BUSINESS SCHOOL
BESIGHEIDSKOOL
SEKOLO SA KGWEBO

MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 10 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 • The chair shared that Tsidi Khumalo is going through a tough time and our thoughts are with her. • It is noted that JvR, JM & RL passed the Covid-19 test.		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 4.1.8.1 – Participations marks – RL • Agenda reference 4.2.2 – MBA Research Day 12 June 2020 – JL • Agenda reference 10.1.1 – Marketing Committee member – CB • Agenda reference 12.1 – ZOOM licence – JM • Agenda reference 12.2 – Facilities: Leopard Park - 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	Communication (Video) to our students – JvR The following aspects were noted: • JvR reported that the video is not done yet and that it is WIP. JvR will prepare a document and circulate to EXCO to add. • Purpose of video is to explain to our students what is going to happen with our T&L plan and assessments. EXCO members to assist JvR on communication content to students. • JvR will draft a message to the students in due course, but the difficulty is the uncertainty at this time. As soon as JvR has a clear understanding on what to communicate he will do the video. • RL suggest to use the Director's opening address of the Virtual Study School as podium to communicate to the students on how the second semester will be managed. • JL indicate that JvR can also make use of the MBA Research day to communicate to phase 1 & 2 students. EXCO agrees that JvR will make use of the opening of the Virtual Study School to address our students on how we are going to manage the second semester.	JvR JvR	
3.1.2	GIFT proposal - CB The following aspects were noted: • CB spoke to Prof Pelser and she is not seeking for a formal contract / relationship between GIFT and BS, but only informal. • GIFT complete the FEMS contract which means they are covered. • We will keep the communication channels open and the rules are very clear.		
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	BS language policy – AS		

	The draft policy is presented by AS. EXCO agrees that JvR will send document to Prof Robert Balfour to get his opinion and if there is nothing that changes fundamentally he will take it to Faculty.	JvR	
4.1.2	ITLP 2020-21 - JM The following aspects were noted: • Only for notification and comment at this stage. • Briefly we maintain our online presence and we are not going to contact mode for second semester as per 1st semester. With regards 2021 1st Semester, we will in all probability go back to normal assessment but with amended contact sessions. • We will still maintain current continuous assessment for 2020 second semester. • NWU Winter school will take place in July. Winter school is for students who were "lost in translation". • Winter school will not involve contact classes as it is for students to do catch-up with their online work. The School may make submission to the Dean to execute contact classes we want to have. We need to motivate why and how. • 2nd Semester will start 24 August 2020. • LN, AV and ES need to establish the students requiring attention (MIA students) so that we may conclude the 1st Semester. • Additional assessment for 1st semester students during July when it is NWU official Winter school might be required/possible but will be based on the participation and need. • Exam / assessment committee will have student list and students will be vetted according to standard Examination Committee rules and procedures. • It will have information that were giant through calling and fact per student. The discretion for an extra assessment opportunity will be with this committee. • The committee agree that there will be additional assessment for students that was hamper in terms of access and not poor performance, not students who failed, but students who did not have access. The committee agree that LN will collate information on the MIA students why they did not submit any assessments and write a report including each student feedback. The committee approve additional assessment in July for the students of which the assessment committee will indicate.	LN	

4.1.3	DALRO compliance 29 June 2020 - JM The following aspects were noted: • All our PGDM & MBA are still outstanding. • Programme Leaders must please request lecturers to comply before 29 July 2020.		
4.1.4	Staff & Student Reintegration, Sem 2, the phases for student reintegration during the Corona Crisis - JVR Only for notification purposes.		
4.1.5	Winter School – JvR The following aspects were noted: • Winter School is a second semester Study School. • The idea is to meet physically with the students' mid semester but with COVID this is not possible. An issue from this is that students whom payed the MBA registration fee, are not receiving what we usually offer. • The Virtual Study School is an interim method of facilitating the contact and maybe a mid-semester prestige day could be scheduled when we invite all the guest lecturers and it will be contact in a glamorous day as such. • Study School is a mixture of guest lecturers. Every MBA lecturer needs to bring in somebody external as a guest lecturer in his/her module. • Final years have a one-day panel examination for their company project which is built in. • The draft programme has been send out by Prof Christo Bischoff. The committee request RL to ask CB to circulate the programme again to EXCO. • The date is already booked for 20-24 July 2020. • The programme indicate 4 to 5 guest lecturers and the proceedings are in the form of a Webinar. • Company projects are going to be a formal zoom session. The committee agree that we are continuing with our Winter School and finalising the programme.	RL	

4.1.6	2nd Semester readiness – JvR The following aspects are noted: • Students are going to buy text books themselves. The committee agree that LN will send all the bookstores with contact details to our students. The committee also agree that JM will incorporate contact in our planning from September 2020.	LN / JM	
4.1.7	Appointment list for lecturers 2021 – JM The following aspect was noted: • Programme Leaders to start proposing those lecturers they want to contract for 2021 in the various modules. The committee will consider each lecturer selectively of who our choice of lecturers will be. The committee agree that we must first approve everyone before we start communicating to them.	RL / JJ	
4.1.8	T&L Facilities utilised during Lockdown Level 3 - JM The following aspects were noted: • RL suggest that we apply for lecturers to have access to K14 to make use of the venues to prepare for second semester recordings. • We must prepare a proposal to ask for minimum students to be accommodated at K14. The committee agree that JM will engage with Liesel van Wyk on BS proposal.	JM	
4.1.8.1	Participation marks - RL The following aspects were noted: • Student are enquiring about their semester participation marks. • Following the protocol on continuously assessment there is no participation mark. • Lectures can communicate marks up to date to students so they know their progress.		

4.1.9	**MBA**		
4.1.9.1	Exam Commission – RL The following aspects were noted: • Given that some of the modules have extended submission time it is noted that their might be an extension. • There will still be a final exam / assessment commission. • Programme leader, semester module lecturers and deputy director form part of exam committee and if there is an appeal from any of the students it can be escalated to the director.		
4.1.9.2	MBA Student Request: Tsele OA / Financial Arrangements – LN The committee agree that LN will prepare a recommendation on Tsele OA and bring it back for approval on next EXCO or prepare a RR if comfortable.	LN	
4.1.9.3	MBA Student Request: Nhlangulela RL / Extension of study – LN The committee approved on condition that completion is this year and no opportunity of re-registration for next year. The committee agree that LN will communicate to student.	LN	
4.1.6	**PGDip**		
4.2	**Research and Innovation**		
4.2.1	PhD student request: Van Zyl M – JL The committee do not approve continuation of studies for Van Zyl M.		
4.2.2	MBA Research Day 12 June – JL The following aspects were noted: • There is going to be a MBA Research day on 12 June 2020 and JL engage all academics to participate. • The purpose is to allocate external supervisors to MBA phase 1 students.		

5.	**Autonomy**		
5.1	ToR Advisory Board - JvR The following aspects were noted: • The chair shared that there is still a lot of concerns and therefore not at the point to submit a ToR for EXCO to approve. • The chair requests the committee to provide him with any cometary on the ToR for the Advisory Board.	All	
5.2	Autonomy Implementation – JvR The following aspects were noted: • In terms of autonomy we are now in the process of filling the positions of the Senior Director in the BS. • The ToR is work in progress. • The salary adjustments to be on par. Remuneration wise it is going to take place. • What still remain is the identification of our corporate identity and our branding thereof and to formally fill the structure. • The chair shared that we can start to build on our 3rd stream income which will be effective on 1 January 2021. • We need to find our own new rules for 3rd stream and indicate who participate and how do we reward people. • We are operationally independent and reporting to the DVC which indicate that we look after our own money and short courses. • No seed money will be available to grow the 3rd stream income, but they can ask for some of the reserves from 1st of January 2020.		
6.	**Strategic International Partners**		
7.	**Executive Education**		
7.1	Thinking Fusion / Exxaro final presentations 19 May 2020: Feedback – MvdB The following aspects were noted:		

	• The chair indicate that the quality of work Thinking Fusion is doing is very good and we get good marketing with our involvement with them. • JvR, AS & Prof Lean Jackson was part of the evaluations that took place 19 May 2020. • On executive teaching we are currently negotiating with our Russia colleagues on exchanges of short courses namely Business with Russia and International Strategy. The committee agree that JM will circulate the Russia request to all for inputs and engagement.	JM	
7.2	SLP's serviced by BS vs UCE – JvR / MvdB The following aspects were noted: • There were discussions that the following course should be service by BS: FMP, AMP, MMP, ITSI, TF Forensics, Thinking Fusion, PM and APM. • If BS has the academic oversight it must be serviced by BS. The committee agree that MvdB will circulate list of all short courses for commentary.	MvdB	
7.3	Finder's fee for BS procuring SLP's serviced by BS – JvR / MvdB The following aspects were noted: • If we are autonomous we have our own rules. • It is necessary for us to formalise how our profit sharing is going to work. • It is noted that for 2020 we still do things the UCE way, but as from 2021 we fully go autonomous. • In the mean time we get our own policies and rules in place.	MvdB	
7.4	Staff component – JvR / MvdB The following aspects were noted: • We are not going to get new positions with the current situation. • We need to show that our profits are there. • The feeling is that we are going to make use of part time staff for assistance when we get the volumes of students for short courses.		

	• When we appoint temp staff we must appoint them on a 2-year contract.		
7.5	BS Conversion of SLP's to fully Automated Online LMS – MvdB The following aspects were noted: • We need to start converting our programmes to online. • If NWU do not approve the online section at UCE we should start thinking strategically since we will have autonomy to adopt that section if there is reinfusing funds available to make it part of the BS. • It is a very good opportunity to expand the 3rd income stream. • We need to see how funding is going to work because it is expensive processes. • The sentiments of EXCO is very positive.		
7.6	KFS account for IS3 – MvdB The committee noted that an account for 3rd stream income has been created for BS, but we will only start making use of it in 2021 as we first must have a "proper divorce" with UCE.		
8.	**Quality**		
9.	**People and Culture**		
9.1	Performance management, monitoring and evaluation during lock-down phases - JvR The following aspects were noted: • There need to be one on one conversations with all the staff. • It will be done on the same basis as how we did the task agreements. The committee agree that MM will circulate the correct form that staff must complete and a list of staff with who is doing the performance agreements so that we circulate it among EXCO to see if we are happy with the allocation of how we are going to measure mid-year performances.	MM	
9.2	Guidelines regarding the optimisation of staff costs, temp appointments & the grating of leave - JvR		

	The following aspects are noted: • The chair is concern about the budget of the BS and try to get boundaries from Antonette Vosloo and team because we have numerous savings this year and we want to use that on the branding and they cannot just take our savings fully away. • The chair will keep the committee up to speed.	JvR	
9.3	Availability of staff – JvR We need to convey the message that in this virtual environment we need to be able to reach each other.		
10.	**Corporate Marketing**		
10.1	Branding – JvR The following aspects were noted: • Prof Christo Bischoff is responsible for our Marketing Committee and 3 other members from BS also form part of this committee and they are moving forward with the branding of the BS via the committee.		
10.1.1	Marketing Committee member – CB The committee agree that we don't change the composition of the EXCO now. Prof Bischoff will be able to join us any time when we have to discuss their progress.		
10.2	Corporate gifts – JvR The following aspects are noted: • The chair request that the two programme leaders pay attention to what we are going to give to our students and how and when are we going to give it to them.	RL / JJ	
10.3	Functions / award – JvR		

	The committee agree that RL will get his minds around the gala dinner in October, but it will be totally dependent on if and when NWU is opening up.	RL	
10.4	Newsletter – JvR Members are encouraging to help us think so that we can prepare a good newsletter as it is a nice corporate memory and bragging mechanism for BS.	All	
11.	School Board Meeting		
11.1	Next formal School Board Meeting – JvR It is necessary that we need to interact as a School again so that they can be informed about our EXCO decisions. The committee agree that MM will set a date and prepare a list of all EXCO decisions.	MM	
12.	**NEW MATTERS**		
12.1	ZOOM licence – JM The committee except the proposal to get zoom licences for 2nd semester for MBA and PGDip for teaching purposes. If more is required BS will buy for those in need of one.		
12.2	Facilities: Leopard Park – JM Leopard Park is going to be rented till the end of 2020. BS and UCE will share the facilities.		
10.	**CLOSURE** The chairperson thanked all present and closed the meeting at 12:00. Date of next meeting 17 June @ 08:00.		