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BESIGHEIDSKOOL
SEKOLO SA KGWEBO

MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 17 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 Anthea Gaanakgomo is going through a tough time and our thoughts are with her.		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 4.1.1.5 – Admission Requirements - LN • Agenda reference 4.2.3 – PhD Strategy implementation - JL • Agenda reference 4.3.2 – Post Facto – JL • Agenda reference 9.1 – Performance Management - JvR • Agenda reference 9.2 – Functional Allowance 2019 - JvR		
3.	**CONFIRMATION OF MINUTES: 10 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		

	It is noted that JvR set a date with Johan van Zyl and he will consult later on the content of that to EXCO.	JvR	
3.1.2	BS language policy - JvR The following aspects were noted: • JvR send it trough to Prof Robert Balfour. • Once feedback is received an appropriate course of action will be taken.	JvR	
3.1.3	ITLP 2020-21 – JM The following aspects were noted: • JM indicated that he sends the T&L facilities document through to Liesel van Wyk. • There is a second document that does not falls under T&L but OHS which must be consider for the cleaning of offices. • Returning students at the end of June is zero contact and only for MIA students for catch-up purposes. • At this time the BS reflects ***no*** MIA students. Students requiring additional assistance will be identified after the Examination Commission • All staff need to note that no contact with students other than the identified groups will be allowed until Sept when we have our formal catch up session for only Economics & Finance. The chair requested LN to document “what did we do to establish whether we had missing students (PGDip full &part time & MBA) and the process we followed”.	LN	
3.1.4	T&L Facilities utilised during Lockdown Level 3 – JM The following aspects were noted: • No students expected in July. • Staff need to have permits, completed eFundi test and app screening on DIY before access can be granted.		

	• Some colleagues indicated that they cannot access the test on eFundi and they already reported it.		
3.1.5	MBA Student Request: Tsele OA – LN The following aspects were noted: • In terms of bursaries BS don't deal with process or admin of it and cannot say anything to student on bursary. • If in the event the student does complete in 2020 the BS can then make a recommendation to finance that student pay only the registration fee. The committee agree that we should not wave the fees in advance.	LN	
3.1.6	ToR Advisory Board – JvR The committee note that JvR received a new Advisory Board ToR from Prof Parson and a final decision cannot be made at this time.	JvR	
3.1.7	SLP in collaboration with Russia – JM The committee note that JM & MvdB is currently working on the SCAS documents for approval by SCAS and is work in progress. JM will keep EXCO posted.	JM	
3.1.8	SLP serviced by BS vs UCE – MvdB The committee take note that MvdB distributed a list that was a partially saved version and he will resend the updated list.	MvdB	
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	**MBA**		
4.1.1.1	Exam / Assessment Commission – RL The following aspects were noted:		

	• Exam commission will for the first time be a single entity across sites. • Final MIA students will first be determined after the exam committee. • 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. • The BS will only have 2nd opportunities as per exam commission in July. If there is MIA students, they will be dealt with in 2 ways: 1) In Sept they might get additional classes face to face and 2) in Nov there will be additional assessment for them.		
4.1.1.2	MBA block release - RL The following aspects were noted: • RL will send a notification to Mahikeng students to join the Saturday or Monday evening classes, but there is not going to be a zoom block release. The committee support the decision.	RL/LN	
4.1.1.3	MBA Study School - RL The committee note that it is still work in progress and that they are waiting for guest lecturers to confirm their availability. The chair indicate that we need to inform our students about dates and arrangements.	LN	
4.1.1.4	MBA SCAS feedback – RL The committee note that MBA changes were accepted by FEMS. RL indicated that it might not be in time for the yearbook. JvR will engage with Linda Grimbeek on this matter.	JvR	
4.1.1.5	Admission Requirements – LN It is noted that the approved admission requirements cannot be included in the yearbook for 2021. JvR will engage with Linda Grimbeek on this matter.	JvR	

4.1.1.5	**PGDip**		
4.1.1.6	PGDip SCAS feedback – JJ The committee take note that the PGDip changes were approved by SCAS and JJ is in process to take it further with Linda Grimbeek to ensure it is in time for 2021 yearbook.	JJ	
4.2	**Research and Innovation**		
4.2.1	PhD student request: Sechele-Mosimanegape P - JL The chair recommend that we refer it to Prof Babs as there is repercussions for the faculty. JL to forward request to FMC.	JL	
4.2.2	Revised PhD Brochure - JL The chair request JL to circulate it amongst EXCO for approval at our next meeting. Once EXCO approves it, it is to be send for language editing.	LN	
4.2.3	PhD Strategy implementation – JL The committee approve that JL can send communication to all supervisors regarding "cleaning up" of pipeline students and that supervisors must give a very strong motivation if they do not support the proposal.	JL	
4.3	**Ethics**		
4.3.1	PhD progression and interface with Dalene Voster – CB The following aspects are noted: • BS do not have a Research Director and according to police it is the duty of the RD to communicate and follow up with the examiners who don't comply or keep in the time frames. • In the past JN did it but was informed that it is HD responsibility and he is to stop communicated to the examiners. This now makes managing examination results more difficult.		

	• JL confirm that the BS has a system in place which informs management as to the outstanding PhD and MBA (dissertation) students at any time. • The responsibility and follow-ups with examiners might require action and if permission is needed to phone the examiners the staff is to obtain such information and follow-up. The committee agree that JL will provide EXCO with a report and that "Follow up on examination results" must be a standing item on the agenda.	JL	
4.3.2	Post Facto – JL The chair request JL to draft a letter to send to all the academics that NO Post Facto approvals will be approved.	JL/JvR	
5.	**Autonomy** The chair shared that the salary aspect is now been dealt with successfully.		
6.	**Strategic International Partners** It is noted that Prof Ravinder send information to Vietnam and we need to set up another meeting with them in two weeks' time.		
7.	**Executive Education** The following aspect are noted: • UCE claims that the SBAB's Entrepreneurship program is a faculty SLP and claims it as one of theirs to be serviced. • We need to make a decisive judgement, one that is cast in stone concerning the SLP's serviced by the BS until the end of the year, and the definite period of servicing the remainder of SLP's by UCE. • JvR and MvdB need to talk to UCE team to see where there are issues.		

	The committee agree that MvdB will circulate list of all short courses including the feedback he received to EXCO again.	MvdB	
8.	**Quality**		
9.	**People and Culture**		
9.1	Performance management - JvR The following aspects were noted: • Staff to attempt to quantify their performance agreements in KPA perspective. Examples would be: 1. How many Research dissertations on MBA per staff member? 2. How many PhD students allocated to staff member? 3. What subjects are lectured by staff member. 4. Feedback from evaluations. 5. Executive Education should not be part of 2020 performance management. The chair indicate that we need to start managing outputs in this online environment.		
9.2	Functional Allowance 2019 - JvR The item will be discussed at our next EXCO.		
10.	**Corporate Marketing**		
11.	**School Board Meeting**		
11.1	Next formal School Board Meeting – JvR The next School Board meeting will be 6 July 2020.		
12.	**NEW MATTERS**		
13.	**CLOSURE** The chairperson thanked all present and closed the meeting at 10:00. Date of next meeting 24 June @ 09:00.		