NWU® | BUSINESS SCHOOL BESIGHEIDSKOOL SEKOLO SA KGWEBO

ASSOCIATION of MBAs ACCREDITED

MINUTES:	**NWU School of Business and Governance**
	T&L Meeting
DATE:	21 August 2018
TIME:	08:30 am
VENUE:	Via adobe connect

PRESENT

1. Prof Jan Meyer (Chair)
2. Mr. Johan Jordaan
3. Dr Joseph Lekunze
4. Prof Ronnie Lotriet
5. Dr. Henry Lotz
6. Ms. Puleng Mogwere
7. Ms Lungile Ntsizwane
8. Prof Ravinder Rena
9. Prof Anet Smit

APOLOGIES

No apologies were submitted at this stage.

In attendance

Ms. Saleemah Abdullah (Committee Secretary)

ACTIVITY	ACTION
1. OPENING	
1.1 Welcome and personalia • A welcome note was delivered by Prof Meyer who announced the proceedings of the day and officiated the meeting as the first in the new School structure.	• Noted.
1.2 Apologies • No apologies were noted at this stage since the committee have not been formed yet.	• Stand over.
2. TERMS OF REFERENCE	
Reported by Prof Meyer: Prof Meyer raised the following issues: • **Committee Membership**: The discussion followed around paragraph 4 in the ToR booklet, specifically on point 4.1.1 the standing committee members. Prof Meyer indicated that we need to formulate who should be in the committee, then only we will be able to note apologies and also any personalia. The meeting was to officiate the committee and get a way forward on many aspects of T&L preceding's. • Prof Anet suggested we also add the portfolio of Quality Programme Manager as part of the standing committee member.	• Noted. • Agreed.
3. DETERMINATION OF THE AGENDA	
3.1 The agenda of the day, distributed by Prof Meyer was approved with no additional items.	• Accepted.

<table>
<tr><td colspan="2">4. FEEDBACK FROM FCTL</td></tr>
<tr><td>Reported by Prof Meyer that:
• Examinations: All exams will first serve at the Faculty T&L then to the Faculty Board
• Position of the PGDip: Prof Meyer will inform the Faculty Board that the School wants the PGDip to be part of the MBA.
• Technology problem: Prof Meyer must inform the Board that the School is experiencing constant technology failure. In future, upgrade all systems across all sites.</td><td>• To be requested.

• To be requested.</td></tr>
<tr><td>5. STANDING MATTERS</td><td></td></tr>
<tr><td>5.1 Programme Leaders Report

MBA Programme
Reported by Prof Lotriet that:
• Scheduling of the timetables: The timetable must be carefully coordinated by all sites in order to avoid clashers. Students must be able to attend any of their classes at any site without any modules clashing.
• Meeting with module leaders: A meeting with each module coordinator/s is underway to solve challenges faced within the modules. For example, all the Economics lectures must meet and discuss the module in its entirety from content to the quality of the module.
  ◦ External lecturers must also be invited to attend such meeting so that they learn our processes and submit examination papers for themselves and meet deadlines.
• Availability of supervisors: All supervisors are urged to be in their offices. In exceptional cases, they should ensure that any secretaries know their whereabouts and they must keep their cell phones on or any mode of communication.</td><td>• Noted.

• Email to be sent by Prof Ronnie.

• All lectures must ensure someone knows where they are at all times.</td></tr>
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• Supervisors are also advised to dedicate some COMPULSORY meetings with their students. • **Block release:** Prof Jan together with Prof Ronnie will formulate a format in which they will discuss how the block release will be offered. A survey is already underway to get the students opinion on the block release. • **Open vacancies:** Prof Ronnie indicated that most of the challenges faced within the programme will be easier to be dealt with if we have a permanent staff member there. Some of the vacancies will be advertised toward month end of August 2018. • **Study School:** The study School have been declared a compulsory week for all students. Lecturers must also ensure that they attend the full study school week.	• Communicate with students via emails or efundi. • Student survey to be distributed. • For next year. • Noted.
5.1.2 PGDM (Full-time and Part-time/block) **Reported by Dr. Lotz:** • **Full time:** All is going well on the full-time PGDM. • **Part time:** This year we received quite a number of complains under this programme. It has come to our attention that Economics is generally a problematic subject. However, it is alarming that more than 60% of the students failed this module.	• There is going to be workshop with all Economists to solve this issue.

• **Challenges:** Some of the challenges we face is because of the misalignment of systems and processes since the merger. We must work together in order to reduce complaints within the programme. • **Registration:** Registration is still a problem since our students still have to que in long line with the undergraduates for the Potchefstroom site. This issue have been reported twice already and the matter is not solved yet. We must appoint a dedicated person from SALA for the PGDM.	• Construct an alignment exercise. • Confirm with Exec Dean.
5.1.3 PGDM (Distance) **Reported by Prof Meyer that:** • **New distance learning PGDIP**: The process to offer a distance learning PGDip is going well. The programme is said to start in January 2019. This will be offered through the ODL offices.	• Undertake a pilot study for 50 students.
5.1.4 Administration Issues: **Reported by Lungile that:** • **Administrative meeting:** All administrators from Mafikeng and Potch attended an Administrative Meeting on the 14th Aug 2018. The meeting was a success. However, many issues are still outstanding due to the new structure to be implemented. Prof Fulu created a dummy structure in which we still wait for distribution, inputs then finalisation to adopt the structure as our own for the School. • Lungile to check progress on Prof Fulu and circulate the structure to the management committee on his behalf.	• Pending new structure/ model.

• **Vacancies:** The School must appoint a Registrar: the position will come from the current administrators we have, the School will only elevate the position to be a School Administrator position.	• Agreed.
6. NEW ITEMS	
6.1 Common Assessments across SoD's **Prof Ronnie noted that:** • Prof Jan and himself will have to see that they finalise the list of modules in their respective assessment styles.	• Standing over.
6.2 Assessment types **Reported by Prof Meyer:** • **Study guides:** All lecturers must ensure that the study guides corresponds to what is taught in class. • **Late assignment submissions:** Lectures must be strict and apply the penalty of late submissions across campuses. The current penalty is 10% for late submission per day, if the assignment is received after the memo have been released; no nark allocation for the student and the student must register again next year.	• Noted. • Agreed
6.3 Evaluation forms for students • **Student Evaluation forms:** Prof Meyer noted that we must have a standardized form for the School. • Prof Anet will have a look at both current evaluation forms and give feedback.	• Noted.

6.4 Exam papers and dates for submissions • Prof Anet noted that the submission of the examination papers on the new platform passed on the 13th Aug. It was also noted that it is for this reason that our external lecturers must be taught the new University systems so that they can abide by the rules of the Examination office. • All examination papers and study guides must be submitted on the new platform. Lectures must be registered in order to upload their question papers.	• Noted.
6.5 PGDM sub-minimum 40 to 45 • **Change of Exam subminimum:** The School have taken a decision to modify the examination subminimum from 40 to 45 %. Due to the Postgraduate being equivalent to an Honours degree therefore all assessment % must be the same.	• Approved at School level. Pending Faculty approval.
6.6 Moderators reports alignment with regards to compliance (multiple lecturers) • This point is already discussed under the issue of alignment of all School structures.	• Discussed.
6.7 Research Methodology outcomes • **Research module outcomes:** Prof Meyer explained that this is a module within the first year MBA. The Deputy Dean picked up a concern in particular that the module outcomes which is the proposal stage do not reflect the module as a whole. There is a need to revisit the module.	• Revisit the module.
6.8 2nd Opportunity examinations **Reported by Prof Ronnie that:**	

• The matter is open for discussion. The next exam commission will sit at the end of this year for way forward. Currently, we continue as is.	• Noted.
6.9 EXECUTIVE PROGRAMME • The Senate has approved the course material for offering the workshop on Executive Leadership.	• Approved minutes will be circulated by Prof Meyer.
7. ADDITIONAL MATTERS • No items were received at this stage.	
8. DATE OF THE NEXT MEETING	• To be announced on email.
9. CLOSURE In conclusion, Prof Meyer thanked everyone for their inputs and participation. The next Faculty T&L meeting will sit next week Monday (27th Aug). All feedback will be given at the next School T&L meeting. The meeting was adjourned at 11h25 am.	

Confirm this _8th ______ day of ---------------March_______________ 2019.

Deputy Director: TEACHING AND LEARNING
Prof Jan Meyer
Chairperson

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Signature