

6th January 2016

14:30 – 15:30

Present:	Robert Buttigieg	Coordinator
	Audrey Gatt	Lecturer
	Caroline Vella	Lecturer
	Orlando Bonnici	Lecturer
	Rene Pace	Lecturer
	Rose Falzon	Lecturer

Minutes:

(Robert Buttigieg)

- During today's meeting, it was communicated that the Personal Development assessment for the 2015 – 2016 academic year is subject to change. PD lecturers were assured that the efforts of students who have already started or performed their community work will not be disregarded. Further instructions will be communicated during the next meeting in February.
- The present members were shown a powerpoint -Optimising Delivery- which summarises the proposed new modality of content delivery. You may find the powerpoint attached to the email containing these minutes. The main points elicited in this presentation are the following:
 - Personal Development will be ensuring further relevance to the vocational aspect with the amalgamation of Career Management & Exploration theme to the new proposed syllabus.

- A seminar during the induction week will be held to initiate the year groups and give the students an opportunity to develop early bonding. It will also serve to aid the transition between secondary school to MCAST.
 - Traditional weekly lectures are to be held with the main focus of promoting self-awareness, positive relations and team building – this will be done through the guidelines of the new proposed syllabus.
 - Through the evaluation of students, with the assistance of fellow lecturers encountered during the weekly timetabled meetings, the PD lecturers will be devising custom made mini-programmes (Group Interventions) to tackle underlying currents and issues in the groups assigned.
 - The new proposed assessments for the Foundation College (levels 1,2,3) are all related to some form of work exposure. This will ensure relevance and induce further motivation in students towards completing any assigned tasks. This practice will finally establish the proper embedding of Personal Development together with other keyskills as well as the vocational subjects.
- It was pointed out that the proposed work exposure practice is planned to be owned by all institutes at MCAST. This means that the coordination of these work exposures will not fall solely under Personal Development lecturers' responsibilities.
 - Staff members also suggested that a proper screening/assessment should be held with each and every student before admitting them to any kind of work exposure.
 - A draft document featuring the current proposed syllabus was presented to the PD lecturers. The new syllabus can be summed up into 5 main themes being:
 - i. Self-Awareness
 - ii. Decision-making & Problem-solving
 - iii. Self-management
 - iv. Communication & Teamwork
 - v. Career Management & Exploration

The selection of these main themes is based on Goleman's Emotional Intelligence & Weisseberg's Social Emotional Learning models.

- The PD lecturers were informed that it will be their individual responsibility to devise a scheme of work (based on the proposed syllabus) in accordance to the needs of each group assigned to them.
- The proposed modality of content delivery as well as the draft syllabus have already been presented to the PSCD EOs and MPSDA representatives during a meeting with the Deputy Director Curriculum and the PD coordinator. The outcome of the meeting was very positive and all the present members complied towards the proposed content.
- The present PD staff were informed that the proposed content will be presented to the Deputy Principal Mr Vince Maione in the coming weeks.

Next meeting:

3rd February 2016

- Presenting any important updates, especially with regards to the assessment for the 2015 – 2016 academic year.
- Further updates concerning the progress of the proposed content delivery & new syllabus.
- Exchanging practices & ideas related to the development of a standard student handbook (at each level) which will be part and parcel of the new PD assessment for the next academic's year.

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.