



HND/ DET Team Meeting

Minutes

Date of the meeting: 3rd September 2019

Duration of meeting: 15:00 to 16:30

Location: Mont Rose House Board Room

Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters Arising
03	Internal Verification of Assignment briefs
04	Documentation of Presentation
05	Formative feedback
06	Assessments
07	Mentor and Mentee
08	Interviews at Mont Rose House
09	Uniformity in marking
10	Employability Centre/ Business Advisory Service
11	Any other business
12	Date of the next meeting
13	

Attendance:

Names	Department	Category of membership
Dr Leslie Doyle	Lead Internal Verifier/ Quality Assurance Manager	Member
Mrs Sayeda Zain	Dean of Studies	Chairperson
Mr John Oakshott	Lecturer - Business	Member
Mr Yannick Fansi	Lecturer- Business	Member
Mr Francis Marfo	Lecturer/ Internal Verifier -	Member

	Business	
Mr Raj Desh Sharma	Programme Manager HND Business Marketing/ Lecturer	Secretary
Mr Christian Howusu	Lecturer - Hospitality	Member
Dr. Kwabena Frimpong	Lecturer - Business	Member
Mr Thomas Gomes	Lecturer - Hospitality	Member
Mrs Pratika Teyssedou	Programme Manager HND Hospitality Management/ Lecturer	Member
Mr Jahnazaib Irfan	Programme Manager HND Health and Social Care/ Internal Verifier	Member
Ms Tabassum Firdous	Lecturer/ Internal Verifier – Teacher Training	Member
Mr Kwaku Adjepong	Programme Manager Teacher Training/ Lecturer	Member
Ms Lilian Appiah	Lecturer – Hospitality	Member
Mr Gowher Malik	Lecturer/ Internal Verifier - Business	Member
Mrs Lacramioara Carmen	Lecturer - Hospitality	Member
Mrs Chika Ugoji	Lecturer - Business	Member
Mrs Farida Kalam	Lecturer – Teacher Training	Member
Mr Jawahar	Lecturer – Health & Social Care	Member
Mr Sarkis Nehme	Lecturer/ Internal Verifier - Hospitality	Member
Mr Fabrice Teyssedou	Lecturer/ Internal Verifier - Hospitality	Member
Ms Tsitsi Marima	Lecturer - Hospitality	Member
Mr Henry Aluko	Lecturer - Hospitality	Member
Dr Maria	Lecturer/ Internal Verifier	Member
Ms Lindsay Brown	Lecturer - Hospitality	Member
Muhammad Sameer	Lecturer - Business	Member

Dr Oluseyi Felicia	Lecturer - Business	Member
Jacob Owusu	Lecturer – Teacher Training	Member
Ayodele Aluko	Lecturer - Business	Member
Anastasia Ochieze	Lecturer – Health & Social Care	Member
Abigail Amponsah	Lecturer – Health & Social Care	Member
Bartholomew Soludo Eze	Lecturer – Health & Social Care	Member

1. Apologies:

None

2. Minutes of the previous meeting:

The minutes of the previous meeting were distributed, and everyone agreed to them

3. Matters Arising:

Dean of Studies reported that she is still waiting from university the response regarding the Bachelor's Degree in Hospitality.

She also reported that the Top-up Integrated Health & Social Care classes are starting from 23rd September 2019, and currently there are 33 students enrolled.

Programme Manager DET reported that the university validation board is meeting sometime in October so he will brief the members about the Professional Graduate Certificate approval in the next meeting.

Ms Tsitsi Marima, the Coordinator MRC Angels, reported that the final Business Competition is on 11th March 2020 and then afterwards there will be continuous mentoring of the winners from March to August 2020.

4. Internal Verification of Assignment Briefs:

The Dean of Studies mentioned that Internal Verification of all the assignment briefs should finish before the start of the classes so the teachers will be able to distribute the briefs among the students.

Action: Feedback regarding the Internal Verification of the assignment brief by 20th September 2019

5. Documentation of Presentation:

The issue of documentation of the presentation was discussed, and all the participants decided that in case the presentations are used as an assessment method then the following documents should be uploaded by the students on Moodle for assessment:

- Powerpoint presentations
- Individual reflective summary
- Teacher Observation sheets

6. Formative/ Summative Feedback:

The Dean of Studies mentioned that according to the feedback she received from the Internal Verifiers few of the assessors are not giving detailed formative feedback which is necessary for the students to understand their mistakes and to make corrections.

She instructed all IVs to provide her regular report on formative and summative feedback of all assessors and also to arrange a standardisation exercise concerning feedback.

Action: Report concerning assessors formative and summative feedback by 14th January 2020

7. Assessments:

The participants discussed different methods of assessments like a case study, report writing, presentation, role play etc. All the participants unanimously decided to use only two methods of assessment for each module.

8. Mentor and Mentee:

Programme Manager HND Business reported that for September term six new teaching staff members are hired in a different department. The relevant Programme Managers assigned mentors to all of them and their details are:

Mentors	Mentee
Muhammad Sameer	Francis Marfo

Dr Henry Aluko	Pratika Teyssedou
Jacob Owusu	Farida Kalam
Dr Felicia Olusehi	Desh Sharma
Ayodele Aluko	Desh Sharma
Anastasia Ochieze	Dr Jahanzaib Irfan

9. Interviews at Mont Rose House :

Dean of Studies reported that from the next semester all the Admission interviews would take place in Mont Rose House to save the time of staff.

10. Uniformity in marking:

Programme Manager HND Hospitality mentioned that to have the uniformity in marking on Moodle all the teachers should follow the following marks:

- Distinction – 70
- Merit – 60
- Pass – 40
- Refer - 1

12. Any other business

None

13. Date of next meeting

The next meeting will be on 14th January 2020.

List of Action Points Agreed.

Person responsible	Actions
Dean of Studies	Feedback regarding the Internal Verification of the assignment brief by 20 th September 2019
Lead Internal Verifier Report	Report concerning assessors formative and summative feedback by 14 th January 2020