BUSINESS SCHOOL
BESIGHEIDSKOOL
SEKOLO SA KGWEBO

MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 29 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 • EXCO extend our condolences on the passing of Lizanne Smit father.		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 4.1.4.4 – Addendum to 2020 NWU BS ITPL for use during COVID 19 only - JM • Agenda reference 4.2.8 – PhD selection workshop - JL		
3.	**CONFIRMATION OF MINUTES: 20 April 2020** The committee is requested to read through minutes and inform MM if something needs to change, but for now we are not spending time on confirmation of minutes.	All	
3.1	**Matters arising from previous minutes**		
3.1.1	Revised Assessment Plan - JM The following aspects were noted: • The revised assessment plan is basically incorporated in the ITPL addendum.		

	• It specifically addresses the reintegrated plan and teaching protocol for catch up. • ITPL is a multipurpose document. • The importance on assessment itself is that we may not use examination the first semester only continues assessment. The committee agree to give final inputs after the meeting to JM to ensure his submission of the final document at 16:00 to FEMS EXCO. The meeting also agrees to circulate it to the School for their info and to be open and transparent for any feedback.	JM	
3.1.2	Scientific Committee ToR - CB The following aspects were noted: • Prof Babs Surujlal indicated in the Research meeting of 21 April that BS must decide on two specific names for our two Scientific Committees. • The committee suggest that JL send a mail to the group with a few suggestions for commentary and bring it back to our next EXCO for a final decision.	JL	
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	NWU BS External Moderators Report - AS The committee approve the external moderators report in principal. The committee suggest that AS circulate it to the School for commentary and inputs. Prof AS can then send it through for language editing and bring it back to our next EXCO for final approval.	AS	
4.1.2	Assessment Letter - JM The committee agree that JM will circulate the letter and amend accordingly to commentary received from the assessment plan. Final letter to be send out to lecturers and students on 30 April 2020.	JM	

4.1.3	MBA The following aspects were noted: • RL indicated that the matter with M Modise has been process. • RL request that all student request must be accommodated with an academic record before we sign off on it. • The committee take note of NMAT meeting 4 May 2020. • JvR indicated that if students have a complaint against a lecturer who is not doing his/her work, students need to make contact with their lecturer and/or the programme leader and they must be specific of what the problem is. • Lecturers and students must be sensitive on how critique is dealt with.		
4.1.4	PGDip		
4.1.4.1	Lecturer evaluation – JJ The following aspects were noted: • To ensure students complete the LEQ, submission boxes should for the last assignment not be opened before they completed the LEQ. • JJ suggest that all lecturers have a look at CTL LEQ and customise ours according to what we regard as relevant. • Evaluation to distinguish between the different programmes. • Evaluation to be customise that it could also be used to evaluate staff.	JJ / RL / AS / School	
4.1.4.2	Post-Lockdown Mode – JJ The following aspects were noted: • The committee should start strategising on how we are going to change after lockdown and work on some assumptions that we can defend.		

	The committee take note for discussions on a later stage.		
4.1.4.3	Communication of post-lockdown modes to lecturers and students – JJ This item was dealt with under item 4.1.2		
4.1.4.4	Addendum to 2020 NWU BS ITPL for use during COVID 19 only – JM This item was dealt with under 3.1.1.		
4.2	**Research and Innovation**		
4.2.1	Extension of studies: Gaebee DR - JL The following aspects were noted: • The results came back and one of the examiners request for a re-submission. • The report needs to be submitted back to the external examiner. The committee approve that Gaebee DR report be send back to the external examiner.		
4.2.2	Research Supervisors letters for approval - JL The committee approve Research Supervisors letters.		
4.2.3	Minutes of BS Research team and Deputy Dean Research 21 April 2020 - JL The committee take note of the minutes. The committee agree that MM will distribute to the School.	MM	
4.2.4	Flow chart for mini-dissertation proposal in association with MBAA 874 - AS The following aspects were noted:		

	• From a quality perspective this Research flow chart is to streamline the processes. • This could be a document for quality purposes as well as to assist the lecturers and the students of the whole process. The committee approve the flow chart. The committee agree that MM will distribute to all the academics.	MM	
4.2.5	Guidelines for Conference Support NWU BS - LS The following aspect were noted: • The purpose of the guideline is to request the BS if it can support an additional conference for its own staff. • The committee indicated that it is a guideline and that we will be guided by budget constraints. • CB & JL had a meeting with Higher Degree Committee 28 April 2020. One of the matters that was discusses is virtual conferences. Conference proceedings might not be subsidise down the line. This is a risk for BS & FEMS outputs. • Request from Higher Degree Committee to asked our colleagues to get an output of their papers by preparing it for a journal and publish it. The committee take note of these guidelines and the factors that must be consider stipulated in the guideline, but it is not set in stone. The committee agree that MM will distribute to the School.	MM	
4.2.6	PhD Audit Report 2020 – JL The following aspects 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 agrees to circulate it again for another round of inputs before final approval.	MM	
4.2.7	Extension of study period request: Roodt C - JL The committee requested more information before it can be approved.	JL	
4.2.8	PhD selection workshop - JL The following aspects were noted: • JL indicated that the workshop of 4 days will take place on ZOOM • A timetable will be send to the academics and supervisors to participate in different slots. • A maximum of ten students can be accepted.		

	• The programme will be circulated 30 April 2020 to all academics for their inputs before it will be finalised. The committee take note of the PhD selection workshop that will take place.		
4.3	**Executive Education**		
5.	**NEW MATTERS**		
6.	**CLOSURE** The chairperson thanked all present and closed the meeting at 15:20. Date of next meeting 5 May @ 14:00.		