MINUTES OF ALL STAFF MEETING

POTCH AND MAFIKENG

4 DECEMBER 2019 – Building E3, Room 218 and Adobe

Present

1. Prof Jan van Romburgh (Chair)
2. Prof Sonia Swanepoel
3. Prof Fulu Netswera
4. Ms Mara Boneschans (secretarial)
5. Prof Anet Smit
6. Prof Christoff Botha
7. Ms Tsidi Khumalo
8. Mr Johan Jordaan
9. Prof Stephan van der Merwe
10. Mr Johan Coetzee
11. Ms Retha Scholtz
12. Prof Leon Jackson
13. Dr Nelda Mouton
14. Prof Jan Meyer
15. Ms Elma Senekal
16. Ms Anthea Gaanakgomo
17. Ms Christie Munro
18. Ms Lizanné Smit
19. Mr Albrecht Strydom
20. Mr Tebogo Tebejane
21. Mr William van der Merwe
22. Mr Johan van Zyl
23. Ms Antonett Visagie
24. Ms Elé Wessels
25. Mr Stephan van Zyl
26. Ms Lungile Ntsizwane
27. Mr Herman Thom
28. Ms Saleemah Abdullah
29. Ms Sophy Mogorosi
30. Ms Puleng Mogwere

Apologies

1. Prof Raymond Parsons (Apologies, leave)
2. Prof Christo Bisschoff (Apologies, NZ Conference)
3. Mr Theo Venter
4. Prof Ronnie Lotriet (Apologies)
5. Prof Ravinder Rena (Apologies)
6. Prof Yvonne Plessis (Apologies)
7. Petrus Botha (Apologies – Training Programme)
8. Prof Hein Prinsloo (Apologies)
9. Prof Wedze Musvoto (Apologies)
10. Dr Joseph Lekunze (Apologies)

1. Opening and Welcome	Chairperson
Prof Jan welcomed Prof Sonia and colleagues and thank everyone for their time. There is no agenda for today. It is a meet and greet perspective. It is also the year-end function of Mafikeng staff today. Next year will be one function for all staff.	
2. Personalia	
Congratulations to Johan Coetzee and Antonett on their birthdays. Prof Fulu thanks staff for their messages and the good working relationship he had with everyone. He believes staff will assist Prof Jan, who has lots of experience, also as previous acting Dean of FEMS.	
3. General In November/December we were starting with the Teaching and Learning workload. Students need the same experience over all 3 sites. Therefor it is best is modules are presented over all 3 sites by the same lecturer. We also decided on less involvement of staff from the Faculty and rather contracted outside parties. We need to centralised the contracts. It is unnecessary to make more than one contract for the same lecturer. Lungile and Jan will get together to discuss this function. Appointment and payments should not be directed by OE codes. We also need to get reporting lines clearly. Let us pull the strings together. Task Agreements should be in by end of January. You need to formalise and finalise what to do in 2020. Johan Jordaan on PGDIP: Full time and part time together - about 280 Distance ± 300	

We set up two meeting structures for 2020: **An Exco**, which will meet regularly and deal with operational matters and which comprise of: the two directors, Jan van Romburgh and Jan Meyer, two programme leaders, Ronnie Lotriet and Johan Jordaan, the manager: accreditation, Anet Smit, Joseph, Lungile and Christoff as well as representation from our soon to be received UCE section. The minutes of these meetings will feed into the School Board. **A School Board** - which comprises of ALL academics in the BS, and meets once a month. The faculty still remains responsible for Teaching and Learning. Prof Anet will fill the Accreditation and Internationalisation position and thus there is a lecturer position available. A new lecturer, Dr Ndlovu, starts on 6 January. Make arrangements for offices in E3 building. The agenda will be send shortly for the Strategic meeting of 22 January to be held at the Elgro Hotel. We will not make use of an outside facilitator at this stage. UCE: We have dedicated resources from 1st of January to assist with our short courses. However, the Council still have to approve it officially on the meeting in March. After the final approval of autonomy by Council, we will set up a Governing Board. We are planning a team building workshop over two days somewhere in March.	
Dean: Prof Sonia to conclude the meeting	
The most important issue is the PhD reviews. A workshop will be scheduled in February to discuss among others the SER. A document will be send soon. Not all academics treat it with seriousness. This workshop will be a compulsory session. Priorities for 2020: 1) PhD reviews 2) Staff: want to create a culture where staff enjoy their work.	

3) Students: be more flexible to accommodate students. We want to assist students and staff. Goodbye to Prof Fulu, thank you for the hard work. To staff: there is a lot of exciting new things in 2020. Rest well and enjoy the holidays and all the best for 2020.	
The meeting was adjourned.	
Date of next meeting	
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Adoption of minutes

Secretary **Ms Mara Boneschans**	**Chairperson** **Prof Jan van Romburgh**
______________________________ **Date**	______________________________ **Date**