MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 7 April 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)

Ms L Ntzizwane (LN)

Appologies

Dr J Lekunze (JL)

Secretariat service

Ms M Moolman (MM)

	ACTIVITY	ACTION	TIME FRAME
1.	**OPENING AND WELCOME** The chairperson welcomed all present.		
1.1	Apologies • Apologies stipulated above		
1.2	Personalia • The meeting congratulates CB on his birthday 28 March 2020 and also JM who will celebrate his birthday on 10 April 2020.		
2.	**DETERMINATION OF THE AGENDA**		
3.	**CONFIRMATION OF MINUTES: 11 March 2020 | 30 March 2020 | 1 April 2020** For notice		
3.1	**Matters arising from previous minutes**		
3.1.1	Study School venue – Prof Christo Bisschoff • The committee agrees to park this item for now.		
3.1.2	Who must move to E3 for MBA assistance - JM • The committee agrees to park this item for now.		
3.1.3	Letter of expectations to Prof Hinson, Univ Ghana (Extra-ordinary Prof) - JL	MM	

	The committee recommend that MM engage with JL and asked him to give feedback.		
3.1.4	Leave arrangements on Executive Education – JvR The committee agrees to leave it as a standing point.		
3.1.5	Financial delegation and signatures – AS The committee recommend that MM draft a document of authorisation levels for BS.	MM	
3.1.6	Assessment Plan The following aspects were noted: - Assessment Plan is done and must only go for language editing - On Tuition Plan commentary and language editing is still outstanding The meeting agrees to send commentary before Thursday 9 April 2020.	JM	
3.1.7	Communication to students The following aspects were noted: The meeting request that various program leaders RL (MBA), JJ (PGDip) and CB (Research) will each provide JvR with a paragraph on each programme as part of the communication that must go out to our students. The meeting agrees that communication will be send out on Friday 10 April 2020 to our students.	RL/JJ/CB	
3.1.8	Coaching: John Skinner (JS)	RL/MM	

	- It is noted that it is still a project in progress and hopefully we can finalise it before end of this week. - The committee agrees that Prof Pieter Kruger are going to host a Webinar for all our students on the topic Defusing Anxiety: Dealing with Covid-19.		
3.1.9	PGDip: Motivation for changes to yearbook – JJ It was noted that the only item that was not included is that JJ want to send the RPL Applications for PGDip through the same NMAT that MBA is doing.		
3.1.10	Student Request: OA Tsele – LN The committee approved OA Tsele request.		
3.1.11	Deregistration: SD Phetoane – JL The committee recommend that we keep this item on agenda and MM to get feedback from JL.	MM	
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	Re-admitted International students of 2020 are unable to attend classes due to financial constraints. Impact on subsidy – JM The committee agrees to leave it as a standing point.		
4.1.2	MBA		
4.1.3	PGDip		
4.2	**Research and Innovation**		
4.2.1	Conference Applications 2020 – JvR	CB	

	• The meeting request that colleagues who need motivation letters write it themselves and send it through to CB for JvR signature.		
4.2.2	Research Plan – CB • It is noted that it is still work in progress. • The committee request that CB send a short message via WhatsApp group to explain the process that must be follow. • The committee request that CB send the flow chart of process to all.	CB	
4.3	**Executive Education**		
4.4	**Community Engagement and Stakeholder Relations**		
4.5	**Quality**		
4.6	**Accreditation & Internationalisation**		
4.7	**P&C Matters**		
4.8	**Advisory Board**		
4.9	**Business School / Academic Administration**		
5.	**BUSINESS SCHOOL GOVERNANCE**		
5.1	**Risk & Compliance Matters**		
5.2	**Facilities**		
5.3	**Autonomy**		
5.4	**Task Agreements**		
5.5	**Structure of meetings**		
5.6	**Workforce Planning**		
6.	**NEW MATTERS**		
7.	**CLOSURE** The chairperson thanked all present and closed the meeting at 12:55. Date of next meeting 9 April 2020.		