

ISR meeting 29.9.17

11:00 – 14:00

Coordination & Minutes:	Robert Buttigieg
Present:	Andrew Triganza Scott
	Audrey Gatt
	Caroline Vella
	Elysia Marie Farrugia
	Lino Camilleri
	Luke Mallia Azzopardi
	Orlando Bonnici
	Pauline Scicluna
	Rachel Bajada
Excused:	Claranne Micallef
	Diana Cauchi
	Edward Vella
	Joseph Cefai
Absent:	

Minutes:

(Robert Buttigieg)

1. Monthly ISR meeting set on every first Wednesday of each month @ 13:30 – 14:30.
 - Lecturers pointed out that once a month might not be enough. The need for more frequent meetings will be discussed again.

- Unless called for an ISR meeting, ISR lecturers @ L1 – 3 are to attend the institute Embedding meetings every Wednesday after 12:30.
2. A new assignment coversheet has been devised – this will be attached to the email bearing these minutes.
 3. Three main assessment strategies:
 - Reflective learning (ex-class performance) – this is an ongoing class & home-based approach bearing ALL the assessment criteria featured on the subject descriptor/rubric.
 - Subject file – this is the physical evidence of student participation & interest in the learning progress. Names of students who consistently skip their ISR lessons and at the end of the academic year present their subject file, are to be forwarded to the subject coordinator.
 - Presentation – to recall a topic covered in class and present in own words beefed up by class notes/research in front of the group. This task can also be based on optional voluntary work. In some institutes, it will be based on a work exposure experience. The presentation can be delivered individually, in pairs and also up to groups of three.
 4. Upon the proposal of a 50% global passmark for ISR, all the present lecturers showed strong disagreement. The 50% passmark in each examination method is currently still applicable, yet to be discussed.
 5. A logbook bearing ISR assessment criteria will be presented for a number of work exposures at foundation level. The logbook and work exposure will also be incorporating a number of embedded tasks for other keyskills subjects. Currently, the work exposures are taking place in the following institutes:
 - IET – L2
 - IAS – L3
 - IICT – L3

6. ISR lecturers have been asked to forward their individual schemes of work by the end of October.
7. Verifiers are still being appointed – these will be holding individual meetings with all ISR lecturers and ensuring that material presented to the students bears the assessment criteria. The schemes of work will obviously play a key role in this task.
8. It was agreed upon that an **UNOFFICIAL** deadline for the ISR assessment is set on the 18th May 2018. The reason behind this is to leave a week or two for the lecturers to correct the students' work and forward the samples to the verifiers. It was also agreed that if a student happens to forget his/her work or miss the 18th May deadline, the student will be allowed to present the work on another date. Lectures officially stop on the second week of June, thus everyone is bound to keep up with the contact hours until they are told to do so.
9. Counselling referrals have been explained in detail and an email was also sent prior to this meeting.
10. The role of the institute student support service coordinators (ISSSCs) has been explained with accuracy. Contact details have been forwarded prior to this meeting (also attached to this email). The lecturers have been urged to advertise the Student Support Services to all their student groups.

Next meeting:

(1.11.17)

The next meeting will target:

- Synoptic

(Additional meetings might be slotted according to circumstances).