

MINUTES OF BUSINESS SCHOOL MEETING

Potchefstroom Site of Delivery

21 JANUARY 2019 – Building E3

Present

1. Prof Fulu Netswera (Chair)
2. Ms Mara Boneschans (secretarial)
3. Ms Wilma Pretorius
4. Mr Albrecht Strydom
5. Mr William van der Merwe
6. Prof Anet Smit
7. Mr Johan Coetzee
8. Prof Stephan van der Merwe
9. Ms Elma Senekal
10. Prof Raymond Parsons
11. Prof Christoff Botha
12. Ms Antonett Visagie
13. Ms Lizanné Smit
14. Prof Ronnie Lotriet
15. Prof Leon Jackson
16. Ms Tsidi Khumalo
17. Mr Herman Thom
18. Mr Johan Jordaan
19. Mr Theo Venter
20. Ms Anthea Gaanakgomo
21. Ms Retha Scholtz
22. Prof Christo Bisschoff

Apologies

1. Rhonda Ferreira (Vanderbijlpark)
2. Ms Marilize Minne (Unavailable)

Opening and Welcome	Chairperson
Prof Fulu welcomed everyone present to 2019. He hopes that everyone is well rested and prepared for 2019. Today we have an open and general agenda. Attendance register was signed.	
Prof Fulu - General	Fulu
Prof Fulu compiled a mini report regarding the status of the School to Prof Dan in December with information on throughput, registrations, publications, etc. We were doing particularly fine, but we can do much better this year. All the corruption that comes out now and the issues in Zimbabwe cause a lot of turbulences and do impact on South Africa, but also on the School. Hopefully after the elections and with a new cabinet it will go much better. This are issues that AMBA and AABS are talking a lot about. Prof Raymond adds that the State of the Nation address and Budget speech are also issues on the Government calendar early this year. The School Board meeting will be on Thursday. Those with portfolios please prepare your reports. Lungi will send through an agenda and you can add and send back by tomorrow. The MBA Study School begins next week Monday and is a very important event on the calendar of the Business School. The Premier of North West Province will address the students. Perhaps we can hear from him if he has some ideas on partnership between Government and the University/Business School. Prof Dan and other Executives of the University will also attend. Let us make sure the Study School is much more meaningful to our students this year. Let us give them thorough orientation so they are highly clarified of the year ahead and the expectations thereof. Let us produce some case studies, especially from the Company Project. Ronnie has the link and information from Emerald on how to compile case studies. Please ensure students have the guidelines and know what to do. In 2018 we had trouble to compile a School Report for 2017 as we did not have all the information needed. This year we should be able to compile a report for 2018. We can use it also as a marketing tool. Raymond wanted to know who will	

be responsible for putting together such a report and suggested that Johan van Zyl who currently handle some of the communication of the School in absence of Marilize Minne, can perhaps do it. Prof Fulu thought the Marketing department or whoever does the University's report could perhaps do our Report as well.

Johan van Zyl will send the draft of the new letter in the next few days and Prof Fulu will send it to staff members for comments.

There are a few individuals that are interested in NRF rating – Christo Bisschoff, Christoff Botha and Leon. Also Stephan and Yvonne may be up for renewal. Make sure the profile is improved. These ratings are very important to the School.

The DVC of Research and Prof Sonia requested that reports on publication will be send through continuously. Send to Joseph to be captured. Joseph is currently working on the Research budget and Albrecht is helping him with it. We have to keep an eye on the budget continuously.

We will need to do a lot of work on Community Engagement this year. Anthea is assisting with community activities. Please provide names of individuals who hold prominent positions which we want to engage with. Johan van Zyl will assist in interviewing those individuals. Make sure alumni are activated and invite alumni and students for the Cansa relay on 2 March. It is not a class weekend. Let us build up our Alumni.

Anthea said there were already two individuals interviewed by Chris from Mafikeng and he will provide the clip.

Let us put some energy in general outreach this year, also to Government and the NGO sector and introduce our School and the programmes to them. Make sure we get students from them.

Prof Fulu meet with our new Advisory Board member (Ms Charlotte Makoena) of Sasol in December. She is the head of HR and also a graduate of the North-West University. She is hopeful to make a presentation in advising the Business School at the Advisory Board meeting. There is a lot of potential business.

Raymond asked if the Advisory Board members are invited to the opening of the Study School. Fulu will draft a letter and Mara can send it today.

The Small Business Advisory Bureau is extremely important and relevant in South Africa. We should meet with various Chambers, Bureaus and other structures. We are possibly the only Business School having something like that.

Prof Fulu also met last week with the CEO and Deputy person of BUSA and SABSA and had very interesting conversations. They are very interested in a relationship with Business Schools collectively in both research and training. See what we can do as a collective in regard with Business ethics, Workshops and Training issues pertaining the curriculum. They want us to address those issues also as a School. Holders of portfolios can make a contribution where we should improve and on opportunities that we can exploit.

Christo reminded lecturers on an email he received from Pieter Buys that all journal articles should be in by Wednesday to be claimed. Articles for 2018 to Pieter Buys. The takeover for Joseph is for articles from 2019.

Feedback on vacancies: HR indicated December is not a good month for adverts and it will be done in the beginning of the year. Hopefully it will be in the newspapers by next week. Albrecht indicated it is already on the internal system.

Anthea said there is a lot of confusion admin like. When will that be finalised. Prof Fulu indicated the admin of the School should be handled by a School administrator. He spoke to Prof Sonia last year and she fully agrees with appointing a School administrator. In the interim Lungi could act as School administrator to manage and coordinate. Ronnie said the structure must be finalised. Such a person should sit where the majority of people are.

Ronnie also asked that Programme managers or line managers should be informed if roles of staff members changed. He for instance did not know Anthea is now also involved at Alumni.

Prof Fulu mentioned Stephan van Zyl will assist with registrations next week. Especially with PGDip students. He has done it before and is familiar with registrations.

Anet refer to continuity in the third income stream and asked who will be in charge of Executive Programmes since Stephan resigned. Prof Fulu had conversations with

Prof Sonia and they decided to make a full time appointment to do such a job. We do not get support from UCE – not so comprehensively. No reports or financial reconciliations were provided. It is important to appoint such a person in order for us to plan ahead and get new programmes and make sure the market is informed of our programmes. Such a manager will manage planning and reports, finances and more. We will still have individuals as programme managers.

The late Dan's position in Mafikeng is not filled yet. There are possibilities of utilising that position to get a manager to run Executive training. Someone with perhaps an MBA and experience in the area of Executive training.

Anet wants to know when that will happen and what happens in the meantime as there is currently a gap. Jan Meyer had a meeting with Delia and Ria last year. Stephan mentioned that Ines did not do all of that. There is currently a vacancy for a Middle Management Programme manager. The programme managers, Retha, Ronnie, Stephan and Christo, did the selection of applicants.

Prof Raymond referred to the issue of moving out of offices. It makes sense to him, but it will be nice if someone alerted us as we did not know anything about it. Who make this reorganising space decisions? We need new staff and where will we fit these people in? Prof Fulu was not informed either. Albrecht mentioned it is the office of Space management who handle these issues. Ms Hester Klein is the manager. Mara will schedule a meeting between Hester and Prof Fulu to discuss this issue.

Regarding people moving to Vanderbiljpark: Not one of Potch indicated that they would like to move to Vanderbiljpark. At this stage there will be room for Rhonda and 2 or 3 others. Jan Meyer, Hein Prinsloo and Wedzi indicated that they would like to move to Vaal Campus. Ronnie said we have to look at new recruiters once we allocated them. They must have dedicated targets and tasks, otherwise it will be a dead donkey. Stephan said also take note of the proposed restructuring of programme managers.

Ronnie reminded lecturers that the Study School is compulsory. He said all Mafikeng lecturers should be here. Not one of them is on the schedule. He told module coordinators they can ask Mafikeng staff to take one of the sessions if there are more than one session. Also

remember to receive your own guest lecturer. Ronnie asked what the payment for guest lecturers are. Christo said the amounts for guest lecturers is R1 500 per hour and for a workshop R5 000.

Prof Fulu said Wedzi asked him about not featuring in the programme for the Study School. Programme leaders must get in touch with lecturers if they want them on the programme.

Wednesday morning 8:00 to 10:00 is scheduled for Research. All new 2nd years starting with dissertations should have an appointment with his/her study leader.

Ronnie indicated that the quality of the MBA students is up. Everyone would not agree, but it is. Jan Meyer indicated they are not going to make their target for the amount of MBA students. We have 82 and another 20 are in process. We turned down 12 students and another 8 fail the SHL test.

Ronnie also mentioned that we are way behind with other Business Schools regarding brochures. We do not have any PGDip or short course brochures at K14 and the MBA brochures are the old ones not with the new purple colour.

Prof Fulu said we must prioritise this year to work outwards on an external market.

Ronnie attended a workshop in Bloemfontein last week at the Virtual Agricultural Academy. They are fully booked for the year. Perhaps we can collaborate with them. Gerhard Kamfer representing the Western Cape and North West Province (Military) was also there. Ronnie asked him to consult with us regarding short courses.

Please take note that 3rd exams requests stop with PGDip. It is definitely not applicable on MBA.

Regarding the bursaries, Ines used to handle the Aspen Bursaries but since he had retired last year, Ronnie will ask one of the permanent lecturers to work through the applications.

Ronnie said there are many contract lecturers, but look around in this room, we need more permanent staff.

Prof Fulu said we spoke last year about potential modules on MBA with Faculty of Health and also Water Research Council. We must get together the meetings as there are a

lot of scope.

Stephan is looking for venues for IBC Conference in 2019 in the Cape area. It is very expensive. He wants to visit Lake Victoria and asks permission from Prof Fulu for Albrecht to assist him this year with IBC finances and site visits as well as the Conference itself.

The Ethical committee fell apart. There are now only 3 permanent members, namely Mark Rathbone, Jos Viljoen and Stephan. The integration of the two campuses was a big problem. If anybody is interested to be part of the Ethics committee, please talk to Stephan. It is a lot of work. Prof Fulu said hopefully we won't get delays this year. The Ethics committee is still part of the Faculty. Theo said we must consider our own Ethics committee. He had a long discussion with Prof Dan early in January. He told Prof Dan the issue with autonomy is our biggest problem. We lost autonomy on several things. We must consider these issues as strategic, otherwise we lose structure in the system.

Prof Fulu suggested there should be a template on Ethics, so we can sort some of the issues out in the School. This can make the task easier at the Faculty. Simplify the process in the School.

Jorrie said Stephan sent an email and still we had a failure rate that was uncalled for. It is all about workload. They had to debate a lot of applications. The ideal situation is a checklist, but we are not there yet. The challenge that arises is clarifying the role and not to duplicate. It must be ethics specific.

Jorrie on Diploma: 117 Part time Students, 107 full time students and 70 on distance programme. Distance Diploma is starting this year. Wanted of not, it is a far larger portion of teaching. Students will receive their study material by end of January. Classes will be pre-recorded for the first semester. It is a-synchronous, as synchronous does not work. We will design it as we go. Classes can accommodate 87 students. They tried everything to canalise students to part time, but there are still a lot of students on full time. Hopefully not all of the accepted students will pitch up. It is a symptom of the University that is overflowing. An early indication is there will be more part time students in Potch as in Vaal.

There are classes this week on Thursday, Friday and Saturday for PG Dip and next weekend is the second block release and then only weekend classes.

Tsidi mentioned the volume of students put pressure on some lecturers. Jorrie answered the model is part of the formal workload.

Applications for PGDip closed on 30 November. Intake is open ended. It could be useful if we look at the enrolment target and have a breakeven point calculated. Rather give a good service and not unnecessary take in large numbers we cannot handle. The distance programme however can handle bigger numbers, but we have to cap the full time and part time numbers. Numbers is difficult to know beforehand, as students wait for exam results.

The contract lecturer on Corporate Governance, requests a block release rather than classes in Vanderbijl late on a Monday evening. Some students would prefer that too. Stephan warns that there is a big difference between block release and other classes and we should think very careful about that. Ronnie agreed and mentioned we advertise the programme and we are licenced like that. Please do not run the programme according to lecturers' preferences.

What if all those big numbers of PGDip students want to to the MBA? Ronnie replied that in the first place we only take the top performers and secondly if they fail some of the modules and had second and third opportunities, they can only get a 50 percent pass mark. Students also cannot repeat a subject which they failed in their undergraduate 3rd year in the MBA year. It is not allowed.

Christo reminds lecturers on the Study School to bear in mind it is not our lecture halls. We are relying on officials of the University to open up and close the venues. If there occurs a problem, please try to resolve it. If any Potch lecturers still wants to involve a lecturer from Mafikeng they should finalise it today as the programme should be printed and final changes must be made by tomorrow morning.

Retha said it is really a challenge to screen SHL students. We pay a lot of money and there is a lot of technical problems. She suggested we should change to NMAT. Ronnie followed it up and said NMAT is only situated in big cities. They will come back to him, perhaps they can open a venue in Potch or Vaal.

Closure	Chairperson
Prof Fulu concluded the meeting by encouraging staff to do their best and make our School one the the best Schools in the country. Move up the ladder to position 4 or 5 in the coming 5 years!	
Date of next meeting	
Next staff meeting is 8 April 2019.	

Adoption of minutes

Secretary
Ms Mara Boneschans

Chairperson
Prof Fulu Netswera

Date

Date