

11th May 2016

13:30 – 15:30

Present:	Robert Buttigieg	Coordinator
	Andrew Triganza Scott	Lecturer
	Audrey Gatt	Lecturer
	Elysia Marie Farrugia	Lecturer
	Joseph Cilia	Lecturer
	Pauline Scicluna	Lecturer
	Rene Pace	Lecturer
	Rose Falzon	Lecturer

Minutes:

(Robert Buttigieg)

- The present members discussed the way forward with the synoptic proposal. It was agreed that the proposed synoptic would tackle content featured in the current Personal Development learning outcomes whilst promoting commitment from eligible students in an appealing manner.
- The team came up with a synoptic proposal – eligible students will be asked to devise a PowerPoint and a brief write up:
 - A number of pre-set titles will be supplied
 - The slideshows have to bear a minimum of 10 slides, and not exceed the maximum of 15 slides (any kind of title pages are excluded from these figures)
 - Write-ups are to be delivered in the form of notes/annotations in combination to the relevant PowerPoint slides. The word count ranges

approximately from 100 – 300 depending on the level of the student sitting for the synoptic.

- The PowerPoint has to be presented in front of an audience, composed of at least 2 PD lecturers – questions may be asked accordingly.

This proposal is currently being reviewed – i.e nothing is yet official

- As the meeting progressed, all of the present staff boldly expressed the need for the students' coursework content and assignments to be verified, in accordance to the yearly scheme of work developed by each and every lecturer. This proposal was eagerly welcomed by the coordinator, who in the coming days will be forwarding the request accordingly.
- The staff have been informed that a number of in-house training sessions (devised by fellow PD lecturers) will be offered through focus groups during the month of June and/or September. The present members expressed the need to develop such practices and increase the number of meetings once lecturing duties are over.
- The present lecturers also showed interest in the sharing of good practices and in a possible compilation of a number of common resources.
- A number of individual ad-hoc meetings with PD lecturers have already taken place as scheduled. **The remaining lecturers have been urged to forward their timetables to establish a common slot with the coordinator as soon as possible.**

Next meeting:

8th June 2016

Until any further notice, the next meeting will be held on **Wednesday 8th June 2016 @ 10:00** 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.