**MINUTES OF BS EXCO MEETING**

**5 MARCH 2020 – K14 and Adobe**

**Present**

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

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| **1. Opening and Welcome** | **Chairperson** |
| Jan VR: Welcomes everyone. Johan opens with prayer. | |
| **Personalia** | **Jan van Romburgh** |
| Birthdays: Anet's birthday on 11 March.<br><br>PA Botha did time trials all week and will do the Argus on Sunday.<br><br>Marli started in February. Welcome. It is her first Exco meeting.<br><br>Raymond and Theo did well on the Raport events with Waldimar Pelser.<br><br>Apologies for Ronnie who is lecturing. Jan Meyer will stand in for some of the aspects.<br><br>Christoff: Why is Christo Bisschoff not in this meeting? | |
| **2. Determination of the Agenda** | **Jan van Romburgh** |
| Add to Agenda:<br>3.2 Matters arising from previous agenda<br>4.1.2.4 Admin assistance for MBA – Christoff<br>4.1.6 Student assistance – Johan<br>4.2.4 PhD Workshop - Christoff<br>4.2.5 Title registration - Joseph<br>4.7.2 Tsidi Khumalo – Study leave | |

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| 5.9 Marketing plan - Jan<br>5.10 Leave and Outside work - Jan | |
| **3. Minutes of previous meeting accepted** | **Jan van Romburgh** |
| **4.1 Feedback Teaching and Learning meeting** | **Jan Meyer** |
| Couple of decisions made in Teaching & Learning meeting on Monday 2 March. Bring it forward to this meeting.<br><br>• RPL: Jorrie had finalised a process and policy. The PGDIP will allow recognition of prior learning within the stipulated policies and guidelines relevant to a diploma framework. It will only recommend the process and will not allow the process to be forwarded to a MBA qualification. Therefor RPL will not be applicable to an MBA qualification. MBA refer directly to A-rule applications.<br><br>• PGDIPS & MBA<br><br>Student Block was terminated. He indicated that he will take further action.<br><br>Tsotetsi did not register in 2017. He is a 2014 student. He was registered for the old MBA. There is a new MBA now. His dissertation is already 3 years old.<br><br>**Decision:** Termination.<br><br>**Note:** Lungi write a report of 2 pages on history on student.<br><br>**Approach the ultimate responsibility:** Lungi send two documents to student: Termination letter and Report.<br><br>Lungi will then also send to Jan Meyer who will send to Prof Babs for Faculty Board.<br><br>Jan Meyer: The cause for poor registrations on MBA at Mafikeng site is NMAT and registrations of NMAT.<br><br>Exco takes note.<br><br>Retha will investigate SHL and NMAT. SHL is not such a viable solution.<br><br>Jan Meyer: NMAT was used as a scape goat, but it was not 100% correct. That does not mean there was not problems. There are a number of other factors. There is not even a consideration of closing the Mafikeng site.<br><br>Jan VR: With admissions next year there will be interviews | |

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| and psychologists involved.<br><br>A visiting Professor is coming here for about 3 months. Remiqiusz Gawlik – a political economist.<br><br>Jan VR: There will be roadshows with Theo, Raymond and André Duvenhage. Perhaps you can include him on some of this Roadshows.<br><br>Jan Meyer: Rest of Teaching & Learning minutes for noting. | |
| **4.1.1 MBA** | **Ronnie** |
| **4.1.2.1 Study School venue**<br><br>There were a lots of complaints. Elgro was not the best place to be. We suffered serious reputational damage. The numbers were wrong at 250 per day. Cost us R400 000 at Elgro for study school.<br><br>Bottom line, we should up our image – for noting.<br><br>Joseph: Line should be very clear and we have to work together on administrative issues.<br><br>Lungi: Move the study schools and use university facilities in reses.<br><br>Jan v R: Elmarie de Beer in favour of using other University venues, like Sports Village. It is internal money.<br><br>Anet and Marli were looking at venues, but most of them are already booked. This should be done months ahead of study schools.<br><br>**Decision:** Dates are fixed. Finalised with Christo for this year.<br><br>**Principle:** Christo work with Lungi – **joint decision:**<br><br>**Decision:** Lungi responsible for MBA numbers and Christo Bisschoff for organisation of the venue.<br><br>Christoff Botha: Exco should decide on the venue.<br><br>Jan VR: Lungi and Christoff bring 3 proposals for next Exco 11 March.<br><br>This is urgent and important: Also consider internal venues. Building E5 has nice facilities.<br><br>**4.1.2.2 Adjustment of module marks – Christoff** | |

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| A student had 74% and we adjusted it to 75%. Faculty changed it back. Look at Memo 31 of Prof Robert Balfour that was send out. It stated that our Committee can change the module point which ends up at 73% to 75%.<br><br>Joseph: We are a subcommittee under Faculty. It seems it was changed twice.<br><br>Christoff: Our committee must execute the instruction of Prof Balfour to the advantage of the student.<br><br>Joseph: The student's average mark wat rounded to 75, but the student wants a distinction for Research Methodology. The overall mark is still above 75.<br><br>Christoff: Exco must say it was a mistake and we will correct it.<br><br>Anet: It is also against our autonomy.<br><br>Joseph: A-rules lies within the Faculty – autonomy interfere with it.<br><br>Jan VR: We cannot have academic autonomy.<br><br>**Decision:** Note the memo and submission and it is wrong to leave it at 74%. Take it to next Exam Committee and make sure they take note of the memo.<br><br>**TO Marli:** This matter also referred to the Faculty Management Committee and take it up there.<br><br>**4.1.2.3 Investigation of plagiarism**<br><br>Students get a zero mark. Compile a portfolio of evidence. **Noted and agreed.**<br><br>**4.1.2.4 Admin assistance to MBA – Christoff**<br><br>Lecturers do not have someone assist them for instance on marks. Need someone to check if it is correct and help E3 lecturers with admin.<br><br>Jan VR: Send Elé to E3 building. Three MBA ladies at K14.<br><br>**Exco decision:** Move one of the ladies to E3. Will look at office space. Can't be a person studying MBA working with marks.<br><br>Jan Meyer: Lungi should say – clarified her role and function. **Lungi to take decision on who must move**.<br><br>**4.1.2.5 Coaching – Sasol** | |

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| Anet and Jan will have discussions with third parties. Coaching for first year MBAs and motivational aspects as a free service to our students.<br><br>First one: John Skinner to help students realise obstacles in their lives.<br><br>Second one: Pieter Kruger – motivation and realising potential.<br><br>Third one: Thinking Fusion on Leadership course – let us say for 10 students as a reward.<br><br>Kick off possibly in 2nd semester.<br><br>Christoff: Is there a budget @ R3 000 per individual – coaching of John Skinner.<br><br>Jan VR: There is no budget. We need to limit it. Pieter Kruger sessions will be for whole class.<br><br>Johan: Also for PGDIP students?<br><br>Dedicated psychologists for students in crisis. We pay for first two sessions for example.<br><br>Perhaps also needed by staff.<br><br>These are extras for AMBA accreditation.<br><br>Pieter Kruger will give quotation for Team Building session.<br><br>**Decision:** Supported. No objections from Exco on this. | |
| **4.1.3 PGDIP** | **Johan Jordaan** |
| Progression life cycle - This is an urgent part of the larger plan. Revisit on how we do it and progression thereof.<br><br>Jorrie drafted a plan for us and will draw a meeting: PGDIP, MBA and Jan Meyer. Johan will take the responsibility.<br><br>**Decision:** Revisiting the whole progression life cycle of PGDIP to MBA – vertical articulation. | |
| **4.1.4 RPL Applications** | **Lungile Ntsizwane** |
| Applications are approved, but also must be approved on Faculty level.<br><br>Lungi: Students are already admitted and registered.<br><br>Jan Meyer: It is wrong. They can't be admitted to RPL. NQF | |

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| level problems with all of those on list.<br><br>Johan: Portfolios are in Elma's office.<br><br>Jan Meyer: Requests are not acceptable and cannot be approved. Nobody be registered unless this is approved. Students under condition. Want to see the completed files at Elma immediately.<br><br>Jan VR: Who is responsible for admin of PGDIP? Johan Jordaan?<br><br>Lungi has responsibility for all.<br><br>Lungi don't know. Johan works closely with Elma.<br><br>Jan Meyer: Quality person should also look at it in future.<br><br>Jan VR: Hopefully by end of April all lines for admin will be sorted out.<br><br>Jan VR: How do we rectify this. Take cognisance of what was being communicated to students. What does files look like? We need to provide it to Faculty.<br><br>We are talking about 14 students on the list. Only four are good, the other is a problem. This is not reversible.<br><br>We don't want students registered before we approve it. Jan Meyer needs to sign it off.<br><br>**Final name list of students to be submitted again to next Exco meeting.**<br><br>**Noted with concern:** No admissions before approval of RPL. | |
| **4.1.5 NWU Dalro Copyright Reporting System 2020** | **Jan Meyer** |
| Apply to all lecturers. Every semester we must updated Dalro for Text Books and other intellectual property. Lecturers must individually do it themselves. **Standard instruction will be send out to all staff by Marli twice yearly**. Due date for completion by Business School colleagues end of September. **Jan Meyer will forward instructions to Marli.** | |
| **4.2 Research** | **Joseph Lekunze** |
| 4.2.1 Request: Extension of study – classic decision – Christoff / Olebogeng Diale.<br><br>Joseph: Student request to continue in a $4^{th}$ year. Student | |

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| had not done any work on dissertation. Joseph's recommendation to decline the request. Also declined as supervisor.<br><br>Christoff: Joseph you are the supervisor. Supervisors don't have the advantage of declining a student. We should be consistent on termination. There are other students accepted for 3rd and 4th years. Joseph will have to continue as study leader. Student cannot find a brand new study leader in a 4th year.<br><br>**Decision:** Extension of studies in fourth year is granted. Cannot change the supervisor. **Condition:** Student to hand in November. Keep to a very strict progress report.<br><br>Request forms to be filled and signed. In future to Teaching and Learning Committee where other student requests were handled.<br><br>**4.2.2 Extension of study - Phillip Malan – Christoff**<br><br>Phillip Malan is another Bennie Linde story. Joseph declined the request. Spaces on form were empty.<br><br>Student is close to completion. Student requests: Can we grant extension for fourth year. Jos Viljoen will take responsibility as study leader.<br><br>These emails and documents are the paper trails. We should be consistent and there should be clear lines to follow. Student has basically finished and has a new study leader now.<br><br>**Decision:** Student to complete in 2020 and communication by Joseph, but cc Jos Viljoen and Christoff.<br><br>**4.2.3 Extension of study – Mbungwana - Joseph**<br><br>Teaching and Learning approved this.<br><br>**Decision:** Approve and done by end 2020<br><br>**4.2.3 Dr Sonono – external supervisor – Joseph**<br><br>Faculty rules for external supervisor – come through School meeting.<br><br>**Decision:** Approved.<br><br>**4.2.3 P Jonck – external supervisor – Joseph**<br><br>**Decision:** Approved. Invite all external supervisors to PhD Workshop. | |

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| **4.2.4 PhD Workshop**<br><br>Discuss with everybody to be on same page. All involved in the process. Still waiting for Scientific committee.<br><br>Christoff: Two reminders sent. Tebogo go ahead.<br><br>Joseph: All students who meet our minimum criteria are invited to the Workshop.<br><br>Jan VR: Put info on WhatsApp group. Joseph go ahead.<br><br>Book research dates in diaries.<br><br>**4.2.5 Title registration**<br><br>This is an important process. Research office need to receive title registrations. Just for noting.<br><br>**Decision:** Joseph, draft a mail and send to Mara to distribute.<br><br>Anet: Requested updated list of all allocations to supervisors. Joseph to send to all Supervisors. | |
| **4.4 Community Engagement - Johan** | **Johan Jordaan** |
| Jan VR/Johan will sit with Tsidi – lacking in terms of coordination / communication on this. | |
| **4.5 Quality** | **Anet Smit** |
| Anet wants to start with AABS and AMBA processes. AACSB is a future one – not at this stage.<br><br>Anet do have a project plan and will communicate it. Need to know what is the mission and vision first. We should stop conversations about it now and start doing.<br><br>Jan VR: Draft through the process – go with tagline in marketing – We Care. Let us get the marketing guru, Jeremy Sampson for a day (R17 000 per day) and tap him. It is good to take external meaning on it. Then go to Clement and make legally sure we are fine.<br><br>Anet done a lot of research of the latest developments. Want it to be validated and tested. Send out to whole school.<br><br>Johan: Value of external opinions is cross pollination.<br><br>Jan VR: Two things: | |

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| • Meet with branding side of NWU<br>• Want Jeremy – if we brand on We Care – what can bite us afterwards?<br><br>**Decision**: Jan VR, Anet and Christo Bisschoff will meet with Jeremy. | |
| **4.7 P&C Matters** | **Jan van Romburgh** |
| 4.7.1 Admin staff - Lungile<br><br>Sort out reporting lines. Take it bit by bit forward. Sort out managers and structures.<br><br>Lungi: Admin staff not aware how to do Task Agreements. Lungi will sort it out.<br><br>**4.7.2 Tsidi Khumalo Study leave – Johan**<br><br>Tsidi got a R30 000 bursary for this year. Someone can be paid to teach on her behalf. There are 2 sites. Johan has three possible candidates.<br><br>Wendy is qualified and willing to lecture the two campuses for R30 000. Although other lecturers receive R32 000 per site.<br><br>Christoff: Not fair in HR view – same work for same pay.<br><br>Anet: What about other HR lecturers? There are no Mafikeng classes?<br><br>**Decision:** Jan Meyer will follow up with PA to lecture on one site. Then Wendy on distance.<br><br>**JAN VR: Marli** send to FMC – class relieve for second semester. Plans in place. | |
| **4.9 Business School / Academic Administration** | **Lungile Ntsizwane** |
| **4.9.1 Minutes of the administrators and Draft admin process – Lungile**<br><br>Lungi: Exco to note but for comment on process flow.<br><br>Lungi: Registration is handled differently on Mafikeng and Potch. Want to talk to Marietjie Ackerman, the boss at Academic admin so that Ruth can also do Mafikeng.<br><br>**Decision: Supported**<br><br>Lungi: Corporate gifts to students: Get 3 reps per | |

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| programme and let students have a say?<br><br>Graduation dinner: Only one graduation dinner not linked to any ceremony?<br><br>**Decision:** One Spring Dinner: Beginning of September. Also for Alumni and get Theo to get other people there as well. Get a larney place where most of students are situated – for instance in Sandton.<br><br>Lungi: Keep attendance registers.<br><br>Moderation Papers: Please fill in details of moderators. Lecturers to contact and confirm with moderators.<br><br>Keep module files. Moderators reports are Anet's responsibility now. Compulsory on all campuses.<br><br>**Decision:** Anet will send format for files according to AMBA's requirements. Keep electronic and physical files.<br><br>Lungi: Rules and Regulations need to be updated on MBA and PGDIP.<br><br>**Decision:** MBA & PGDIP Programme managers to do so.<br><br>Lungi: Need approval for access to VSS and other systems to help and control.<br><br>**Decision:** Jan VR: Supported. Go ahead. | |
| **5. Business School Governance** | **Jan van Romburgh** |
| **5.1 Risk & Compliance Matters** | **Jan van Romburgh** |
| Jan VR: Exco please spend 30 minutes on it. **Anet** will forward to Exco. One risk item from each Exco member please. | |
| **5.2 Facilities** | **Jan van Romburgh** |
| R68 million for new building. Liesel will revise it and send to Jan VR. Jan Meyer to be with Jan VR on this and also Exco. **Jan VR** will circulate to Jan Meyer. | |
| **5.3 Autonomy** | **Jan van Romburgh** |
| Governing Board not possible. Nothing can be outside University's rules. Back to Advisory Board.<br><br>**Jan VR** will get on council agenda. | |

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| **5.4 Task Agreements** | **Jan van Romburgh** |
| Mara uploaded all Task Agreements on next cloud. File in Jan's office – not signed yet. | |
| **5.5 Structure of Meetings** | **Jan Meyer** |
| TOR finalised by Jan Meyer. Send to FEMS by Jan Meyer. | |
| **5.8 Team Building** | **Jan van Romburgh** |
| Over two days - 22 and 23 April. Compulsory to all staff. | |
| **5.9 Marketing Plan** | **Jan van Romburgh** |
| In conjunction with Christo Bisschoff. Billboards and more. Get to get blessing, but have the message ready first. | |
| **5.10 Leave and Outside work** | |
| We need to go back and have discipline in the School. Links up with clarity. Do you put in leave or not? We must have rules.<br><br>Director must always know where everyone is. Put it on your diary. Tell admin staff – One person should know.<br><br>Registrations: Depending where you are registered - exam centres not aligned with VSS for access. Jan Meyer will sort it out.<br><br>Support staff was excused. Jan VR talk to academic Excos. | |
| The meeting was adjourned at 12:15 | |
| **Date of next meeting: 11 March at 09:00.** | |
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**Adoption of minutes**

**Secretary**
**Ms Mara Boneschans**

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**Date**

**Chairperson**
**Prof Jan van Romburgh**

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**Date**