

**Management and CIM lecturers meeting of 29August 2024 held in the Boardroom at 0800 hrs.**

**Present:**        **N. Chitunhu**                **(Mr)**   -        **Chairing**  
                       **G. Nyambuya**                **(Mr)**   -        **Lecturer**  
                       **C Kandeya**                    **(Mr)**   -        **Customer service**  
                       **A Gavaza**                      **(Mr)**   -        **Lecturer**  
                       **K Wambe**                      **(Mr)**   -        **Exams**  
                       **J Kurwiravamwe**            **(Mr)**   -        **Lecturer**

**Minuting**        **Dandira D**

<b>Item</b>	<b>Details</b>	<b>Action</b>
1.1	<p><b>Lesson Delivery</b></p> <ul style="list-style-type: none"> <li>a) The chair emphasized to stay in line with the new curricular and encourage all lecturer to adhere to the scheme of work and lesson plans as outlined in module specification.</li> <li>b) The issue of fluctuating internet service provision is a concern for online students and the college has been advised to renew the contract for student home connection with Econet</li> <li>c) Syllabus coverage was emphasized such that the students will be ready for final exam</li> <li>d) The meeting agreed that each student must have individual learning plan</li> <li>e) The committees must monitor lesson delivery together with customer service</li> </ul>	Committees
1.2	<p><b>Dealing with failure rate</b></p> <ul style="list-style-type: none"> <li>a) The chairperson emphasized that the previous group failure was that the student had no depth in their response therefore the issue is with lecturer delivery methods which peer to peer review can be used to ensure depth</li> <li>b) Teaching from a practical perspective must be a priority</li> <li>c) Plagiarism and use of AI Should be guarded against proper referencing is needed.</li> <li>d) Ensure attention to individual students</li> </ul>	<p>H.O.D</p> <p>Lecturers</p>

There being no other business to discuss the meeting was adjourned.

*nchitunhu*

.....

**N. Chitunhu**

**Head of Department**