

2nd December 2015

14:30 – 16:00

Present:	Robert Buttigieg	Coordinator
	Audrey Gatt	Lecturer
	Caroline Vella	Lecturer
	Elysia Marie Farrugia	Lecturer
	Rene Pace	Lecturer
	Rose Falzon	Lecturer

Minutes:

(Robert Buttigieg)

- Lectures present during the meeting were presented with numerical data representing the average number of students listed within each PD level group per institute. You may find the document attached to the email containing these minutes.
- The staff were briefed about the existence of BCOS (basic course in office skills) which is being offered at IBMC (level 1) since the last academic year.
- The lecturers were informed that Isabel Jakobsen, our guest speaker from Sedqa accepted to meet with myself and discuss the content of her sessions. Isabel was supplied with a template which she agreed to fill-in with the relevant information in order to provide her sessions with a backed up plan & rationale. You may find the document attached to the email containing these minutes.
- Isabel Jakobsen requested that we relay her our level 2 timetabled slots. In order to effectively supply this data, the staff were handed a tabled document to list their relevant slots. Data has already been gathered from the majority of the lecturers.

- The present members were informed about the initiative to include a one hour session in the PD programme, where students are given some form of career guidance through the use of a software. In order to make use of this software, it was planned that the staff are to be offered a training session. In reaction to this news, all the PD team came up with the following suggestions:
 - A clear rationale explaining why we should be doing this one hour session with our students should be provided
 - The software in discussion should be adapted to our current MCAST courses, otherwise it might not be relevant
 - This practice might backfire as students might have a sudden realisation that they might be attending the ‘wrong’ course, and this would place a negative effect upon their performance for the rest of their stay
 - It might be a good idea if this software is offered during the early induction meetings, or even better during Form 5 in secondary school
- The staff were briefed about the conference organised by the MPSDA, which was held on the 26th November 2015 at the University of Malta. The theme revolved around the importance of PSCD and cross-curricular emphasis within the curriculum of post-secondary and tertiary education institutions. Mr John Bartolo and myself were invited to represent MCAST. We managed to raise awareness about our current practices at MCAST and invited the audience (Form 5 students representing various Colleges) to voice their opinion about PSCD. Although one can clearly confirm that the majority of the present audience were delighted with the presence of PSCD in their timetable and that they wished to have it also timetabled in their tertiary education – there were still a number of students who made it clear that they were not seeing any benefit in having PSCD occupying their timetable. This may be an additional motivator towards setting up a syllabus which the students would deem relevant and useful.
- The PD lecturers were notified that a connection has been established with Mr Stephen Camilleri and Mr Dunstan Hamilton (PSCD EOs) as well as Dr Amanda Bezzina (MPSDA president). They offered to assist in the reviewing of our PD syllabus.
- The present PD staff members also showed interest in giving their share to the syllabus, thus we agreed that this could initiate during our next meeting.

- Presenting the rationale behind the identification of 5 main themes, inspired by Goleman's Emotional Intelligence Model.
- Brain storming and groupwork targeting innovative ideas for the build-up of our new syllabus.

Personal Development meetings are to be held **regularly** on the first **Wednesday** of **every consecutive month**. The meetings will be held at the library A/V room @ **14:30** to accommodate the availability of every member of the team.

We encourage each other to attend for these meetings as they are crucial for the development and revision of our subject.