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|  **Date:** 24.09.2024 |  **Time:** 14:30 |  **Location:** D-513 | **Meeting Number:** 1 |
|  **Type of Meeting** | Institutional Effectiveness and Quality Enhancement Unit (IEQEU) Meeting  |
|  **Reporter** | Ceren Aktay Eryılmaz |
| MEETING AGENDA ITEMS |
|  **1.** | Welcoming a new member to the unit  |
|  **2.** | Introducing the training sessions  |
|  **3.** | Deciding training dates and participants  |
|  **4.**  | Any other business (AOB) |
| PARTICIPANTS |
|  | Full Name | Attended / Did Not Attend |
|  | Fatih Yücel (FY) – Director | Attended  |
|  | Ceren Aktay Eryılmaz (CAE) – Head of IEQEU | Attended |
|  | Irmak Zengin (IZ) – Vice Director | Attended |
|  | Buse Özer (BÖ) – Vice Director | Attended |
|  | Ayşe Umut Arıbaş (AUA) – Head of English Preparatory Programme  | Attended  |
|  | Nur Karabağ (NK) – Coordinator of English Preparatory Programme  | Attended |
|  | Serdar Öztürk (SÖ) – Head of DLU | Attended |
|  | Melek Kara (MK) – Head of CMDU | Attended |
|  | Ebru Açak (EA) – Head of TAU | Attended |
|  | Burak Efe (BE) – Head of PTLU | Attended |

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| **MEETING DECISIONS** |
| 1. **New Unit Member**
* INFO/DISC: Burak Efe was announced as the new head of Professional Teacher Learning Unit and the newest member of the IEQEU since the heads of all academic units are also a member of IEQEU.
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| 1. **Training Sessions**
* INFO/DISC: CAE has informed everyone about their pursuit for different accreditation bodies. She explained that they have been working on main standards and criteria of different accreditation bodies and according to the result of their initial self-audit, some areas that need improvement have been identified. Possible training topics have been discussed.
* ACTION: Training topics and their dates have been finalised. According to the topics, participants of those sessions have been determined. IZ will share the dates and participants lists with Tony Gurr to finalise them.
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