MINUTES:	**NWU School of Business and Governance**
	Operational Meeting
DATE:	28 May 2018
TIME:	08:30 am
VENUE:	Via adobe connect

PRESENT

1. Prof Lotriet Ronnie (Chair)
2. Prof Botha Petrus
3. Prof du Plessis Yvonne
4. Prof Jackson Leon
5. Dr Lekunze Joseph
6. Dr Lots Henry
7. Prof Meyer Jan
8. Prof Nel Ines
9. Ms Ntsizwane Lungile
10. Prof Prinsloo Hein
11. Prof Rena Ravinder
12. Prof Smit Anet
13. Mr Strydom Albrecht
14. Prof Van Der Merwe Stephan

APOLOGIES

1. Prof Netswera Fulu (Sick)
2. Prof Musvoto Wedzarai

In attendance

MS. Saleemah Abdullah (Committee Secretary)

ACTIVITY	ACTION
1. OPENING	
1.1 Welcome and personalia • The meeting was opened by Prof Ronnie with a small prayer and well wishes and speedy recovery for Prof Fulu who was hospitalized on the day of the meeting. The Teaching and Learning committee must first be formed in order to address the way of holding these regular School meetings.	• This meeting is said to be the last meeting to be held in this manner as we need to retaliate into the new board meeting for T&L.
1.2 Apologies • No apologies were received at the time of writing the minutes.	
2. DETERMINATION OF THE AGENDA	
2.1 The agenda for the day was aborted due to Prof Fulu's absence. However, Prof Fulu sent Prof Meyer specific items to be discussed and adopted as the agenda for the day.	• All concur.
3. CONFIRMATION OF MINUTES	
• The minutes for the last Ops meeting held on the 19th March will be confirmed with the current minutes at the next Ops meeting to be held on the 18th June 2018.	• All concur.
4. MATTERS ARISING	
4.1 School Director's Report **Reported by Prof Meyer:** Prof Fulu raised the following issues:	

• **Strategic Plan:** The plan is now finalised. However, a few things must be run by Prof Fulu then the document will be sent out to everyone for inputs. • **Teaching & Learning Strategy:** Feedback to be given from the meeting held with all the Deans in relation to the budget for each site. • **Graduations**: May graduations was successful. Compliments to all that was involved and students that made it. It has been noted that the Graduation ceremonies of the different sites must be incorporated with an award giving ceremony as done in Potchefstroom. Different awards are given to students for their achievement e.g. best research award. For Mafikeng, these graduations were the last of the old one. • **Capping quantum:** Seek clarity on what quantum is being referred to here. Prof Jackson, Prof Botha and Prof Hein considered the quantum to be about the workload distribution amongst colleagues. This would also refer to the number of students which are accepted at each site of delivery. It was noted that the decisions on the numbers for the MBA and PGDip intakes must be based on sound financial principles since the School must also make a profit but we must also look at our capacity. • **School alignment:** Colleagues showed dissatisfaction with the progress so far as stipulated "it is not happening". The alignment has compromised us somehow in which we have lost sense of direction. In order to get somewhere with this process, the meeting for all administrator's must take place urgently. A lot of issues will be ironed out at this meeting. The Dean must be notified so that she can call upon the masses to attend the meeting.	• The plan will be circulated to every for comments by next week. • There is an upcoming meeting with the different Deans. They must provide us with feedback in relating to money allocations to different sites. • The committee must come up with ways in which they will integrate the two where graduations will take place and also the awards ceremony also to take place where everyone is present. • This is a T&L portfolio. Prof Meyer, Prof Ronnie and Prof Anet to consider. • Prof Meyer will discuss the matter with Prof Fulu and also the T&L committer

• **Autonomy of the Business School:** For noting purposes, the DVC and Prof Belfour gave support to the notion. However, the discussions continue.	once it is formed for clarity on the quantum's. • The suggested date of this meeting will be after the study school. • Plan of action within 3 meetings.
4.2 Deputy Director's Report • Aborted.	-
4.3 Programme Manager's Report **MBA Programme** • Prof Fulu requested Lungile to compile a School report which was sent to him for consideration. Purposes. • A complaint was received from the MBA 1 students of a total of R3000.00 which was debited in their accounts. The amount is written from the PBS. We need clarity on the matter, what is the purpose of this amount, when was it affected and why is it not in the Mafikeng account?	• When Prof returns, we can expect feedback on the report. • Students await feedback on the matter.
4.4 PGDIP Programme • The Potchefstroom site of delivery received complaints regarding the general administration processes regarding lecturing, alignment amongst multiple lecturing and more. Aborted. • The Admin meeting which was cancelled should be considered in order to avoid such in future and address all administrative issues across all sites.	• The matter will be discussed with the students at the winter study school to come.

• Dr. Lotz indicated that the matter is still pending and must be fully discussed as indicated in the actions to be taken column.	• On the 7th June the matter will be discussed and progress given at the next Ops meeting.
4.4 EXECUTIVE EDUCATION **Reported by Prof Inos:** • The is still negotiations going on between UCE and the Business School regarding the Executive and short learning programmes of the Business School.	**-**
4.5 Finance Report: **Noted by Albrecht that:** • Not much to report on accept that operations has been noted and also they are monitoring what is happening. The budget is still not fully approved, some Schools are still using their budgets from last year.	• The MBA and PGDip budget are both being managed by Albrecht as one budget.
4.6 Research Office Report **Prof Yvonne noted the following:** • **PhD:** The PhD processes is now all aligned. Projections is still going back to the workload distributions. The information the database must still be updated. It must be noted that the recruitment process is aligned at all sites of delivery. However, we must seek clarity on the rule of external supervisors who are must be non-faculty members. What is meant by “non-faculty”?	• In October, selections of prospective students will take place in Mafikeng. Potch will

• **Payment for external supervisors**: The new amount to pay external supervisors is now R40 000 and no longer R75 000. • **Research Report**: The Potchefstroom site must still report on their PhD students as was done for Making. • **Choosing Extra ordinary professors**: Dr Lekunze pointed out on the matter that there are 10 CV's which have been sent out to the faculty for approvals of which the faculty have not confirmed which ones to use. The 10 CV's were coming from Prof Fulu, and Joseph was delegated to see that the process through. The concern regarding the extra ordinary professors is that the matter was not approved at the School's level. • **Writing retreat**: the call will go out on the 30th July-03rd Aug. the budget has been approved. Prof Harness Van der Waldt has the details for the Potchefstroom. Mafikeng has 15 students who are interested. It is 1 article per person. After the workshop, the article will go out.	have them in March 2019. • The faculty will sit on the 06th of June to discuss the payment for the MBA dissertations. • Therefore a request is made to withdraw that list that was sent to the faculty and circulate to the School first and reconsolidate the list.
4.7 IBC **Noted by Prof Stephan van der Merwe that:** • Prof Fulu requested for a list of students to attend the conference, based on that list the School will therefore make a decision how much will it contribute towards the trip. However, the students must pay for their own Visa, the School will only pay for the conference fees.	• Based on the list, the School will then budget.
4.8 Report by Mr. Herman Thom • Aborted.	-
4.10 Quality Assurance • Aborted.	-

4.11 Marketing **Noted that:** • Prof Christo is on leave, however the following was discussed by Marilize: • **Website launch:** the quotes received by Marilize for the layout and design is R135 000. This is a very high price and should consider our Mafikeng site to do the designing and layout for us. • **Homepage:** This is now complete. We now have only 1 page for the entire School. • **Progress:** A lot still has to be done but progress is assured. We could expect live shows on the page and much more on the page. • **Partnerships:** We should consider industry partners and MIV to market the School.	• CTL quote not acceptable. • Contact Muriel at ADC for assistance in the layout and design of the web. • Once everything is done, a demo will be sent out to everyone for more inputs to finalise the process by end of June.
4.12 HR Matters **Noted by Prof Leon Jackson that:** • **Equal distribution of workload**: We must consider how we are going to deal with the workload for the 2nd semester. In terms of the number of contact sessions, contact time with the students? • Prof Botha and Prof Jackson have individually formulated a work template which must be put to test and see whether it works. • They must start working on it immediately.	• To address the issue of workload, both Prof Jackson and Prof Botha must test the template and give us feedback in **10 days**.

5. GENERAL MATTERS **5.1 PhD workshop:** Consider turning these workshops into a short course as a bridging course for those that are struggling to reach to do their PhD's. This could bring some money for the School. **5.2 MBA study tour:** Mr Jorhaan has the finer details regarding the Ireland tour which the MBA 1 students will be undertaking.	- -

The chairperson thanked all those members who attended and the meeting was adjourned at 10h30 am.

Confirm this ______________________ day of ______________________________ 2018.

Director: NWU BUSINESS SCHOOL
Prof Fulu Netswera

____
Signature

Deputy Director: NWU BUSINESS SCHOOL
Prof Jan Meyer

____
Signature