

**Minutes:**

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**Present:**

Andrew Triganza Scott  
Audrey Gatt  
Edward Vella

Elysia Marie Barbara  
Robert Buttigieg

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**1. Verification**

- After examination of the current situation, the verifiers discussed the option of having assessment tasks drafted by the ISR lecturers themselves.
- The subject coordinator will still be drafting a task, which the ISR staff can opt to make use of & adapt.
- Lecturers can opt to share their draft tasks on Moodle which can be accessed on:  
<https://moodle.mcast.edu.mt>  
**Home > Courses > Keyskills > ISR**
- Rather than having a deadline per task, the verifiers decided to announce a deadline on the end of January – lectures are to forward results & corrections of either Task 1 or Task 2. Task 3 is still planned to have its deadline set towards mid/end of May.
- All lecturers are to have concluded their assessments by the end of May.
- A number of lecturers have not yet established communication with their verifier – this needs to be done as soon as possible. Lecturers are not to forward any unsigned front sheets to their students.

## 2. CSR related

- Latest updates - Mr Richard Curmi is currently being contacted by students who plan to initiate their CSR hours. He has been requesting the students to forward some information. A template has been developed by the ISR coordinator and will be forwarded altogether with these minutes. The template will also be uploaded on Moodle.
- Lecturers are to hold the Task 3 tutorial with their students at their earliest convenience
- Students are to be instructed to establish communication with non-profit organisations
- As already agreed during the last ISR meeting, lecturers are to keep a personal record and track the students' selection of venues
- All students are to be redirected to Mr Richard Curmi