

4th May 2016

13:30 – 16:00

Present:	Robert Buttigieg	Coordinator
	Andrew Triganza Scott	Lecturer
	Audrey Gatt	Lecturer
	Elysia Marie Farrugia	Lecturer
	Joseph Cilia	Lecturer

Minutes:

(Robert Buttigieg)

- The present members were informed that the coordinator will be setting up an ad-hoc meeting with every individual PD lecturer, thus they were instructed to forward their most recent timetable update as soon as possible.
- The PD staff were asked to give a rough estimate of the number of students who are bound to fail the PD assessment for the 2015 – 2016 academic year. For a more precise estimate, and in order to include the rest of the team, PD lecturers will be reporting their statistics via email (*fill in attachment 1*).
- The staff were presented with a copy of the recently devised PD assignment coversheet (*see attachment 2 – has to be modified accordingly*). The aim behind this coversheet is to give a more formal and orderly presentation to the PD assignment. The sheet also provides a break-down of the marks allocated, as well as a final grade.
- The lecturers were also informed that from this year onwards, all marks released by the PD lecturers will be accompanied by a grade (*see attachment 3*). This information has been verified by the registrar.

- It was also discussed that in order to aid the students in remembering their assignment date, it would be practical to formulate a notice – which would be emailed to the relevant clerical staff per institute to stick to the student notice board. This would also eliminate any potential excuses brought up by students who happen to claim that the assignment date was never divulged (*see attachment 4*).
- The present members were also informed that if a student fails to pass from his/her first assignment sit, the student will only be able to make up for this through a synoptic.
- Students who have to sit for the synoptic are the ones who have failed to obtain 50% of the mark in one or more of the following (obviously keeping in mind the proper assessment criteria according to level):
 1. 80% attendance (levels 1,2 & 3)
 2. 10/15 hours community work (levels 1,2)
 3. Final presentation (levels 1,2)
 4. File (level 3)
- We have been instructed that lectures will be finishing on the 3rd June 2016. Therefore it is essential that the first sits are all covered by the end of May in order to conclude our groups by providing a proper closure to their experience.
- Finalised marks are to be handed to the relevant institutes by the first week of July.
- The PD synoptic will be taking place on the last week of June and/or first week of July.
- The staff were presented with a synoptic proposal, but the team agreed that this delicate issue needs more attention. Thus it was decided that an additional PD meeting featuring synoptic idea proposals will be held next week.

The next meeting will be held on **Wednesday 11th May 2016 @ 13:30** at the **library A/V room**. We encourage each other to attend for these meetings as they are crucial for the development and revision of our subject.