

Personal Development Staff Meeting

7th October 2015

12:00 – 14:00

Present:	Robert Buttigieg	Coordinator
	Andrew Triganza Scott	Lecturer
	Audrey Gatt	Lecturer
	Caroline Vella	Lecturer
	Christian Brincat	Lecturer
	Elysia Marie Farrugia	Lecturer
	Joseph Cilia	Lecturer
	Orlando Bonnici	Lecturer
	Rene Pace	Lecturer

Minutes:

(Robert Buttigieg)

- Lecturers were informed that the practice of supplying a general scheme of work for levels 1, 2 & 3 has been discontinued. Instead they have been supplied with the most recent update of the unit specifications and instructed to devise a scheme of work according to the needs of the students.
- Andrew presented and explained the Excel attendance sheet template that he developed. It was approved by the present members, yet had to be tweaked – the updated version will be supplied by email in the coming days.
- It was discussed that final PD assessment marks should reflect a proper grading, rather than a mere pass/fail. It was mentioned that in some instances, students had their global certificate average mark lowered due to an ‘accidental’ diminished PD mark supplied by either the registrar or other individuals who are involved in data

inputting. Moreover, an abundant number of lecturers recounted being contacted by students who claimed that they had failed their PD subject even though in reality they were actually passed by their lecturer (in some cases even vice versa).

- Furthermore, the present members proposed that students who failed the PD attendance by a rather fine margin should be given the opportunity to amend to their missed lectures by attending a number of tutorial sessions.
- It was also stressed that the student cohort per class should definitely be contained to a modest number, typically the maximum of 16 students (as noted in various local studies).
- Importance was given to the urgent need to be aware about students with certain conditions as early as possible. It was emphasised that sometimes unwillingly and unknowingly, lecturers might tap over issues which might trigger a reaction in particular students who might either have a certain condition, or might be going through some sort of experience. Serious complications could be easily avoided if the staff are informed about certain issues at an early stage (assuming that the information is already available).
- A presentation featuring the basics of the techniques behind PD and the Maltese Model was presented by the coordinator.
- The present members conducted a reflective task – the results will be displayed at a later stage.

Next meeting:

TBA

The next meeting will be announced once a common slot (or two) are identified. Lecturers will be instructed to email their timetable within the next few weeks.