

MINUTES**Meeting of the Business School Executive Committee (EXCO) held on 30 March 2020**

Present

Prof J v Romburgh (JvR – chairperson)

Prof A Smit (AS)

Prof R Lotriet (RL)

Prof J Meyer (JM)

Prof C Botha (CB)

Dr J Jordaan (JJ)

Dr J Lekunze (JL)

Ms L Ntzipwane (LN)

Secretariat service

Ms M Moolman (MM)

Action List of Agenda Items

1.	Assessment Plan	Responsibility	Time Frame	Status
1.1	PGDIP MBA Research PGDM: A draft was send to all staff on how to address assessment of PGDip and can also be used for MBA and Research. FEMS T&L requested that an assessment plan be submitted by 6 April 2020. This plan must address the following: • Individual module assessment and moderation • Included, our own practical dates for moderation and • include our own practical dates for marking turn-around The University is positioning itself to go online with T&L as off 16 April. The BS is going for an online T&L plan and an online assessment plan for first semester with possible application in the second semester. PGDip, MBA and Research plans to be consolidated and integrated into one document for discussion and approval.	JJ RL CB & JL JM	01/04/2020	In progress
2.	Communication to students			
2.1	It was reported to communicate the following to our students: • T&L plan • How they will be assessed • Specific arrangements if applicable How and regularity of communication to students will be discussed at our next meeting.	All	01/04/2020	
2.2	SLP			

	It was reported that UCE will communicate to Programme Managers of various SLP programmes who needs to do the same in terms of assessment and the T&L plan.			
3.	Coaching			
3.1	The meeting decided that it is now a good time to bring in John Skinner to assist with coaching for our students.	JvR	01/04/2020	
4.	Date of next meeting: 1 April 2020 @ 11:00 Join Zoom Meeting https://zoom.us/j/371151967?pwd=bEZqUIZtVElhbXRxSGJja1p3OEVvZz09 Meeting ID: 371 151 967 Password: 019804	ALL		