

MINUTES**Meeting of the Business School Executive Committee (EXCO) held on 5 May 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 Ntzipwane (LN)

Dr N Mouton (NM)

Appologies

None

Secretariat service

Ms M Moolman (MM)

	ACTIVITY	ACTION	TIME FRAME
1.	OPENING AND WELCOME The chairperson welcomes all present with a special welcome to NM who is joining the EXCO today.		
1.1	Apologies No apologies received.		
1.2	Personalia None		
2.	DETERMINATION OF THE AGENDA Additional items added to the agenda: - Agenda reference 4.2.2 – Barnard A: de-registration of Research Methodology - LN - Agenda reference 4.2.3 – Guga N: de-registration of Operations Management & Research Methodology – LN - Agenda reference 4.2.4 – Mogonediwa T: de-registration of Managerial Economics – LN - Agenda reference 4.2.5 – IBC Conference – CB - Agenda reference 4.3.1 – Executive training online - JvR - Agenda reference 5.1 – Permits staff - JvR - Agenda reference 5.2 – Branding - JvR - Agenda reference 5.3 – NMAT testing GMAC - JvR		
3.	CONFIRMATION OF MINUTES: 29 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	Scientific Committee ToR - CB The following aspects were noted: The committee note that the ToR was approved by Higher Degree committee but CB still need to forward the two names of our Scientific Committees to Prof Babs Surujlal.	CB	
3.1.2	NWU BS External Moderators Report Template - AS The committee approve the external moderators report template. The committee agree that MM will distribute to the School.	MM	
3.1.3	PhD Audit Report 2020 – JL The committee approve PhD Audit Report.		
4.	STANDING MATTERS		
4.1	Teaching & Learning		
4.1.1	Lecturer evaluation template - AS The committee approve the lecturer evaluation template.		
4.1.2	Interviews for 2021 selections – JM/RL/AS The following aspects were noted: • There is a need to have the interview criteria (part of the admission criteria) stated in the yearbook. • The committee must determine the parameters and protocol for these interviews (the "how").		

	RL is requested to compile a yearbook paragraph for JvR so he can take it to FEMS for approval. The process to conduct interviews as part of the MBA admission is approved in principal.		
4.1.3	Request for ZOOM license - JvR The following aspects were noted: - ZOOM license per person is around R230.00 p/m. - Communication was send out to the School to indicate who needs a license. - A maximum of six licences was approved. From a priority perspective the committee strongly encourage the use of ZOOM and agree that those who indicate they need a ZOOM license must get one (to a maximum of 6 for the BS). The BS will reimburse them for the cost.		
4.1.4	Academic Promotions 2020 – JvR The following aspects were noted: - The committee to consider and give advice on promotions that are tabled. - The School Director is requested to write a letter of referral for the applicant in support of the application. - At this time only one request for promotion was received. - The chair enquires if the EXCO is comfortable to consider applications for promotion and give advice which could serve at faculty. - We need to make sure that everybody who applied for promotion this year is on the list. - The application for promotion to be send to EXCO anonymously and support/non-support must be motivated. - The committee take note of the FEMS promotions application guidelines to be followed, but remain objective as alternatives to the guideline may be motivated. - The committee is not the decision making body, but it will help the Director to write his letter.		

4.1.5	MBA The following aspects were noted: • The committee comment JvR on the reply he sends to one of the students on MBA fees. • The committee agree that RL will forward it to all MBA lecturers and JJ to all PGDip lecturers. • Students are now asking for financial relief and the response to those who indicate that they cannot be part of our online programme due to shortage of data the committee agrees that BS will support them with data, but we cannot go in the realm of discounts on class fee or paying money back. • MBA is well positioned for this semester and students had enough time to submit individual assignments. • The committee suggest that we must respond to those who asked for financial pay backs and communication by alluding to and highlighting the additional effort and support the School is rendering during this pandemic.	RL/JJ All	
4.1.6	PGDip Feedback from FEMS on the changes to admission requirements for PGDip were approved.		
4.1.6.1	Post-Lockdown Mode: PGDM in DL Mode - JJ The committee agree that JJ will prepare a letter that JvR can take to SCAS (Sharon Paulse) and test the water if we can request her to send our request in principal to DHET.	JJ/JVR	
4.1.6.2	Final Module Mark - NM The following aspects were noted: • A decision that a new criterion will be develop to use in the 3 specific evaluation that you need to create. • All the assessments will be created as general evaluations. • These evaluations will then be calculated to a participation mark. • The participation mark will also be used for the exam mark and the module mark		

	• We cannot disallow students to participate in the final PoE. The concept of participation mark therefore disappears. • Participation marks don't have to be in this week as there is no participation mark. • If we can have the throughput we must have it and if marks are available and not in contradiction with any rules of NWU we must publish that and get throughput to optimism best, we can. • Where students are successful we must publish and inform them accordingly. The committee agree that NM will formulate a letter to our students on how the participate marks are calculated and circulate to JJ, RL & JM so it can be send out to all students.	NM/JM/J J/RL/JvR	
4.1.6.3	Lecturers for second semester distance – NM The following aspects were noted: • When distance students write exam in November it means their second opportunity is only in June the next year. • Some subjects on old PGDip are being faced out but still have to write second opportunity for last year final exam now in June 2020. • NM will contact lecturers that was appointed last year to inform them to set a PoE for these students for second opportunity now in June 2020. If the lecturers have to be appointed again this year NM will see to it. • Wendy Smith will take over the teaching duties from Ntseliseng Khumalo for second semester on PGDip for full time and distance. • The chair request that the School should stop involving administrative staff in academic activities.		
4.2	Research and Innovation		
4.2.1	Extension of studies: Hattingh M - JL The following aspects were noted: • The committee request that we put on agenda if it is a mini-dissertation or a PhD. • Students are required to complete their degree in normal duration otherwise NWU is not getting subsidy for them.		

	The committee agree that Hattingh M is a standard application and should not serve here for approval. The committee agree that a list of all 3rd year students should be send to faculty in the beginning of the year of students who received warring letters and need to complete their studies before end of that year.	LN	
4.2.2	Barnard A: de-registration of Research Methodology - LN The following aspects were noted: • We need to determent if students can still de-register modules as the registration date was extended to 31 May 2020. • The committee suggest that we test Prof Herman van der Merwe on his view of this situation. • The committee suggest that we test the view of the Legal Office as well. The committee agrees that LN will find out what the NWU rule is on this. The principal decision is that if you cancel a module now, you are still going to pay for it.	LN	
4.2.3	Guga N: de-registration of Operations Management & Research Methodology - LN The principal decision is that if you want to cancel a module you are still going to pay for it.		
4.2.4	Mogonediwa T: de-registration of Managerial Economics – LN The principal decision is that if you want to cancel a module you are still going to pay for it.		
4.2.5	IBC Conference - CB The following aspects were noted: • The committee take note that IBC conference for 2020 is cancelled. • The committee take note that we usually have 8-12 research outputs from this conference. • An appeal to all colleagues to consider publishing their IBC papers in journals. The committee agrees that CB will prepare a note for JvR to send through to Prof Babs Surujlal as they are also trying to assess the effect of Covid-19 on the Research outputs. The committee agree	CB	

	that CB will send communication to all staff to note that you are going to lose out on this opportunity, but we still need to work on our Research outputs.		
4.3	Executive Education		
4.3.1	Executive training online The following aspects were noted: • Morne van den Berg communicate to all the relevant academics on some of the programmes that are continuing online.	MvdB	
5.	NEW MATTERS		
5.1	Permits staff The committee take note that there is a once off allowance for staff to go to their offices on campus. MM will complete the form on behalf of all who want access and send through to the Dean for approval.	MM	
5.2	Branding The following aspects were noted: • Dr Terrence Kommal who is a member of YPO (Young Presidents' Organisation) did a presentation for the faculty on new ways of publishing. • Explore the potential value for academics to create engagement, value and impact. • Explore the potential value of real-time engagement in the context of ongoing academic research. • Explore urgently the value of Practitioners in the academic setting. The committee agree that it will be worthwhile to listen to his presentation but it is not a matter of urgency for now.		

5.3	NMAT testing – GMAC The following aspects were noted: • It is noted that BS is currently engaging with them. • NMAT is introducing another tests that is available online and BS is considering another test. • In due course BS need to make a decision on what is the format of our student evaluation which will include the interviews & which tests we going to opt for. The committee agrees that RL & LN will come up with a proposal on the way forward.	RL/LN	
6.	CLOSURE The chairperson thanked all present and closed the meeting at 16:25. Date of next meeting to be confirmed.	JvR	