

ISTANBUL GELISIM UNIVERSTY
SCHOOL OF FOREIGN LANGUAGES

Track III Report

Department of Foreign Languages

2024 - 2025

School of Foreign Languages

Spring, 2025

Abstract

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

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Reported by:

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Vice Principal

1. Introduction

This report presents the findings of all operations at the Department of Foreign Languages during TRACK III 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 III 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 III	1066

** 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 III	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 III	6160

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

NOTE: All guided learning hours are planned by the Planning and Material Development unit; based on Syllabus Documents for TRACK III, 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 III for each programme.

	English Preparatory Programme		
	Proficiency	Quiz	Progress Test
Track III	1	4	3

2.5 Appeals to test results

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

The number of appeals for TRACK 3 PT	
Number of students whose scored changed	14
Number of students whose scores haven't changed	69
TOTAL	83
The number of appeals for TRACK 3 QUIZ 1	
Number of students whose scored changed	2
Number of students whose scores haven't changed	101
TOTAL	103
The number of appeals for ONLINE QUIZ 2	
Number of students whose scored changed	7
Number of students whose scores haven't changed	73
TOTAL	80

3. Performance

3.1 Learner Performance

Below you will find the statistics for the academic performance of English Preparatory Programme students on 2024-2025 Academic year Track III based on the Reporting Scheme as described in Syllabus document. During Track 3, five quizzes and five progress tests-one for each skill- were conducted. Here are the overall learner performance in accordance with the scores obtained from the exams conducted during the track:

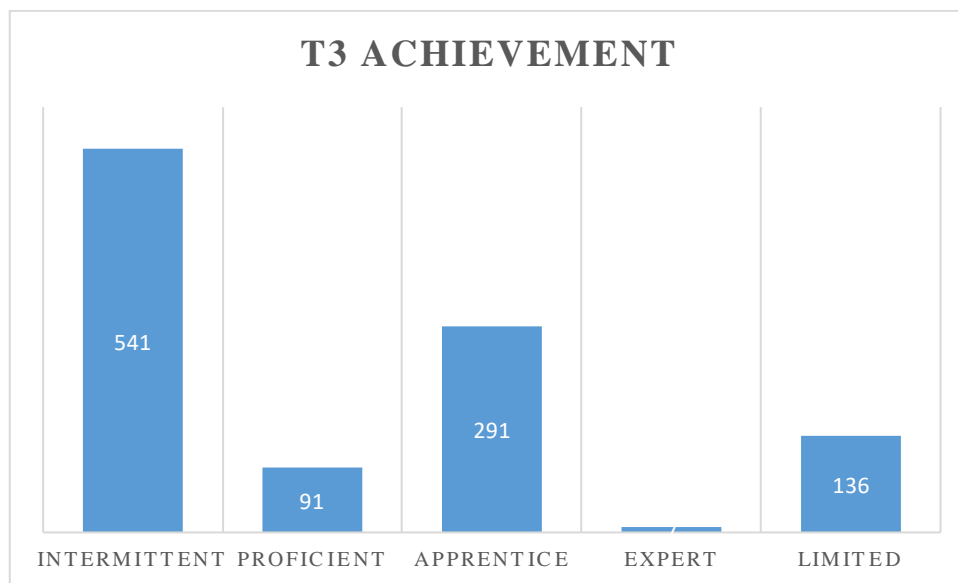
Table 1. Track III Overall Learner Performance

<i>Bands</i>	<i>Number of students</i>
Intermittent	541

Limited	136
Apprentice	291
Proficient	91
Expert	7
Total Number of Active Students	766
Total Number of Registered Students	1066

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 and 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, 98 learners are in the PASS band, while 968 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 III of the 2024-2025 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 III.

3.2 Assessment and Evaluation

February:

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March:

- On 06.03.2025 and 28.03.2025, proficiency exams were conducted. The results were analyzed and shared with the secretariat to be announced.
- T3 Quizzes were prepared and sent to MATDEV. Following MATDEV's feedback, the exams were edited and proofread by the COORDs, as well.
- T3 Speaking and Writing quizzes were conducted.
- Newcomer group had their T1 quizzes. The exams were checked and the scores were announced.
- T3 quiz duty list, exam seating, and exam announcement were prepared and announced.
- Erasmus+ announcement was prepared and after being approved by VPO, it was shared on the website.
- Erasmus+ exam seating was prepared and announced.
- Erasmus+ exam was conducted. The exam was checked and speaking lists were prepared. Erasmus+ speaking exam was completed and the final score list was completed.

3.3 E-Learning

February:

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March:

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3.4 Extracurricular Activities

February:

- The monthly Bulletin was prepared.
- The announcements of the school on Instagram and posts for special days were made.
- The best papers written by students were chosen to be used in the next month's
- bulletin.
- A meeting was arranged with a foreign student. He will be interviewed and the
- interview will be published in the next month's bulletin.

March:

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3.5 Foreign Language Courses

February:

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March:

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3.6 Planning and Material Development

February:

March:

In March, as MATDEV, we published the pacing guide documents for Track 2 (Newcomers). Additionally, we also prepared Reading worksheets for advanced level. Then, we sent the pacing guide documents for Track 4 (Alpha and Beta) to COORD for feedback. Furthermore, we printed out the Reading worksheets for Track 4.

3.7 Professional Development

February:

This month, PRODEV focused on coordinating instructors' new schedules for the spring semester to plan observations. There will be two types of observations for the faculty. In the fall semester, unannounced class visits were conducted, and based on these observations, PRODEV organized a workshop for the instructors. Now, it is time to observe their classes again to assess the outcomes of this training session. One-on-one mentoring sessions will continue where it was left off. Looking ahead, we plan to organize more targeted workshops addressing the evolving needs of our instructors after the second unannounced class visits.

March:

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3.8 Quality Assurance

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 Track III 2025:

- **February:**

Initiatives in alignment with the Strategic Plan have been launched. In order to increase student achievement rates within the School, necessary measures have been taken, and related efforts have been initiated. A decision has been made to recruit additional full-time instructors to increase the number of permanent teaching staff. Research has been conducted regarding both the increase in the number of classrooms within the School and the

reorganization of existing classroom furniture to ensure that desks are portable and suitable for group work. It has been decided that the canteen and recreational areas located in the school courtyard will be reorganized in accordance with student needs, and that their physical conditions will be improved. Furthermore, students with high absenteeism rates have been identified, and it has been decided that a list of these students will be submitted to the call center so that the necessary notifications can be provided.

March:

In order to make up for classes missed due to the winter holiday, the relevant courses have been rescheduled according to an appropriate timetable, and additional makeup sessions have been organized outside of regular class hours. Discussions have been held regarding the job description and work plan of the Education and Training Commission operating within the school; regular feedback has been received from the relevant unit concerning the commission's workload and report preparation processes.

Participation in quality commission meetings has been maintained. Efforts to involve the entire school in quality assurance activities have been initiated through the Unit Quality Board. Monthly meetings have been continued, and efforts have been made to strengthen communication.

In the aftermath of the Eid holiday, it was unanimously resolved that student attendance in classes would be systematically monitored, and the regular and effective delivery of lessons would be subject to supervision, with the aim of enhancing student engagement across the school. With regard to in-class observations conducted within the institution, the principle of confidentiality was upheld with the utmost diligence; accordingly, the findings were shared

exclusively between the observer and the observed instructor, in full respect of professional privacy standards.

5. Conclusion

This section interprets data presented in previous sections as well as other reports submitted, meetings held during TRACK III 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 Track III (weeks 1-8)
- Unit Activity Reports for February and March 2024-2025