

ISR meeting 5.10.16

13:30 – 14:30

Coordination & Minutes:	Robert Buttigieg
Present:	AndrewTriganza Scott
	Audrey Gatt
	Elysia Marie Farrugia
	Orlando Bonnici

Agenda:

(Robert Buttigieg)

- Present staff were informed about L3 'extra' hours – ISR staff are to be present if students are to engage themselves in any kind of visit etc. Responsibility cannot be solely based on the student. It has basically been concluded that L3 students will also be given seminars, similarly to the practice with L1 & 2 students. Discussions with external speakers have already started – the focus will be mainly on careers (for L3).
- The present members have agreed to brainstorm ideas and topics during the next ISR meeting, aiming to identify possible speakers who may be invited.
- The subject coordinator will commence liaison vis-à-vis possible delivery dates, venues etc.
- The ISR lecturers were notified that upon the initiation of delivery of lectures, schemes of work are to be established. These are to be emailed to the subject coordinator by the end of the month. A template will be supplied in softcopy.

- The present members were also asked to relay their timetable to the subject coordinator by the end of the month. This will aid to identify common slots in future one-to-one meetings (if need be).
- The present members discussed the current resource developments. The following points were suggested:
 - Handouts should be brief & straight to the point
 - Material should not be extremely abundant
 - Fill in questions are to be kept as minimal as possible
 - Criteria should be listed accordingly, and visibly on the handouts – most are using abbreviations displayed on the rubrics (A1 - A5, B1 - B5 etc)
- Students should be immediately briefed about how they will be assessed. Marks carried out by each assessment method should also be mentioned to the students. Grading guidelines may also be mentioned.
- It was suggested that a set number of questions/topics for the Final Presentations are to be presented in class. The subject coordinator agreed upon this common suggestion, yet it was decided that students may also come up with their own title/topic. Students may opt to work in pairs (not more). Presentations are to last approximately 10 minutes (15 minutes for pairs). An addition in presentation duration would entail that large groups of students end up spending weeks to deliver this task, which is definitely not viable.
- ISR lecturers were also notified that in accordance to what was proposed a few weeks back by the Head of the Foundation College, 10 marks extra – based on general behaviour, punctuality & participation will be allotted to the students at the end of the academic year. The final mark issued will be out of 110, which will finally be converted via simple proportion.
- The front sheet baring dates and information for the assignments will be handed in the coming weeks.

The next meeting will target:

1. Seminar content discussions
2. General ongoing feedback