BUSINESS SCHOOL
BESIGHEIDSKOOL
SEKOLO SA KGWEBO

MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 3 June 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)

Mr M van den Bergh (MvdB)

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 • Congratulations to Dr Retha Scholtz for obtaining her Doctoral degree. • William van der Merwe wife went for a back operation and all went well. • Oarabile Manyaapelo was admitted to hospital this past weekend, but everything is well now. • The chair shared that some colleagues are going through tough times during lock down and that we as leadership team should assist where practical possible.		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 4.1.5.4 – Financial Management Individual Assignments - JM		
3.	**CONFIRMATION OF MINUTES: 3 June 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 following aspects were noted: • JvR, RL & RS had a meeting and will circulate a short document on Essential Skills Test (EST). • EST is the latest readiness test for Graduate school candidates offering and expectations are that it will be as popular as the GMAT. • Being on-line will result in less pipeline restrictions. Yet it remains a standardized test like the GMAT or NMAT ensuring a qualified list of candidates for the school. • Developed by same team as the NMAT and GMAT, but contemporary and online compliant with industry and BS expectations. • As with any standardized tests, EST will be recognised with same lens of as GMAT and NMAT by accreditation bodies. Also test that is globally available & clients from all over world that uses this test. • Interviews will be done end of 2020 and therefore we will be covered if we have a comprehensive assessment method. • RS will describe how BS will practically do the interviews. The committee approve EST as admission test for MBA students. Students who did NMAT and GMAT will also be considered / accepted for MBA.	RS	
3.1.2	Communication (Video) to our students – JvR The committee note that the video is not done yet, but in process.	JvR	
3.1.3	MBA Admission Requirements: Legal department feedback – RL The following aspects were noted: • The chair receive feedback from Legal department on how we can formulate our admission requirements. • RL incorporate the necessary changes to the admission requirements. The committee approved the new admission requirements for MBA.		
3.1.4	PhD plan: Feedback how we manage pipeline students – JL		

	The following aspects were noted: • JL is working on the brochure to align it with the Research Plan that was approved. • JL will send to Johan van Zyl once done to upload on BS website. • Continuous "cleaning up" pipeline students rest with CB & JL.	JL	
3.1.4	International Guidelines - AS This item was discussed under 6.1		
3.1.6	T&L Plan 2021 – JM The committee note that JM is working on it and will circulate it on Friday to all members.	JM	
3.1.7	Promotion NB – JM The following aspects were noted: • JM received feedback from all the members and there was only two concern that was raised and address. • Concern was about her publications being in accredited journals. All her publications are in accredited journals. • Second point was if any publications were made between joining and submission. Prof Sonia Swanepoel indicated that this was acceptable based on the past records and the fact that she only become an academic this year. • The main concern during the first presentation was her research outputs, specifically the publications. • The chair recommend that JM give this commentary through to NM on the concerns raised and recommendations to perhaps hold over. She must be properly make aware of the risks that are raised and if she said hold over we do so and if not she goes ahead with the support from the committee. • JM is processing final document moving forward to faculty with the consent of the committee. • JM will approach her and explain to her the feel and then for her to make the call. If she makes the call to go ahead that caries the support of the committee.		

3.1.8	Value added interventions: Feedback Dr Chris Lombard – RL The following aspects were noted: • It was decided that the workshop(s) will be presented to a wider audience. • RL will engage with Dr Lombard on the presentations and the way forward. In principal Dr Lombards interventions are approved, subject to the student's time schedules and offering at the upcoming study school. The committee agree that the chair will roll it out and make an open invitation to the faculty after we made a formal engagement with Dr Lombard.	 JvR	
3.1.9	GIFT feedback – JvR The following aspects were noted: • JvR spoke to Prof Anna Pelser. • In essence they want our students that we not having. • GIFT cannot service BS students. • If GIFT want to supervise BS students, they must do it through our Research office. • If GIFT is asking to engage with PhD students that we did not accept, then GIFT must make sure to award the students with another degree. The committee agree that CB will engage with AP and asked her to put down a proposal in writing what she want the relationship to be between GIFT and BS that we can formally approve it at EXCO. It must include financial arrangements as well.	 CB	
3.1.10	PGDip to be presented in English from 2021: Prepare SCAS doc – JJ The committee agree that a language policy need to be compiled for the BS in line with NWU language policy. As from next year all teaching will conform to that policy. The committee agree that AS will daft a document and circulate it for input and drive the process.	 AS	
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		

4.1.1	Students: Laptops & Data – JvR The following aspects were noted: • We are following up with students complaining and making data available for those in need of it. The committee note that we are following up with students complaining and making data available for those in need of it.		
4.1.2	Winter ceremony graduates – JM / LN The following aspects were noted: • Higher Degree indicated that we should keep a thorough record of students who would have participated in the Winter ceremony. • The matter has been raised with regards to the 50 % discount, and the better our records are, the better we can advise the finances team on which student accounts must be taken into account for the Winter ceremony discount, seeing it was part of a bigger scenario, and nobody can be blamed for this ceremony not taking place as scheduled. • Final graduation list close on 19 July 2020.		
4.1.3	Waiving of leather bound final copies of Master & Doctoral studies - LN The following aspects were noted: • Higher Degree decided that only electronic final copies (with completed amendments) needs to be submitted by students who wishes to receive their degree certificates. • Students who do not submit electronic final copies, will not be receiving their certificates. The committee agree of waiving the leather bound copies and all supervisors who is signing of on amendments of final copies of the MBA students must take note of this.		
4.1.4	Student experience survey - JM The committee note that is a continuous process of keeping in touch with our students.		

4.1.5	MBA		
4.1.5.1	2020 Application closing date & work experience - LN The committee noted that the MBA application process for 2021 were opened much sooner, but it was decided that the closing date will be determined by the student numbers and the BS's capacity.		
4.1.5.2	MBA Admission Test: EST – RL This item was covered under 3.1.1		
4.1.5.3	MBA changes - RL The following aspects were noted: • RL is currently busy with the completion of SCAS document requesting some changes in the yearbook. • Based on market requirements and the demands from our international accreditation body AMBA, certain changes need to be made to the programme to remain competitive. • These include addition of an elective to enable agile response to international issues, additional entry requirements and changing the order of some of the modules. The committee support these changes and approved it.		
4.1.5.4	MBA Requirements & suggested changes on Qualification – RL The item was covered under 3.1.3		
4.1.5.5	Financial Management Individual Assignments – JM The following aspects were noted: • There were 3 students who initiate a complaint against Prof Wedzeral Musvoto module.		

	• Students now received their marks back and want to see their marked assignments as well as the memo. • Policy only make provision that students can have a discussion with the lecturer, but not the script. • Programme Manager (RL) will take it up with the lecturer. • Lecturer need to get back to students regarding feedback. • Students are allowed to see their assignments but not their exam and clarity needs to be discussed on how this is going to work on continuous assessment.	RL	
4.1.6	PGDip		
4.1.6.1	PGDip changes - JJ The following aspects were noted: • JJ add the changes on SCAS document that must serve at SCAS next week. • Most of these changes were already discussed at EXCO. • We seek permission to continue using continuous assessment after Covid-19 as an option. • We wish to clarify entry requirements and bring RPL requirements in line with MBA standards. • Allowing students to take any of the electives, instead of grouping electives in two streams. • Changing Marketing Management and Operations Management from electives to core modules. • Changing Corporate Governance and Information Management from core to elective modules. • Adding an admission test to RPL policy. • Changing the admission level for students without experiences to 60 % average for total undergraduate course. • Adding closing dates to the admission policy. • Documenting Internet access as a requirement to enrol. • Allowing continuous assessment as permanent option. • Moving new core modules to the first semester. • Moving new elective modules to the second semester. The committee support these changes and approved it.		

	• JJ want to open up the option to students to say that you can change subjects and that they can take any of the two electives (Operations & Marketing) so they don't have to choose, but can take both. The committee agrees that JJ can send communication out to students with precondition that it is for this situation under these conditions.	JJ	
4.2	**Research and Innovation**		
5.	**Autonomy**		
5.1	ToR Advisory Board - JvR This item stands over till next EXCO.	JvR	
6.	**Strategic International Partners**		
6.1	International Guidelines – AS The following aspects were noted: • AS contact Dr Ravinder Rena and he also provide inputs. • Dr Ravinder Rena attached a list of Business Schools that we currently have MoU's / agreements with. • If colleagues have additional Business Schools to add, they must please do so. • AS suggest that the list of Business School's names should be a separate document. • Report to EXCO must be provided on a quarterly basis to say what we did with the Business School's on the list. • It is important that we distributed our resources equally. The committee approve the International Guidelines document.		
7.	**Executive Education**		
7.1	Thinking Fusion / Exxaro final presentations 19 May 2020: Feedback – MvdB This item stands over till next EXCO.	MvdB	

7.2	SLP's serviced by BS vs UCE – JvR / MvdB This item stands over till next EXCO.	MvdB	
7.3	Finder's fee for BS procuring SLP's serviced by BS – JvR / MvdB This item stands over till next EXCO.	MvdB	
7.4	Staff component – JvR / MvdB This item stands over till next EXCO.	MvdB	
7.5	BS Conversion of SLP's to fully Automated Online LMS – MvdB This item stands over till next EXCO.	MvdB	
7.6	KFS account for IS3 – MvdB This item stands over till next EXCO.	MvdB	
8.	**Quality**		
9.	**People and Culture**		
9.1	Performance management, monitoring and evaluation during lock-down phases - JvR This item stands over till next EXCO.	JvR	
9.2	Staff Compensation and Demographics Survey (SCDS) - JvR The committee agree that we should purchase the SCDS. This report provides detailed, global statistical information on business school faculty and administrative salaries by rank/position, field, accreditation status and institutional control.	JvR	

10.	**CLOSURE** The chairperson thanked all present and closed the meeting at 11:30. Date of next meeting 10 June @ 9:00.		