NWU® | BUSINESS SCHOOL BESIGHEIDSKOOL SEKOLO SA KGWEBO

MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 21 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 Ntzizwane (LN)

Appologies

None

Secretariat service

Ms M Moolman (MM)

	ACTIVITY	ACTION	TIME FRAME
1.	**OPENING AND WELCOME** The chairperson welcomes all present.		
1.1	Apologies • No apologies received.		
1.2	Personalia • The chair shared that AS was in a terrible motor car accident but nobody was seriously injured and that we are very thankful. • Congratulations to RL who passes his online Ethics test.		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 4.2.2 – PhD Selection Workshop – JL • Agenda reference 8 – Quality • Agenda reference 8.1 – Lecturer Evaluations – AS • Agenda reference 9.2 – CCMM516 / Johan Coetzee - JM		
3.	**CONFIRMATION OF MINUTES: 5 May 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	NMAT testing: Proposal on the way forward – RL / LN		

	The committee note that no progress is made on NMAT testing. The chair request for RL to keep engaging with them and speak to Retha Scholtz so that they can make a proposal to EXCO.	RL	
3.1.2	Communication (Video) to our students – JvR The committee note that JvR will do a video report to students this week for distribution by next week.	 JvR	
3.1.3	MBA Admission Requirements: Legal department feedback – RL The meeting agrees that the chair will approach the legal department on how we can formulate our admission requirements. RL will formulate draft to chair what it currently looks like.	 RL / JvR	
3.1.4	PhD plan: Feedback how we manage pipeline students – JL The committee note that no progress is made due to the PhD workshops that took place. JL will provide feedback at next EXCO.	 JL	
3.1.4	FPT School of Business & Technology (Vietnam): Dr Rena report – JvR The aspects were noted: • JvR & JM receive mail from BS in France. • The committee note that all is going well with our Russian partners. • The chair wants BS to collectively pick two or three and put effort into them. • We must work on a strategy on the way forward. • Indicate who are the international BS's we want to focus on and where do we want to put our focus. • From an AMBA perspective another AMBA accredited School would be beneficial. • One of the criteria's from AMBA is that we must be able to mentor and develop some Schools in Africa which we did in the last past three years. • The chair wants a one-page document indicating the above per region and what our motivation.		

	The committee agree that AS will task Dr Ravinder Rena and some other Schools looking at their mission & vision to prepare a guideline where we want to focus and identify a few partners and bring it back to EXCO to approve.	AS / RR	
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	Students: Laptops & Data - JvR The committee note that data are given to students and staff who request for it by the Faculty.		
4.1.2	T&L Plan 2021 The following aspects were noted: • The 2021 T&L Plan is that we start planning ahead for the period after 2020 second semester end. Provisionally we are aiming at Sept, but returning to normal classes is not guaranteed. • We need to think how we are going to address our T&L plan for 2021 1st semester. • We should start planning for it in a distance mode • JM will circulate proposed plan for perusal. • JJ indicate that Sharon Paulse talked to DHE and they will decide in December if the current accreditation will change automatically to online. • The chair indicate that we must do a real plan and not just completing spreadsheets. • We need to plan for breakaway rooms for small numbers of contact. • We want to communicate in July to our students when and how they are going to have class and how they will be assessed so that we have detail clarity of the practicalities. • This practical and implementable plan is not for the faculty, but for BS. The committee support the motion that it is an all go for a 2020 & 2021 practical & implementable plan which JM will prepare for BS and bring back to EXCO for final approval.	JM	
4.1.3	Promotion NM - JM The following aspects were noted:		

	• NM was proposed for promotion from Snr Lecturer to Associate Professor. • Application was returned to School because of new rule that it must be approved by EXCO before we send it through to FEMS. • JM will forward final submission with criteria to EXCO to evaluate and final approval to take place at our next EXCO. The committee note that between Friday & Monday all EXCO members will receive NM submission for promotion to evaluate and to serve at our next EXCO for approval to serve on 6 June 2020 at FEMS.	JM / ALL	
4.1.4	Student & Academic Engagement in T&L Programme - JM The following aspects were noted: • Rapport want some inputs from BS what we are currently doing for our students. Theo Venter referred Jacob Roy from Rapport to JvR and he will make use of the information in the report to give a short answer to Rapport. The chair will finalise the information received from all regarding student and academic engagement and send it through to the dean.	JvR	
4.1.5	MBA		
4.1.5.1	Value added interventions – RL The following aspects were noted: • RL send proposal of Dr Chris Lombard to JvR. • CL is a guest lecturer for the last five years on MBA and his field of expertise is Change Management. The committee agree that RL should recommend to EXCO what course of the three that CL suggest should be appropriate for our MBA students and what do we expect CL to do for us and the cost involved for BS. RL to guide the committee before a final decision can be made.	RL	
4.1.5.2	MBA Student Request: Khoza DP – LN		

	The following aspects were noted: • Khoza DP received a warning letter in his 3rd year to say that he must submit his dissertation in 2019. The student disregarded it and now applying again. • JL indicate that it is for administrators and managers to make the final decision and not the supervisors. • JL indicate that we must be consistent. Once we extend a submission for a student on condition a student must comply. If student don't comply then it must not be extending further. The committee agree that LN will communicate to the student and supervisor of previous warning that was ignored and that we will allowed student to submit on condition that it must be in Aug 2020.	LN	
4.1.5.3	Student Request: Masemola V – RL The following aspects were noted: • Masemola V was not register and therefore did not have access on eFundi to participate and hand in any assignments. • RL allowed student to sit for final examination on condition that all the work that was expected from him during the semester has been done and that he pass the final assessment in whatever form it is. The committee support the notion on the way forward.		
4.1.6	PGDip		
4.1.6.1	Student Request: Kgabi M – LN The following aspects were noted: • The committee decided on a previous meeting that a report must accompany all student requests of students so that when students complain the chair can just forward the report and we can stick to our decision.		

	• The previous request from Kgabi M was that we submit her to continue with her studies in 2020 although she did not pass more than 25 % of her modules in 2019. • Her second request indicate that she cannot continue 2020 and request to finish her studies in 2021. • If the committee approve her request she will be going into year three in 2021 and no subsidy for NWU. The committee don't approve Kgabi M request as she did not admit to the rules. The chair request that LN write a one-pager report with the whole train of events on which we based our decision and tell her that is why we say no, since we have already walked the extra mile to allow her back. LN to communicate to student and cc Prof Robert Balfour after JvR had a read through the report.	LN	
4.2	**Research and Innovation**		
4.2.1	Supervision: GIFT - JL The following aspects were noted: • JL received letter from GIFT Research Unit who would like to supervise the students provided on the list. • JL indicate to Director of GIFT to make direct contact with JvR. • If we submit the students in the School, there is cost implications for the School as we have to make use of GIFT staff as external supervisors to our PhD students. • GIFT could be a possible source of external study leaders and promotors because they are a Research unit. • CB indicate that most of these students were not accepted by BS because of poor quality. The committee agree that JL must formalise how the monitory arrangements are going to work including who is paying for what and who gets the subsidy and what is the benefits for the School and what is the benefits for GIFT before we can make a final decision. The chair will then engage with the director of GIFT regarding this matter.	JL / JvR	
4.2.2	PhD Selection Workshop - JL The following aspects were noted:		

	• Out of the 57 students 19 were conditionally accepted. • The condition is that they will work with their assigned promotors to present a full presentation on 13 November 2020 to the faculty which will go through to the Ethics committee of which will be the final phase. • BS only have the capacity for 10 students and therefor is aiming towards that. • The chair congratulates CB and JL for a well-planned PhD selection process and execution of that. • JL also thank all the cluster leaders for their hard work.		
5.	**Autonomy**		
5.1	Proposed name change – JvR The following aspects were noted: • There is progress on implementation on adjustments for the autonomy. • ToR for the advisory board is currently with Phillip Steenkamp at legal department and it will soon come to EXCO for final approval. • The new structure should be implemented as approved by UMC and the functions on the new structure should be assigned to staff who will be responsible for those functions. The committee agree that we should move along with our current name.		
6.	**Strategic International Partners**		
7.	**Executive Education** The committee agree that MvdB will join EXCO in future in the capacity for our SLP's on Executive Education.		
8.	**Quality**		
8.1	Lecturer Evaluations – AS The following aspects were noted:		

	• Out of a quality perspective and because we are close to the end of the 1st semester MBA & PGDip programme leaders must make sure their lecturers send the link to all students requesting them to complete the lecture evaluation questionnaires. • The committee agree on going ahead with the evaluations, but will have a softer approach on staff if the feedback is poor. • The big disadvantage is that if staff get a low rate it will count against them if they apply for example for a promotion. • The chair indicates that we then have the right to do another evaluation a bit later on another group. As EXCO we have the right to "dump" those poor evaluations. • The moderator report must be included in final paper & PoE. The committee agree that AS will send out the link for lecturer evaluation and moderators report to all again and follow up that it gets done and collate the feedback.	RL / JJ AS	
9.	**NEW MATTERS**		
9.1	Wim Roestenburg – JJ The following aspects were noted: • Currently WR are supervising three of our MBA students and request that we formulise his position. • The committee is not in support of him to be the supervisor because he is currently a MBA student himself. • JL need to allocate other supervisors to these students as WR can't continue as their supervisor. • RL, JJ & MvdB to start working on list of external lecturers for 2021 and bring to EXCO for further engagement. The committee don't support the notion of WR to act as supervisor for our MBA students, but support the idea to make use of him as soon as he is finish with his MBA.	 JL RL / JJ / MvdB	
9.2	CCMM516 / Johan Coetzee – JM The following aspects were noted:		

	• Student complain that CCMM516 was only set in English and not Afrikaans. • JJ will request JC to translate the PoE in Afrikaans as well. The committee agree that JJ will prepare the SCAS document for the whole PGDip to be presented in English as from 2021.	JJ JJ	
6.	**CLOSURE** The chairperson thanked all present and closed the meeting at 16:00. Date of next meeting to be confirmed.	JvR	