below provides the number of guided learning hours provided throughout the track for each programme.

	English Preparatory Programme
Track I	5698

** This is the total number of the classes conducted during Track I.*

NOTE: All guided learning hours are planned by the Planning and Material Development unit; based on Syllabus Documents for TRACK I, evident in weekly pacing documents. And all courses instructed are reported by all academic staff on a weekly basis and are routinely monitored by Coordinators' Office as part of the Pearson Assured requirements.

2.4 Tests Administered

The table below provides the number of tests administered throughout Track I for each programme.

	English Preparatory Programme		
	Proficiency	Quiz	Progress Test
Track I	8	5	5

2.5 Appeals to test results

The following table shows the number of appeals received and their outcomes during TRACK I.

The number of appeals for TRACK 1 PT	
Number of students whose scored changed	3
Number of students whose scores haven't changed	18
TOTAL	21
The number of appeals for TRACK 1 QUIZ 1	
Number of students whose scored changed	3
Number of students whose scores haven't changed	11
TOTAL	14
The number of appeals for ONLINE QUIZ 2	
Number of students whose scored changed	4
Number of students whose scores haven't changed	9
TOTAL	13

3. Performance

3.1 Learner Performance

Below you will find the statistics for the academic performance of English Preparatory Programme students on 2023-2024 Academic year Track I based on the Reporting Scheme as described in Syllabus document.

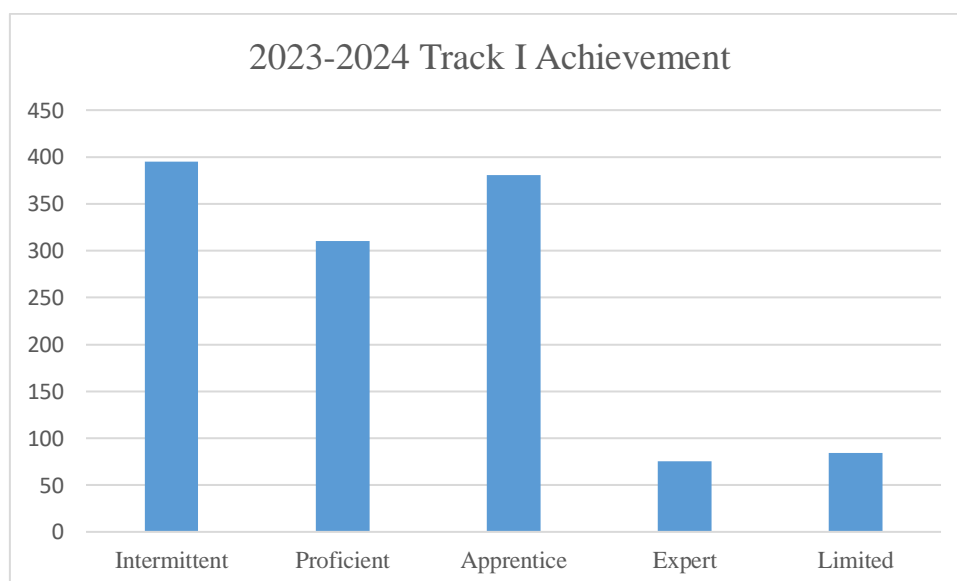
Table 1. Track I. Overall Learner Performance

Bands	Number of students
-------	--------------------

Intermittent	273
Limited	81
Apprentice	336
Proficient	271
Expert	61
Total Number of Active Students*	1111
Total Number of Registered Students*	1365

Table 1 shows the performance of the students during 2024-2025 academic year. It can be seen that majority of the students' level is apprentice ($N_{proficient}=336, 33\%$). The second crowded group is intermittent level students with scores varying between 60-70 ($N_{proficient}=273, 27\%$). The following groups are considered as proficient ($N_{intermittent}=271, 26\%$). & LIMITED ($N_{limited}=81, 8\%$).

Chart 1. Overall Learner Performance



The learners who have 70 or above scores are presented as PROFICIENT ad EXPERT in the chart. APPRENTICE, LIMITED and INTERMITTENT bands are below 70 and represent the quantities of BELOW PASS band in the chart. According to the dataset in Chart 1, 332 learners are in the PASS band, while 779 learners are below the PASS band. More than half of the students are reported that they are in PASS band.

4. Units

This section details the activities of all units during TRACK I of the 2023-2024 academic year as well as data provided by units in regard to activities during this time period.

3.1 Academic Activities

No activities/workshops were conducted during Track I.

3.2 Assessment and Evaluation

October:

- Several proficiency exams were conducted. The evaluation process was supervised by the unit.
- The proficiency exams are as follows:
 - 02.10.2024 – Exam + Evaluation + Appeal
 - 09.10.2024 – Exam + Evaluation + Appeal
 - 16.10.2024 – Exam + Evaluation + Appeal
 - 21.10.2024 – Exam + Evaluation + Appeal
 - 23.10.2024 – Exam + Evaluation + Appeal
 - 30.10.2024 – Exam + Evaluation
- Track I Quiz 1 questions were printed and the envelopes were organized.
- For speaking and writing quiz conduct, we held a meeting to inform the instructors to guide them
 - through the rubrics, exam conduct procedure and grading.
- The quiz sessions (seating arrangements, exam hall arrangements, duty lists etc.) were organized
- and announced.
- The exams were conducted and the optical forms were scanned.
- The evaluation for writing quizzes were planned and the envelopes were distributed randomly.

3.3 E-Learning

October:

- On the 3rd of October, the coordinator joined the Introductory Week presentations and explained the E-Learning Unit's scope, responsibilities and how the process functions for

students. Two of the sessions were in Turkish and the third one was in English. The coordinator presented in all three of them. Baha Hoca helped during the third session by translating the English introductions made by the coordinators. Sercan and Bahaa Hoca have also introduced the departments of Student Affairs and Secretary.

- Esma Şermet has been assigned as a member of the E-Learning Unit. On 7th of October, a short briefing introduced Esma to her responsibilities as a part of the unit. She is tasked to answer student emails that have long slowed down the workload of the unit. In person help requests are still handled by the unit coordinator as well as emails with complex problems. Three manuals explaining how the process works were sent to Esma Şermet as a guide that can be referred to. The new member was also periodically checked by the coordinator to ensure smooth operation.
- On 9th of October, a meeting occurred with the following members; Utku TÖNEL, Buse AKSOY, Esma ŞERMET, Göksel GÜR SOY, Kamil YILDIZ, Amir HAMIDI facilitated by the unit coordinator Sercan ARISOY. The agenda of the meeting was to discuss possible ways to include Speaking and Writing exercises to online homework assignments. Various possibilities were evaluated, the details of which can be found in the meeting minute. Ultimately, it was decided to include Skillful Listening & Speaking Third edition activities that could be evaluated by the system itself to avoid further workload on the teaching staff. The ratio of scoring was decided to be 50/50 between Skillful and Language Hub books. The meeting minute of the session can be found on Google Drive. Physical copies of the meeting minute were included in the E-learning Folder and presented to the VPO.
- The online assignments were prepared by the coordinator to take place between 16th October to 14th November 2024 in line with the pacing documents prepared by the Material Development Unit. The UES team has provided us with the class codes and those were sent to Main Course teachers to announce.
- In the middle of the month, UES reached out to our school to request a list of teachers and the Main Course groups they taught to prepare teacher accounts. The unit coordinator has undertaken the responsibility to prepare the list, send it to the UES team and provide teachers with their accounts. Thanks to teacher accounts, Main Course teachers are now able to monitor the online assignment progress of their students and change passwords if students have forgotten their login information. The unit coordinator has also made multiple announcements on Google Chat to teachers to update their names on their accounts so that their students can see who their teachers are by name. This process required follow-up tasks as some teachers requested accounts later on, missing the deadlines first set for the information to be filled. A number of other teachers have consulted the coordinator to request help to navigate on the website.
- The coordinator Sercan ARISOY joined the Class Representatives meeting to go over the process of Macmillan homework assignments with representatives. The goals, expectations and the process were discussed. The coordinator joined the Class Representatives group on Google Classroom and made announcements when needed. The coordinator has also shared his lesson schedule with classrooms highlighted because students expressed that they found it difficult to find the coordinator in person. The coordinator has been careful about his office hours. Yet, students mostly chase down the teacher when they see him around the school. The students may need to be more educated about how they can get in touch with a particular teacher.
- A number of students are concerned regarding the mistakes in the Macmillan platform. Correct answers or sentences are regarded as wrong on the platform and stress students. This has been an ongoing issue and it is baffling that the issues have not been

addressed yet. The coordinator is currently collecting visual proof regarding the faulty interface and is going to present the evidence to the Macmillan team asking these faulty questions to be considered ‘correctly answered’ by all students.

- The ratio of scoring between the books is a subject that requires revision. As it stands, the activities in Skillful are much fewer than the ones in Language Hub. Consequently, a 80/20 ratio where the assignments from Language Hub taking the higher percentage seems to be a more logical format moving forward in Track II homework assignments.

November:

- Upon the request of school Principal, the coordinator of the department has asked Macmillan representatives for a book purchasing guide in multiple languages (Turkish, English, and Arabic). This guide was later sent to the Google Classroom group with the class representatives. A physical copy of the said form was also handed over to student affairs for it to be published on the notice board.
- Appeals for the online assignments were collected and evaluated. The results were shared with the VPO, Secretariat and Student Affairs. 30 students in total appealed for their results. There were five score corrections. Score corrections occur when the said student already has a score but due to teacher error, they are selected as KTL on Persis. The appeals of two students were accepted and the rest were rejected. The reason for each rejection is specified in the document shared with the aforementioned departments.
- Track 2 online assignments were decided and the class codes were shared with the teachers. The assignments started on the 28th of November 2024 and is going to conclude on 9th of January 2025.

3.4 Extracurricular Activities

October:

- The monthly Bulletin was prepared.
- The monthly Bulletin covers the school’s performance during October including all news of the English preparatory program of IGU, the Academic activities of lecturers, and all the activities related to the school’s social media accounts and Extracurricular activities.

November:

- The monthly Bulletin of SOFL was prepared.
- The monthly Bulletin covers the school’s performance during November including all news of the English preparatory program of IGU, the Academic activities of lecturers, and all the activities related to the school’s social media accounts and extracurricular activities.
- Posts about special days and movie session were shared on Instagram.
- A movie session was planned and a request form was sent on EBYS due to this event.
- The event was held successfully.

3.5 Foreign Language Courses

October:

- Proficiency exams for Advanced English I (YDL 104) and Yabancı Dil (I) were done.
- Mid-term exams for Yabancı Dil (YDL 101) and Advanced English Skills (YDL 103) were prepared and sent.
- Yabancı Dil (YDL 101) mid-term exams will be held face-to-face.

November:

- Mid-term exams for Advanced English I (YDL 104) and Yabancı Dil (I) were done.
- Exam envelopes were signed and grades were announced.

3.6 Planning and Material Development

October:

In October, as MATDEV, we shared the Track I (Elementary and Pre-Intermediate) pacing guide documents with instructors. We held an orientation meeting with new instructors to inform them about the pacing guide documents. We also arranged another meeting to inform all instructors about the Reading and Writing pacing guide documents, since we added worksheets to Reading and Quizlet to Writing. Furthermore, we provided some instructors with physical copies of *Language Hub* and *Skillful* (Listening and Speaking) books. We checked Quiz 1 for Track I and the Progress Test for Track I and sent review reports to TESTING. We updated the Track II (Pre-Intermediate and Intermediate) pacing guide documents according to the dates of the Speaking and Writing exams and sent them to COORD for feedback.

November:

In November, as MATDEV, we shared the Track II (Pre-Intermediate and Intermediate) pacing guide documents with instructors. We submitted the pacing guide for the Supplementary Class to COORD for feedback. Then, we shared it with the instructors. This pacing guide document is designed to be 5

weeks long. It starts on December 9, 2024, and ends on January 10, 2025. It includes 30 lessons, 2 hours per day, 3 days per week. We also shared this pacing guide document with TESTING for exam preparation. Furthermore, we provided physical copies of *Skillful B1* (Listening and Speaking) books to 20 instructors. We checked Quiz 1 for Track II and sent a review report to TESTING.

3.7 Professional Development

October:

- The training sessions for new instructors are ongoing.
- Participants engaged in lesson observations and completed the associated tasks.
- Mentorship sessions for instructors who began last year are continuing as planned.
- November observations were successfully completed, and feedback was provided to the instructors based on their action plans.
- Plans for December were finalized, and December lesson observations are currently underway.
- Unannounced lesson observations were conducted, with only a few remaining to be observed.
- All observations are documented in both Word format and a needs analysis Excel file.
- Communication with the publishing house regarding the planned training session was carried out.
- Based on a request from the e-learning coordinator during the previous meeting, a new training session titled "How to Use Online Platforms Effectively" was added to the January training program.
- A meeting was held to discuss the January training program, which will be finalized by the end of December.
- December mentee meetings and lesson observations are progressing as scheduled.

3.8 Quality Assurance

October:

As the Quality Assurance Unit, we hold weekly meetings to make sure all the decisions made are in line with our school Quality Assurance guidelines. Here is a summary of all the decisions made in October 2024:

- A monthly meeting with representatives was organized. We started mentoring activities for the academic staff. In addition, we prepared a guide for mentoring activities. We asked all the instructors to choose their desired office hours. Then, those hours were announced on our school's website. We decided and announced the mentor teacher for each group.
- As the university decided to use a newer edition of Skilful books, we requested the necessary teacher's books. We met with the IT Department to make the necessary explanations regarding the automatic grades/scores announcement system. We planned the next meeting date and time for the Scientific Research team. T1 Quiz date and time was decided and announced to students and instructors.
- As the printers keep breaking down, we requested a new photocopier from the IT department. We informed students about the rules regarding the designated smoking area. It was decided that Professional Development needs to perform weekly observations and provide formative assessment to the relevant teachers when necessary.
- The classrooms were checked to improve teaching conditions and determine the needs. We checked the safety of the elevators and decided to stop using one of them since it was unsafe. We requested weekly routine checks from the IT department for Block E especially during Quiz and PT weeks. We planned the next Monthly Units Meeting.
- It was decided that T1Q1 papers are going to be graded by instructors on the 3rd floor meeting room. We planned monthly student representatives' meetings. We made the necessary preparations for PT standardization training. We initiated classroom observations to plan professional development activities.

November:

As the Quality Assurance Unit, we hold weekly meetings to make sure all the decisions made are in line with our school Quality Assurance guidelines. Here is a summary of all the decisions made in November 2024:

- T1Q1 results were announced. The classrooms in Block E were checked and our requests regarding classroom needs were submitted to the management. The November Monthly Units Meeting was organized. The November Class Representatives Meeting was held. PT standardization training was planned. Detailed information regarding exams was shared with the IT unit. A supplementary program for late-registered students was organized.

5. Conclusion

This section interprets data presented in previous sections as well as other reports submitted, meetings held during TRACK I of the 2024-2025 academic year, and provides recommendations for future.

ASSESSMENT	As time passes, students are becoming more familiar with the structure of the book and the exams. Therefore, a considerable growth can be seen in their exam achievement.
FACILITIES	Infrastructure-related problems (such as sounds system problems, projectors not working, broken windows/benches, etc.) are reported by instructors on a regular basis in their weekly reports, and the corresponding/responsible units are informed and the problems are solved as soon as possible.
QUALITY ASSURANCE	Regular meetings were held to make sure all the decisions made are in line with university's Quality Assurance criteria.

References

- Class, Course, and Programme Reports for T1 Weeks 1-8
- Unit Activity Reports for October and November 2024-2025