MINUTES OF BS EXCO MEETING

5 FEBRUARY 2020 – K14 and Adobe

Present

1. Prof Jan van Romburgh (Chair)
2. Ms Mara Boneschans (secretarial)
3. Prof Anet Smit
4. Prof Christoff Botha
5. Mr Johan Jordaan
6. Prof Ronnie Lotriet
7. Jan Meyer
8. Lungile Ntziswane
9. Joseph Lekunze (via adobe)

1. Opening and Welcome	**Chairperson**
Jan VR: Welcome to everyone. Limited time for the meeting today. I will tell Mara what the decision is and the responsible person on every item to formulate a list of decisions for purposes of School Board meeting. Despite talking on operational matters, there are still academic type of processes to follow, like RPL for instance. Decisions will go to School Board and from there to Faculty Board. If there are any adjustments to the Agenda, send to Mara. Jan VR: Mara will change all Exco meeting durations from one hour to two hours in diaries.	**J**
Personalia	**Jan van Romburgh**
Birthdays: Joseph (31/1) and Wedzerai (1/2). Congratulations to Retha with examinator's reports on her PhD.	
2. Determination of the Agenda	**Jan van Romburgh**
Add to Agenda: 4.1.2.1 Jan Meyer add: DJ Van Zyl. 4.1.2.2 Johan: UODL and Sala. 4.1.3 Mafikeng Site of delivery.	

4.2.5 Problem with results & results approval. 5.1.1 Lungi: Administrative feedback.	
4.1.1 MBA	**Ronnie**
4.1.1.1 Aaron Tsotetsi and Neil Block Decision: **Confirmation of termination of studies: Aaron Tsotetsi and Neil Block. Jan Meyer will write the letters.** 4.1.1.2 Facilitators on Mafikeng: There are 28 PGDIP students for Sias on Mafikeng on PGDIP. Only two MBA students on MBA for Pieter. Christoff: Half of students not registered yet. Registration close by 31 March. In mean time student cannot attend classes and have not attended the study school. Students signed up to be taught in Mafikeng. Try to slot them in or bring them to Potch. The 2 MBA students can slot in with PGDIP. Engage with the two students. Lungi contact them and do the arrangements. Jan Meyer: We could synchronise - within quality control of AMBA. Not classes in Mafikeng for 2 MBA students. Not from AMBA perspectives for 2 students in a class. Decision: **No separate classes for those 2 students in Mafikeng for MBA.** Decision: **Pieter Greyling will not lecture on Mafikeng. Sias Jansen van Rensburg will lecture in Mafikeng. André Heymans will also not lecture in Mafikeng.** Jan Meyer: Ensure future contracts have an escape route with regard to minimum student numbers. Joseph: We can use the lecturer somewhere else if paid, perhaps increase dissertation load. Ronnie: Will discuss with Pieter and André. Decision: **Negotiate with Pieter and André to reduce workload and pay. If not acceptable, then additional workload. Lungi contact students. Ronnie contact lecturers.**	

Jan VR: Joseph who are the people in Mafikeng now? When can you be in Potch? What are we going to do to rescue the matter in Mafikeng? 4.1.1.3 Contracts: Temps and Ad hocs Request from Jan van Romburgh to discuss all temps and ad hocs with him. Give all info to Albrecht. On temps we have money and we can appoint temps to assist with critical stuff. **Decision: All people involved - appoint from this table only for equal distribution. Discussion for Exco meeting.**	
4.1.2 PGDiP Jorrie	**Johan Jordaan**
4.1.2.1 Van Zyl – PGDIP student No second opportunity. Communication came from Sala. Principle is - sort out communication going out without us knowing. Student has to redo the module. **Decision: Not to allow Van Zyl a third opportunity. Redo the module. Risk: communication from Sala.** Get it right or divorcing from Sala. Johan and Nelda draft a strategy for the way forward with UODL. Let us take it to Faculty Board. Can probably separate from 2021, but it will not happen this year.	
4.1.3 Mafikeng Site of delivery	
Jan VR: What are we going to do? Either market and revive or close Mafikeng. Ronnie: Next level discussion with Dean and higher up. a) It is probably not a once off. b) What about staff handling 2 students – resource planning. Johan: Critical mass in future on all campuses. Jan Meyer: A generic plan in general. We have no definitive mark on this. It is the first time now. Do marketing drive and see what happens. Saleemah will move to Vaal.	

Only admin left is Stephan and Puleng. Sophy and Joseph on Research in Mafikeng. Ravi and PA the only two lecturers sitting there (and Yvonne). Joseph: Willing to move to Potch and agree with sitting at the centre of research. Living standards much higher in Potch. Salary increase? Jan Meyer: One academic and one admin person on Mafikeng. It is a site for delivery – not site of delivery. Everybody else move to Potch or Vaal. Jan VR: Wording: to optimise staff and operations. Jan Meyer: Work load scheduling: for optimisation localising in Potch. Jan VR: Given notice to Leopard Park for end of July. Try to rekindle the MBA interest – look at 2021. Ronnie: Identify the reason: Provincial Government stop bursaries and funding. Jan VR: Task Theo Venter to draw up a MBA marketing plan in Mafikeng. Joseph: 80% is Government students. We should look at alternative markets. **Decision: Marketing drive at Mafikeng. Optimise Business School optimally.**	
4.2 Research	**Joseph Lekunze**
4.2.1 Duan Viljoen Johan Coetzee is the study leader. Student fulfilled the conditions and resubmit. Student got a no from the Ethic committee, because their own letter was not attached. They asked for an additional meeting – but no. Joseph: Plead with lecturers. If student have problems, help them. Try to solve between student and supervisor and do not refer to immediately to Research. Jan VR: Know there were errors from our side as well. Tebogo lost an Ethics application. Problem goes to Senate	

now. Ethics is not touching that now. Prof Sonia says no problems were addressed. Apparently Tebogo was not aware. Communication must be clear. Send communication to all study leaders. Joseph: Agree – will strengthen the Research Committee. It was the fourth student now. Decision: **Give these names through to Faculty Board.** Jan VR: Our image is severely tarnished in the Faculty. Let us wipe our own face clean. In future let us not just take it on the chin. Facts are not always correct. Case of Duan goes to Faculty Board and Senate. It is a very bad experience for student. Perhaps they can rectify this and can still be in time for graduation purposes. Jan VR: Fees cannot be on student – should be on the Faculty. Compulsory Scientific Committee training – 18 February in Potch and other dates to follow for campuses. Your proposal won't be considered at the Ethics committee, if supervisor did not go through this training. 4.2.2 Scientific Committee: 2 committees only as instructed from Deputy Dean. Merge HR and Operations into one cluster. General, Financial and Entrepreneurship in one cluster. See the diagram of Joseph. Joseph, add Anet's name on the diagram under General. Jan VR: In principle two scientific meetings. Ronnie should not be the chair. Nominate some else. Joseph nominate Christie as the admin person for both clusters. Jan VR: Give it to her. I want minutes and decisions come through to the Exco meeting. Decision: **Christie do admin on both clusters. Sophy will coordinate from Mafikeng.** 4.2.3 Dissertation & Thesis submission checklist and TOR Joseph: Want Johan van Zyl to place checklist and all these Research documents on the site. It is a lot of forms. Give	

commentary to streamline it. It is University standard form. Just want the meeting to take note and approve. Circulate up to Faculty Board. Ronnie: No not on website. Must rather put it on Efundi where students have access to the rules. Lecturers must have access to it as well. Joseph: It must be a one stop shop – if you go to that site, you get everything you need. **Decision: Supported. Go to Schoolboard and then Faculty Board.** 4.2.4 TOR Jan Meyer: Make some changes on TOR, send out a reminder for commentary. Jan VR: School Board will be academic: teaching, learning and research. Exco meeting will be decisions: money, building, people – for approval to other Board meeting. Jan VR: Philip Steenkamp works on the TOR on Governing Board. Jan Meyer talk to Philip to link Academic Government structures and the role of the Governing Board. It needs to link up. Joseph: The Exco meetings look effective. We need it. Ronnie: Please don't duplicate meetings. Governing Board will sit twice a year. Meeting 14^{th} and second one 21 February. Pleading with academics to attend exam committee and speed up the process. **Joseph will write an email that Mara can send to the School.** Ronnie: Send marks to the lecturers. Exam committee work on it. Cannot change the mark officially on the site. Study supervisor: Pleading for the supervisor: It is the most important person to receive the Reports. Do not send to the student. Send to the Supervisor. Christoff received his student Reports from Nauma. Nauma is not supposed to send it. Send it to Christoff. Ronnie did not receive anything from Nauma. Just map the process – reports should go to Supervisor first.	

Decision: Reports to be send only to Supervisors. Joseph draw a diagram of process flow and communication to staff. **Decision: NO Report send to student.**	
4.3 Executive Education	
4.3.1 Academic oversight: MoU – NWU and LGSETA. **Decision: Exco approve our engagement on the MoU.**	
4.4 Community Engagement Jorrie	**Johan Jordaan**
Invite Tsidi on next Exco – in and out – for the section of Stakeholders and Community Engagement.	
4.5 Quality	**Anet Smit**
4.6 Accreditation and Internationalisation	**Anet Smit**
Waiting from inputs on the vision and mission from the Committee.	
4.7 P&C Matters	**Jan van Romburgh**
Jorrie is struggling to get personnel numbers for new staff members from HR in order for them to get on the sites. **Decision: Jan Meyer will speak to Elroy to speed up**.	
4.8 Advisory Board	**Jan van Romburgh**
Advisory Board meeting tomorrow – 6 February. Jan VR will give feedback on next Exco meeting.	
5. Business School Governance	**Jan van Romburgh**
5.1 Risk & Compliance Matters	**Jan Meyer**
Risk and Compliance matters is part of Advisory Board. Prof Sonia mentioned one aspect specifically on RPL. Not MBA – primarily PGDiP. Johan: Got RPL Policy in year book of PGDiP. Ronnie: Evaluated always on merit. Reduce to absolute minimum. Johan: Do not make a promise through short courses. Stop that expectation. Ronnie: Standards on FMP, MBP and AMP is good. Know of a lady from UCE that only did one course and she is	

allowed to do PGDiP? Not accrediting but equivalating. Johan: RPL students must do the NMAT before they can be considered. Ronnie: Guidelines – BSc in Engineering on 58% will be ok, but via Languages definitely 60%. Within our autonomy – lot of risk on compliance matters. Should be revisited. **Decision: Revisit RPL policy and admission policy criteria. Responsible: Jan Meyer and Johan with input from Ronnie and Anet.**	
5.2 Facilities	**Jan Meyer**
Downscale Mafikeng and working on Potch. Completely paid by University. Building transferred from UCE. Jan M: Meeting on Vaal facilities 20 February. Advantage in off campus. Retain campus based status on Vaal. Temporary into Van Schaiks. Building 26 for our use – ultimate move. Under Jan VR's auspices. Time frame for new building can only be a guess. Venues for lecturing on Vaal at Leopard Park for first semester. According to current schedules on new site for second semester – two lecture rooms. Which are the lecture rooms on Vaal? Same venues. Caterers also arranged. Where can lecturers sit and work? Lungi's old office at Vaal under the stairs. Johan: There are 2 conference rooms we can use for refreshments and staff. Lungi will arrange. Ronnie: We want a flipchart in each of the 3 rooms. Lungi: Send a list of everything needed to Lungi. Anet: Fix the computer in that venue. Arrange for contact IT person for after hour assistance. **Decision: Lungi will ensure the computers are checked in the afternoon and arrange the IT person.**	

Lungi will arrange for the two conference rooms for food and lecturers. **Ronnie will buy the two Flipcharts.**	
5.3 Autonomy	**Jan van Romburgh**
5.3.1 Business School tuition fees 2020	**Jan Meyer**
Decision: **Lungi will send the final breakdown.** UJ = R260 000 – includes the tour, textbooks, everything. Then it is comparative.	
5.4 Task Agreements	**Jan van Romburgh**
Christoff please assist with minimum requirements: at least 1 Phd and Masters. Dissertations, PhD Supervision. Be reasonable - everyone got a fair weight. **Lungi please send your Task Agreement to Jan van Romburgh.** Jorrie and Ronnie. Push it and try to get it finished before next Friday. **Ronnie to Mara: Resend the Task Agreement email** that was previously sent. At this point Jan Meyer take over the meeting as Jan VR goes to next meeting.	
5.6 Workforce planning	**Jan Meyer**
Johan: Must get clarity. Johan Coetzee is lecturing on 5 sites. The workload is now unequal. Yvonne also teaching on 5 sites. Jan VR will be the decision make on this. Decision: **Workload model have to be revisited with Jan van Romburgh.**	
5.7 Delegate: Faculty Board Meeting 17 February	**Jan Meyer**
Decision: **Jan Meyer in on the Faculty Board and will attend on behalf of Business School.**	
5.8 ALL Staff meeting	**Jan van Romburgh**
Decision: **All staff meeting of 10 February cancelled**. Will rather do School Board meeting on 17 February.	

5.9 Team Building	**Jan Meyer**
Over two days - 22 and 23 April. Ronnie: Two days are too much. Request: Only one day or perhaps one night sleep over (22 April) and one day Team building. Mara suggest Elgro River Lodge. Decision: **Ronnie will organise the Team Building event and talk to Cobus about Elgro River Lodge.**	
5.10 Study Leave: Tsidi Khumalo	**Jan Meyer**
There are formal processes in the Faculty. Applications should be one year in advance. Cannot move outside formal process. Tsidi is also lecturing second semester. Decision: **Jan VR Romburgh to handle study leave of Tsidi.**	
5.11 Administrative feedback	**Lungile**
Lungi wants to become more involved for alignment and monitoring purposes and asked Johan and Ronnie for help. She need support and motivation on this. See the Admin issues below: **Consistency, alignment and service delivery.** The BS systems and processes are still not aligned. Admin staff will take lead to ensure full alignment and improve on service delivery. **HDA assistance for Potch – capturing and registration, Record cards download for Exam commission, confirming graduates, Module exemptions** A suggestion that all BS applications, registration, module exemptions, or any VSS related tasks be centralized and done by one office for all three sites EG Higher degrees. A requests by Lungi to programme managers to make all requests via Lungi so that she can delegate to the admin personnel. **Process manual** will be developed by Lungi and shared with EXCO so that they are aware of the functions of the admin staff. **Summary reports:** Admin to provide reports that can be	

presented to the EXCO for consideration. Ronnie: Had to organise everything for Study School. Lungi did not meet with Marietjie Ackerman to make arrangements for registration. It is your job. Lungi asks that requests be send to her. Ronnie: It is not a request it is your job. It is all about relationships. Relook the site servicing. Jorrie will send a nice letter to you about what to do. Ronnie: The next Study School will be at Vaal – perhaps at Quest. Jan Meyer will send Lungi the contact detail for arrangements. Jan Meyer: All for going back to one place – The Elgro. Johan: Map it out – see the process flow. It is a work in progress. 100% Alignment – we have to work together. Jan Meyer wants to add Anet for quality issues. Ronnie on Study School: Antonett gave Christo the numbers every morning at 10:00. Stephan van Zyl gave a number of 250 for the barbeque. It was way too much. Do not know where he got it. Alignment again. Ronnie: Still struggling to get numbers: mid 80 MBA students at this stage. Jan Meyer: 35 – MBA and PGDIP at Vaal.	
The meeting was adjourned at 11:47	
Date of next meeting: 26 February at 09:00 – to be confirmed.	

Adoption of minutes

Secretary
Ms Mara Boneschans

Chairperson
Prof Jan van Romburgh

Date

Date