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|  **Date:** 18.02.2025 |  **Time:** 14:30 |  **Location:** Zoom | **Meeting Number:** 4 |
|  **Type of Meeting** | Institutional Effectiveness and Quality Enhancement Unit (IEQEU) Meeting  |
|  **Reporter** | Ceren Aktay Eryılmaz |
| MEETING AGENDA ITEMS |
|  **1.** | Introducing the new assessment matrix drafted by the testing unit  |
|  **2.** | Discussion of suggested new assessment tools  |
|  **3.** | Frequency of the administration of the BULET exam  |
| 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  |
|  | Serdar Öztürk (SÖ) – Head of DLU | Attended |
|  | Burak Efe (BE) – Head of PTLU | Attended |
|  | Ebru Açak (EA) – Head of TAU | Attended |
|  | Melek Kara (MK) – Head of CMDU  | Attended  |