**MINUTES OF COMPUTING AND INFORMATICS DEPARTMENT MEETING HELD ON 15TH APRIL 2025 FROM 08:30 PM TO 09:50 PM VIRTUALLY ON GOOGLE MEET.**

***MEMBERS PRESENT.***

1. MR. YEGON - CHAIRPERSON
2. MD. FLORENCE LANGAT - HOD
3. MD. MERCY - DEPUTY HOD
4. MR. BRIAN BETT - SECRETARY
5. MR. HILLARY
6. MR. VINCENT NGENO
7. MR. VICTOR LANGAT
8. MD. SHARON MORAA
9. MR. ENOCK KOSKEY
10. MR. MARK KIPYEGON

***MEMBERS ABSENT WITH APOLOGY.***

1. MR. MUNGE PETER

***MEMBERS ABSENT WITHOUT APOLOGY***

1. MD. FAITH MUTAI
2. MR. ELVIS

***AGENDA.***

1. DEPARTMENT MARKETING PROGESS AND RESTRATEGIES.

***01/02/04/25: OPENING OF THE MEETING.***

The meeting started at 08:30 PM. Mr. Vincent opened the meeting with a prayer. The chairperson Mr. Yegon welcomed the members to the meeting. The HOD also welcomed the members and explained the importance of the meeting and the agenda of the day.

***02/02/04/25: HOD MEETINGS.***

The chair welcomed the HOD to give a communication on the HOD meeting that was held earlier in the day. The HOD informed the members that they are urged to keep up and improve on the marketing drive. The HOD informed the meeting that department has had only seven successful admission which was not a good indication to the department.

***03/02/04/25: DEPARTMENT MARKETING PROGESS AND RESTRATEGIES.***

After the prayer, the chair welcomed the members to give their progress for the last week.

Mr. Vincent, had not gotten any students to join the institution. Mr. Vincent said that he’ll be attending a national youth meeting held Sitotwet. The chair suggested that he be accompanied by at least two other trainers to help in the marketing. It was agreed that Mr Hillary and Md. Mercy will join Mr. Vincent in the meeting to help in the marketing drive.

Mr. Vincent also informed the meeting that there would be a church meeting for Full Gospel Churches of Kenya to be held in Kericho town. There was also a suggestion that some of the members to be sent to the meeting to market the department and the Institution. The location and the date will be communicated and the HOD will select the members to attend the meeting and market the department.

Md. Mercy reported that she had not yet successfully admitted any student to institution. Md. Mercy stated some challenges she face during the marketing process. The challenges are: coming from quite a distant area, the students have concerns on accommodation, the students are also to want scholarships since other nearby institutions are offering scholarships.

To navigate the challenges, Md. Mercy suggested that the HOD approaches the principals to even get a partnerships form the big organizations around the schools to provide scholarships to some of the students. This would help in improving the admissions to the school. The chair also encouraged the members to also remind the potential learners that they are also eligible for the government scholarships.

Mr, Hillary raised a question on the mode of admissions that are available. The chair informed the members that they can use the physical form or they can use the QR code and use the online form to fill in the admission.

Mr. Hillary informed the members that he had successfully managed to convince three students to join the department. One of the students wanted to pursue both Cyber Security and ICT and was asking if that can be possible. The HOD answered saying that it can be possible. The HOD also informed the members that additional courses was being reviewed at the registry and the fee for the courses will be communicated in due time.

Mr. Hillary also informed the members that he will be attending functions over the weekend and was requesting if the department would provide some fliers so he could use at the event to market the institution. The HOD assured him that he can get the fliers printed so he could us them during marketing.

Mr. Enock informed the members that he had found some students willing to join the department. But the students would prefer to attend the Ainamoi Campus since it close to their place of residence. They also sited that if they join the main campus, they will have a challenge of accommodation and transport.

Md. Sharon informed the meeting that she had found two students. One successfully admitted to the ICT department and the second wanted to study a course as a Lab Assistant.

Md. Florence said that she had successfully admitted for students to the institution. Two to the ICT department, one to the hospitality department and one to building department. Md. Florence also said that she had enrolled the assistance of ground mobilisers to help in the recruitment. The HOD also encouraged the members to do the same to help in the marketing process.

The chair, Mr. Yegon, informed the members that he had also identified opinion leaders in his area to help him in the admission process. The chair had also managed to successfully admit three students but all were to the electrical department.

Mr. Brian informed the member that he had found two potential admission but they are to get their admission to the institution. Managed to attend a function in his area and used the platform to market the institution.

Mr. Victor informed the members that he had successfully admitted two students into the ICT department.

The chair also recommended that we create more posters and a video to use in the marketing process.

***04/02/04/25: AOB***

Mr. Enock raised the issue on the entry of marks into the Intellimis System. Since it is required that the student should have both assessment 1 & 2 but most of them have only assessment 1, what is the way forward. The HOD suggested that the trainers duplicate the marks at the moment and when the trainees have their second assessment marks they will be updated in the system.

***05/02/04/25: CLOSING THE MEETING***

There being no any other business, Md. Florence closed the meeting with a prayer. The meeting ended at 09:50 PM.

Approved by: FLORENCE LANGAT.

HOD COMPUTING AND INFORMATICS DEPARMENT.

DATE: ....................................................

SIGN: .....................................................