Dear Qiao,

Thank you for your time during our consultation meeting on 24/07/2024

Below is a summary of the key points discussed and the potential action items.

* **Biggest Issues:**
  + Low student retention rate for security and tech programs.
  + High difficulty workloads and unengaging content.
  + Challenges in updating and standardizing content.
* **Measures Being Taken:**
  + Reviewing and adjusting content difficulty.
  + Investigating standardization and increasing active components on Brightspace.
  + Considering pre-requisites for cyber security courses.
  + Ongoing retention efforts in other departments.
  + Investigating retention rates among online students.
* **Potential Solutions Discussed:**
  + Block-based learning model.
  + More pre-prepared tutorials.
  + More interactive content.
  + Certificate 3 as a pre-requisite.
  + Less oppressive assessment requirements.
  + Staggered assessment due dates.
* **Action Items:**
  + Develop standardized content delivery.
  + Enhance engagement on Brightspace.
  + Implement pre-requisites for cyber security.
  + Explore the feasibility of block-based learning.
  + Conduct further retention analysis.
  + Review and reform assessment requirements.

We look forward to our next meeting.

Best regards,

Daniel, Adam, Michael, Perry