MINUTES OF THE BUSINESS SCHOOL T&L MEETING

Meeting:	**Business School Teaching & Learning Meeting**
Date of meeting:	**2 March 2020**
Time of meeting	**09:30**
Meeting venue:	**Building E3 Room 301**

PRESENT

1. Prof Jan Meyer (Chair)
2. Dr Johan Jordaan
3. Ms. Lungile Ntsizwane
4. Prof Anet Smit
5. Prof C Bischoff
6. Ms N Khumalo
7. Prof L Jackson
8. Mr W Musvoto

APOLOGIES

1. Prof R Lotriet
2. Prof J van Romburgh
3. Dr Joseph Lekunze

In attendance

Ms W Smith (Scribe)

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ACTIVITY	ACTION
1. OPENING	
1.1 Welcome and personalia The chairperson welcomed all staff members present and declared the meeting open.	
1.2 Apologies Apologies stipulated above.	
1.3 Terms of Reference Teaching, learning and assessment policy, referenced 8P/8 holds guidance. http://www.nwu.ac.za/gov_man/policy/index.html	
2. DETERMINATION OF THE AGENDA The proposed topics of discussion for this specific meeting is: • Determined and agreed as per the proposed agenda dated 2 March 2020. • Additional items added to the agenda: Dr Johan Jordaan Agenda reference 5.7.7 – Study Leave : Ms N Khumalo Agenda reference 5.7.8 – Scientific Committee Structure Agenda reference 5.7.9 – Post Graduate Diploma Entrepreneurial Day Agenda reference 5.7.10 – Lecturer evaluations • Items moved: Agenda item 5.7.4 moved to 5.6.1 Agenda item 5.7.1 moved to 5.6.2 *The notion was accepted and added to the agenda discussion points.*	

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3. CONFIRMATION OF PREVIOUS MINUTES	
3.1. The minutes of the meeting held 15 July 2019 has reference. The committee agreed that all the actions of these minutes have been concluded and agreed as such. The committee confirmed that there are no outstanding items.	Seconded: Prof J Meyer
4. MATTERS ARISING FROM PREVIOUS MEETING	
4.1. The RPL process is an ongoing matter. The Post Graduate Diploma will allow recognition of prior learning within the stipulated policies and guidelines relevant to a diploma framework. The Post graduate diploma will only recommend the process however it will not allow the process to be forwarded to a Masters Business Administration qualification. *Therefor RPL will not be applicable to an MBA qualification (Committee Decision Register).* Dr Jordaan proposed that the RPL process included an NMAT assessment.	Committee Agreement Seconded: Prof Bischoff
5. NEW ITEMS	
5.1. Re-admission of student The individual student requests were discussed by the committee and decisions were noted by Ms. Lungile Ntsizwane. Document attached for committee reference. *(MFK Student appeals PGDM & MBA.pdf)* Prof Bischoff advised the committee to remain cognizant of the academic rules and ensure that all decisions remain subject to the stipulations. Any decision made in contrast to the academic rules will declare all other stipulations of the policy as void. Therefor it is important to ensure that when a decision is made on a basis of merit resulting in amending a rule, that the following stipulation be included in correspondence: *"all other rules applies".*	

5.2. The FEMS referred back student The matter was discussed and it was agreed that it will be pursued with due diligence on behalf of the Business School. The matter should receive attention when awarding a study leader and a question was raised whether a new study leader will be appointed. Furthermore, the meeting discussed the means of applying for an ethics numbers, the validity of the ethics number and the period allowed prior to the number becoming void. Task Research to follow up on the correct ethical processes in this regard (i.e. old vs new number allocation).	Action: Prof C Botha
5.3. Poor registrations – email for DIR The committee agreed that the registration process should receive attention. The following concerning aspects were raised: *<u>The availability of the NMAT assessment</u>* – there appears to be no support during the tests, there is limited available equipment for students to concluded with the assessment and the cost incurred by the students should be taken into consideration. The Helpdesk is not efficient and the contact number is an international number which only refers student back to the initial departure point of an inquiry. The committee agreed that the previous assessment (SHL) appears to be more effective, however it should be pursued to be determined why the process were changed. Recommendation made to revisit the decision to utilize the NMAT assessment and the possibility of reconsidering the application of the SHL assessment. The matter should be forwarded to the EXCO meeting as it also holds reference to the registration and recruitment processes. Suggestion to keep both the NMAT and the SHL assessments until the matter has been resolved. Benchmarking the assessment batteries is suggested. *<u>Registered Students per campus –</u>* concern was raised that the amount of students registered at the various campuses may not be enough to maintain the AMBA requirement of a minimum	Action: Prof J Meyer Action: Dr R Scholtz

of 20 students. A marketing drive is in process and championed by Prof H Prinsloo to increase visibility of the available qualifications. A request was made to include Prof C Bischoff in the process to promote the drive as there is an existing marketing proposal that can be incorporated in the process. Prof Bischoff shared with the committee, the challenges with the current concern held by the University of Botswana with regards to the SAQA accreditation and the difference in the criterion awarded. Prof Bischoff was tasked to explore the matter in partnership with MAU, as there is a current initiated drive in progress. A proposal was put to the table to consider presenting all part time classes on Saturdays, at all the campuses. A suggestions was made to consider re-scheduling classes to 18:00 as an alternative as some students may not all be able to attend classes on Saturdays. Furthermore, the time and availability of the lecturers should also be taken into consideration. Prior to making a proposal on this matter, the committee suggested that the matter be revisited and proposed alternatives be forwarded. All aspects should be taken into consideration prior to moving such a decision to the EXCO meeting. Prof Bischoff indicated that the University of Johannesburg is following a process where classes are presented at 07:00 – 09:00 and again at 18:00 – 20:00 to accommodate working students, which is a competitive advantage to the program.	Prof H Prinsloo / Prof C Bischoff Action: Committee members
5.4. Data / stats The committee agreed that the item for MBA will stand over and be presented at the next EXCO meeting. The data and statistics for the Post Graduate Diploma will be included in the minutes.	Prof R Lotriet Dr J Jordaan

5.5. Teaching and Learning **5.5.1.** Not all students were able to register at the correct sites and the matter will be addressed. Students registering at the Potchefstroom campus had an option to choose a campus, however Mafikeng students had no option to choose (system relevant). There is also a disparity with the exam centers. A decision to move the examination centers to UODL is taken into consideration and the matter should be revisited. Prof J Meyer is scheduled to meet with Ms M Ackerman to discuss these concerns. Dr Jordaan and Prof Lotriet to be included in the meeting. **5.5.2.** Approval for the new UCE program will be forwarded to EXCO for consideration. The matter should be added to the agenda. Short learning programs should be accredited via the process where the ICAS form is submitted and the process rolls out as per the stipulated procedure. The committee requested that the discussion stands over to the next meeting. Committee members are requested to comment on this matter prior to the EXCO meeting.	Dr J Jordaan / Prof L Jackson Action: Committee member
5.6. MBA **5.6.1.** The administration of the MBA seems to be creating frustration. Complaints were received about the administration processes, students receiving short notice or not receiving information. The committee agreed that the entire registration process must be revisited and addressed as soon as possible. A proposal was put to the table to reconsider the time allocation of the study schools. It was suggested by Prof A Smit, that contact session one should allow time for registration and administration where proper information can be forwarded to students. It was further	Action: Committee member

proposed that a study school be presented at the latter part of the semester i.e. contact session three where students receive guidelines and preparation assistance for examinations and assignments etc.	
Dr Jordaan suggested that a one-day orientation program is hosted for first year students only.	Dr J Jordaan
The process should however consider the company project which may be influenced by these proposed changes. However, it was suggested that the company project be moved to the second semester. *(Agenda reference moved 5.7.4).*	
The committee agreed that the entire business school paradigm be revisited.	
Prof Jackson commented that it is imperative that the business school functions as a collective model. The business school should be awarded one account code. The system negotiates more than one code, however the matter will be considered and investigated. Prof Jackson will revisit the matter and advise the committee.	Prof L Jackson
5.6.2. Structure of the Scientific Committee	
The committee structure has been established, however a question was raised as to the fact that the committee has been split into two. The scientific components differ and it was discussed whether there are subject matter experts available to these committees.	
The committee agreed that it will remain with the structure as it is and test the process to determine the effectiveness. Should the committee not function properly, the matter can be revisited.	
Ms Khumalo raised a question as to the relevant criteria awarded to allocate members to the committee as well as the member numbers to each committee. Prof Meyer explained that the process is still in development and that the numbers are not a critical item as the committee hosts the applicable subject matter experts.	

The committee concurred that it is important to receive the relevant communication from the Research Office. The required communication is clarity on the scientific committee processed, any changes to structure, committee changes, dates etc. The committee requested at least one week prior should there be any changes relevant to the scientific committee processes.	Action: W Smith
5.7. PGDIP **5.7.1.** PGDIP Elective Structure Dr Jordaan proposed that the program allows for any electives to be chosen and not as it currently is afforded. The current program combines electives into two modules per elective choice. The matter of including Marketing as a core module was mentioned. Prof Jackson inquired on the qualification framework between the Project Management module and the short learning program. *The committee indicated that the levels are not the same and that no credits may be awarded on a short learning program.* Dr Jordaan further discussed the matter of changing the structure to accommodate the current 2020 program and implement it during the second semester. This request is only applicable to the elective. Decisions on the core modules will be pursued at a later stage. The decision was seconded. The committee discussed the matter of workload allocation and determining where each module belong. The meeting requires clarity on the fair and equal distribution between academics. Consider benchmarking what other business schools apply in their faculties. Review responsibility allocation. Proposal was made to assign units to each activity. The committee agreed that urgent clarity it required with regards to workload allocation.	Committee Decision Seconded: Prof J Meyer / Prof C Bischoff Action: Prof J Meyer

5.7.2. PGDIP credits toward MBA Only the Research module is currently allocated and considered as module recognition. The subjects in the PGDIP program should be revisited to determine whether it bears credit. It is important to note that AMBA is against exemptions to programs on a Master level. The NQF should be taken into consideration. Should a module be recognized, it is important to consider that the module allocation must remain at 180 credits. Should a module receive recognition, it should be important to consider an additional module to conclude the stipulated credits of 180. The research module must include the entire MBA module to be considered. Revisit the MBA NQF offering. Proposal to replace credit bearing modules with MBA / PGDIP. Matter to be discussed with Ms S Paulse. It is important to keep up with market demand. Proposal to be forwarded to Strategic Planning meeting. Responsible individuals to be assigned. **5.7.3.** Registration targets on PGDIP and MBA No subsidy received for this financial period. The business school still holds the potential to receive profit and will be managed accordingly. The quantum is still in place. The business school will take over the capturing of marks i.e. examination and participation. Decision made to ensure that high quality of the business school is maintained. **5.7.4.** Use of Interns for marking Dr Jordaan discussed the use of interns to assist with marking. The interns have a minimum qualification on an NQF8 level preferably a Post Graduate Diploma. Mr Musvoto queried the qualification level and suggested that an M-candidate be awarded the task. However, Dr Jordaan indicated that the process is seasonal and that the marking of examinations will be conducted at one venue under supervision. The quality of the process will by no means be jeopardized.	Action: Dr J Jordaan

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5.7.5. Expansion of full-time PGDIP to Vaal and Mafikeng The demand at the Potchefstroom campus plateaued. A suggestion was made to extent the full-time program as it will be beneficial to the business school. The following aspects were noted: *Do we have the capacity?* *Who will present the courses and will external contractors be available on a full-time basis?* *Will the quality of the program remain?* The extension for site delivery must be forwarded to ICAS. **5.7.6.** Item moved **5.7.7.** Study Leave – Ms N Khumalo Application forwarded by Ms N Khumalo to be relieved from teaching while further her studies. Substitute candidate proposed to assist during this time being Ms W Smith. The meeting recommended the proposal. The matter of sabbaticals was further discussed in this agenda item. All staff were requested to forward their intention for sabbaticals to Prof J Meyer as a means of information sharing and to provide insight into future planning and approval of said matter. The process is not fixed and will merely serves as guidance. **5.7.8.** Item moved **5.7.9.** PGDIP Full time Dr Jordaan indicated that there is no Entrepreneurial module for the full time students on the PGDip. He suggested an entrepreneurial day during test week. The committee suggested an open day to be hosted with guest speakers where students pay for the opportunity thus allowing to add speakers. The meeting cautioned that this should not become similar to the MBA module. It was noted.	Action: Dr Jordaan Action : Committee members

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Prof Meyer requested that Dr Jordaan revisit the proposal and indicated that he agrees with the idea put to the table. **5.7.10.** Lecturer evaluations The comments received from students were considered and it was suggested that the lecture evaluations take place during the latter part of March 2020. The evaluation list / questionnaire should revisit the combination of questions and the quality of the process. Issues raised by student via the commentary section should be taken into consideration when designing an evaluation. It should be linked to the value proposition of the business school. Prof Meyer reiterated that the evaluation must be applied as a measurement to improve and assist lecturers and not be applied as a punitive measure. The process must obtain support for autonomy, A suggestion was made by Ms L Msizwane that these evaluations be linked to an assignment which will not allow completion prior to concluding an evaluation.	Dr J Jordaan Action: Dr J Jordaan
5.8. Remi Prof Meyer indicated that a visiting Professor will be introduced and conclude his academic program under the guidance of Prof H Prinsloo.	
5.9. Quality **5.9.1.** Prof Smit conducted the relevant research to finalize the process and ensure that the process remains AMBA compliant. Prof Smit aims to pursue simultaneous accreditation with AMBA, AABS as well as AACSB.	

Accreditation process will map a project plan, however it will require input from the committee. The information received will be collaborated. **5.9.2.** Vision and Mission to be finalized (Relevant document attached as reference) The committee agreed to the suggestions made by Prof Smit. The mission should include words of personal value i.e. heart and mind. Values should be included into the vision and mission statement. It was mentioned that it is important to indicate that the mission statement will "*strive to uphold the values".* The committee agreed that Prof Smit may continue with the process and consensus was reached that it is accepted in the broad perspective.	Action: Prof A Smit
6. DATE OF NEXT MEETING A date for the next meeting will be communicated by Prof Meyer.	Action: Prof J Meyer
7. CLOSURE Prof Meyer declared the meeting as closed and thanked the committee for their contributions.	

Confirm this ______________________ day of ______________________________ 2020.

Deputy Director: TEACHING AND LEARNING
Prof Jan Meyer
Chairperson

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Signature