

Personal Development Staff Meeting

25th September 2015

8:00 – 10:15am

Present:	Borg Martin	Director Curriculum
	Robert Buttigieg	Coordinator
	Andrew Triganza Scott	Lecturer
	Audrey Gatt	Lecturer
	Caroline Vella	Lecturer
	Elysia Marie Farrugia	Lecturer
	Joseph Cilia	Lecturer
	Orlando Bonnici	Lecturer

Minutes:

(Robert Buttigieg)

- Lectures asked to be supplied with current scheme of work for all levels – this shall be done by email in the coming days.
- Andrew kindly offered to supply the PD team with his Excel attendance sheet template – this shall be done by email in the coming days.
- The idea of a compulsory reflective diary was brought up and everyone present seemed to express agreement to the idea. It was agreed that I provide a sample of this diary during our next subject meeting in October.
- Staff expressed concern about the need for training, especially in **Ethics**. It was also mentioned that every Monday **PSCD meetings** are held at the Curriculum Centre/Education Office in Floriana, where useful information revolving around the theme of current affairs and other interesting case scenarios is divulged. It was also mentioned that there is also the provision of educational resources. The majority

expressed that this would prove to be an opportunity from which all of the PD staff would benefit.

- It was asked that during the next meeting, time should be allocated for training & upskilling suggestions and ideas.
- Concern was expressed about:
 - ❖ the practice at IICT where lecturers are being asked to upload their resources under an MCAST template which excludes the listing of their personal ownership.
 - ❖ the presentation of final results at the end of the scholastic year – hassles in inputting results under a number of different result templates.

Upcoming meetings:	30 th September 2015	12:00	Student House
	7 th October 2015	TBA	LSU

Agenda:

30/9/15

The next meeting will be held with Mr John Bartolo, who will cover COI decisions about the Duke of Edinburgh's award and the way forward.