BUSINESS SCHOOL
BESIGHEIDSKOOL
SEKOLO SA KGWEBO

MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 20 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 Lekunze (JL)

Dr J Jordaan (JJ)

Ms L Ntzizwane (LN)

Appologies

None

Secretariat service

Ms M Moolman (MM)

	ACTIVITY	ACTION	TIME FRAME
1.	**OPENING AND WELCOME** The chairperson welcomed all present.		
1.1	Apologies • All present		
1.2	Personalia • None		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 3.1.4 – Feedback from faculty - JvR • Agenda reference 4.2.10 – Supervisor List - RL • Agenda reference 4.3.1 – Executive Education - AS		
3.	**CONFIRMATION OF MINUTES: 9 April 2020** For notice		
3.1	**Matters arising from previous minutes**		
3.1.1	Letter of expectations to Prof Hinson, Univ Ghana (Extra-ordinary Prof) – JL The committee is noting Prof Hinson request for involvement and will extend an invitation in due course.		

	JL will provide contact list of all extraordinary Prof to add on the NWU Business School WhatsApp group.	JL	
3.1.2	Deregistration: SD Phetoane - JL The committee noted that JL had a discussion with Prof Mosvuto. Thanks were express to Prof Mosvuto on agreeing to be the supervisor for SD Phetoane.		
3.1.3	Financial delegation and signatures – JvR The committee approve and agree that MM will send it to Albrech Stydom and the School for everyone to take note of our internal process of approval.	MM	
3.1.3	Revised Assessment Plan – JM • It is noted that it is still work in progress. The committee agree that programme leaders and AS will provide JM with any form of information how they see the reintegration process.	RL/JJ/AS/JM	
3.1.4	Feedback from Faculty – JvR The following aspects were noted: • No assessment can take place until 4th May 2020. • JvR posted on EXCO group what the dean will be taking to UMC. • Suggestion is that we will continue with our normal programme and assessments. • We can indicate on a later stage what will count toward what. • We must get accurate data on our students. Need full record on who have access and what they have access to. The idea is to then deal with those individuals on an exceptional base who don't have access and continue with our academic programme at full speed as planned.		

	• On PGDip there is 40 students who have problems with access in terms of data or devices. The committee agree that we continue as scheduled and where there is fall outs we can deal with those students individually by manner of later assessments, but we cannot stop because of only 10% that is not on board. The committee agree that LN & MM must make sure that all students are contacted so that we can get accurate data.	LN / MM	
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	External moderation & reports MBA & PGDip - JM The following aspects were noted: • External moderation & reports need to go to T&L • All reports are on par for 2019 and JM will forward to T&L • For quality purposes AS must look that everything is in order and filed correctly. The committee agrees that JM will forward reports to T&L to be included in minutes of the T&L meeting that was 17 April 2020. The committee agrees that AS will look at process of standardisation and revisit all forms for reimplementation of a new standard form across all sites.	JM AS / LN	
4.1.2	MBA - RL It is noted by the committee that the University will be facing financial claims from parents and students who want their money back due to the COVID 19 crisis. This will be dealt with on a higher level at the University.		

4.1.3	PGDip		
4.1.3.1	Lecturer evaluation – JJ The meeting agree that this item will stand over till our next meeting.		
4.2	**Research and Innovation**		
4.2.1	Scientific Committee ToR – CB The following aspects were noted: • Final changes to be finalised after inputs from Prof Babs Surujlal after a Research meeting that is scheduled for 21 April 2020. • Flow Plan of Research activities will also be discussed at the Research meeting of 21 April 2020 as it was not dealt with on the R&I meeting of 17 April 2020. • Faculty is still waiting for BS final ToR.	JL / CB	
4.2.2	NWU Business School Research and Innovation Committee ToR – JL The committee agree that JL will circulate it for cometary.	JL	
4.2.3	F-EMS ToR for Post-Graduate Selection Committees – JL The committee take note of F-EMS ToR.		
4.2.4	PhD Assessment Report – JL The following recommended strategies were noted:		

	• Change the minimum entry requirements from an average of 60% in Master's degree dissertation/mini dissertation to 65% and Research Methodology Module from 60% to 65% simultaneously. • Candidates with an overall Master's degree average of 65% and above, inclusive of the minimum research mark of 65% will be invited to the PhD pre-selection workshop. • Give priority to candidates with a Master's degree in Business Administration and limited the numbers of applicants with none Business Administration degree of Masters but related field in business management, economics, Human resource, organisational behaviour, operations and strategies or any other relevant qualification as approve by the scientific committee of the School and from an accredited University. • The current PhD selection process (See the PhD brochure) should be maintained • The number of conditionally accepted applicants should be 1.5 time the number of graduating students the year before. • Termination of all existing PhD studies with first year of registration being 2015 and before with the exception of those that are finalising for submission and those that have submitted for examination. • All internal academics should have equal number of students based on the point system (3 points per PhD candidate) and individual academics should not be allowed to carry more than 9 points (3 PhD students) at any point in time The committee agree that JL distribute to the School for inputs.	JL	
4.2.5	Conference Attendance support guidelines – JL The committee agree that JL distribute to the School for inputs.	JL	
4.2.6	Student Request for financial arrangements: H Barnard – JL The following aspect were noted:		

	• Prepare one-page report with recommendations to EXCO for approval and when it needs to go up in the structure we just submit the report indicating our rational. • JL found that the student tried to make contact with various people inside and outside the ethics committee, other than his supervisor who was supposed to guide him through the process. • Since outcome of ethical application are communicated to supervisors who intent had to communicate with their students, Mr Barnard application was not approved in April and October 2019. His application was approved at a post facto ethics meeting in March 2020. The committee approve partial discount to H Barnard.		
4.2.7	R&I FEMS submission process / template – JL The committee take note of R&I FEMS submission template. The committee agree that JL will distribute to the School.	JL	
4.2.8	Student Request extension of study period: GLZ Mokaedi – JL The committee approved GLZ Mokaedi request on condition that the student must submit before 20 Nov 2020 otherwise her studies will be terminated. As Research Programme Leader CB must sign letter with JvR that must be send to student and JL will sign off as study leader. The committee also recommend that CB must inform student via LN.	CB / LN	
4.2.9	Research Supervisors letter for approval – JL The committee take note of the appointment letters to supervisors. JvR will sort the post facto signing with JL and Prof Babs Surujlal.	JvR / JL	
4.2.10	Supervisor List – JL The committee requested JL to send latest list of supervisors to all.	JL	

4.3	**Executive Education**		
4.3.1	Communication to SLP students – AS The following aspects were noted: • Morne van der Berg to be part of EXCO in future. • JvR will touch up with MvdB and UCE team on how we approach communication with our SLP students.	MM / JvR	
5.	**NEW MATTERS**		
6.	**CLOSURE** The chairperson thanked all present and closed the meeting at 13:35. Date of next meeting to be confirmed.	JvR	