MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 24 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 Ntsizwane (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 welcomed all present.		
1.1	Apologies • No apologies received.		
1.2	Personalia • None		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 4.1.3.2 – Exam Commission - RL • Agenda reference 4.1.3.3 – Contact for Research purposes - RL • Agenda reference 4.1.3.4 – Admission Test MBA - LN • Agenda reference 8.2 – Financial Statement - AS • Agenda reference 7.4 – Campus Access - MvdB		
3.	**CONFIRMATION OF MINUTES: 17 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 chair share that the launch of BS Think Tank will take place 25 June. Future events will be planned.	JvR	
3.1.2	BS language policy - JvR The meeting adapted our language policy document provided that AS will make sure that there is nothing that preclude us from focusing on a specific language in future.	 AS	
3.1.3	ITLP 2020-21 Process MIA students - LN The following aspects were noted: • JM indicate that we don't have MIA as per definition of faculty. • If we have MIA students, facilities are booked for them to come back and OHS measures must be in place at K14 and LP. • The chair indicate that it is important that we keep progress on what our efforts was on identifying MIA students. The chair requested LN to keep an audit trail of what we do from our side at all times.	LN	
3.1.4	ToR Advisory Board - JvR The chair indicate that ToR will be circulated by close of business today for all to have a look and be discussed at our next EXCO.	 JvR	
3.1.5	SLP in collaboration with Russia - JM The following aspects were noted: • Currently MvdB is busy getting five short courses ready to be submitted to SCAS. • Two short courses are submitted to Jacky Slabbert-Redpath namely short course for Crisis Management and short course in doing Business Internationally with opportunities and networks with BRICS countries. The committee note that it is work in progress.	MvdB	

3.1.6	SLP serviced by BS vs UCE - MvdB The following aspects were noted: • MvdB circulated the list to all in BS and commentary was received. • The chair indicate that Ria Nel is busy to prepare a UMC submission for 15 July, therefore JvR & MvdB need to negotiate with UCE team to put it in the UMC proposal. The chair request MvdB to set up a meeting with himself, MvdB & Chrisna Lloyd.	MvdB	
3.1.7	MBA SCAS feedback & admission requirements: Yearbook - JvR The following aspects were noted: • JvR, JJ and Linda Grimbeek (LG) had a meeting. • LG will give feedback of what will be included in yearbook. • There is another meeting that deal with changes in yearbook that will sit in September. • The chair indicate that RR have to be in touch with LG to make sure whatever is in the yearbook is correct and that it gets the proper approval even if it is at a later stage this year. • JJ & RL to have a look of what is currently stated in the yearbook and in the first draft make sure that it is clear in terms of language. The chair request LN to specifically address the language matter in the yearbook.	LN	
3.1.8	Revised PhD Brochure - JL The committee take note that the PhD brochure was send for language editing and JL will bring it back to next EXCO for approval.	JL	
4.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	BSRiP draft – JM		

	The following aspects were noted: • A second semester RIP was compiled by JM. • We take the first semester plan through to second semester. A revised plan will be circulated. • No assessment plan will be done in Sept but we will move it to Nov to cluster all the assessments in one group again. • This RIP need to serve at FEMS to be included in the lager plan. The committee agree that JM will circulate 2nd semester RIP plan for approval at our next EXCO.	JM	
4.1.2	Biased plagiarism detector – JM The following aspects were noted: • There was a student who raised a concern via Prof Balfour regarding Turn-it-In on eFundi that when you write in English, plagiarism gets detected by eFundi TII. • It is noted that eFundi TII do a similarity check and not a plagiarism check. • Prof Balfour had inquired from the student whether he brought the matter to the attention of the Subject Leader or Director of BS. This was not the case. • The committee agree that students cannot raise their concerns directly to top management and that protocol must be followed.		
4.1.3	**MBA**		
4.1.3.1	MBA Distance - RL The following aspects were noted: • RL indicate that request from NM will only be approved for the 2023 academic year at the earliest. • RL request that in the next few weeks we need to interface and spell out the implications of this. • RL also suggest that we park this one for now and that it is work in progress and that it is the right way to go, but not now. • JM indicate that we don't bench it now and put it out for proper consultation as we can't rush it.		

	The decision reached is to complete the SCAS form and process it, but not submit it to CHE yet.		
4.1.3.2	Exam Commission - RL The following aspects were noted: • The date on the academic calendar for exam commission is 8 July 2020. • There will be two meetings schedule, one with each programme leader under the guidance of JM to finalise the commission statements. • The chair request that we don't do things differently per site.	RL/LN/JJ/ JM	
4.1.3.3	Contact for Research purposes - RL The following aspects were noted: • The company projects need to consult Management of Organisations and some students are struggling to do so due to Covid-19. • They will be given a second opportunity on 28 October 2020. • RL need to communicate dates to our students and overall communicate to our students. • The BS is experiencing problems with Research dissertations in that the Ethics committee now regard them as a medium risk due to the interviews etc. This implies a different channel for approval. • Some Company Project groups will not be able to present at the BS Winter School due to their inability to collect the final data for completion.		
4.1.3.4	Admission Test MBA - LN The committee note that the test recommended by NMAT namely Essential Skills test is not fit for purpose. The committee agree that RL & LN finalise the NMAT as this is the option we go with on condition that we have more sites available for testing.	RL/LN	
4.1.4	**PGDip**		
4.1.4.1	Students wanting to switch to distance mode - JJ The following aspects were noted:		

	• JJ indicate that they received some requests from students to change to distance mode. • JJ suggest that in future we can reconsider this, but because of Covid we cannot allow student to change now. The committee agree that no mode change of PGDip will be approved due to the Covid situation.		
4.2	**Research and Innovation**		
4.2.1	Follow up on examination results - JL The following aspects were noted: • JL indicate that they are in progress of sending out financial arrangements forms to students for them to complete and JL will bring it to EXCO to approve for their registration fees to be waved. • The main thing according to HD is that these students will not appear on the July graduation list, but only on the one of October because they close the system and the students are not registered.	JL	
4.2.2	DS Kgekoane: Students can't collect data during lockdown and need extension - CB The following aspects is noted: • Implications is that our phase 2 students are going to study one year extra because they can't collect data during lock down. • JL requested Daleen Voster to send data through. We will wait for the data, consider it and then respond. • The chair indicates that it is a generic problem in the faculty of which BS is probably the hardest hit. The BS must thus forewarn Faculty of the possible financial and administrative implications. • The chair also states that if we do not put resources in our Ethics committee we going to lose much more money as a result of the slow and low turn-over and suggests the services of a admin person to support the process. • JL suggest that the Ethics committee have special sessions for the BS.		

	The chair request that we formulate our problem statement correctly and in writing. Once we analyse the data from DV we escalate it from there and if it is necessary to set up a meeting with Prof Babs & Prof Sonia we must do so. JL to prepare a document alluding to the reasons and magnitude of the problem. CB to prepare a letter for JvR on the problem we are facing and the implications thereof and what the faculty approach to address this matter might be.	CB	
4.2.3	Membership approval - JvR The committee approve that the BS school will pay for one professional association and the rest staff will pay out of there Research funds.		
4.2.4	NAFCOC MOU approval – JvR The committee approve the NAFCOC MOU.		
4.2.5	External marking of thesis – JJ The committee agree that JJ will prepare a proposal for EXCO to consider for our next meeting.	JJ	
4.2.6	MBA Student Request: Extension of study period Sekgarametso JO – JL The committee agree that the submission is incomplete and that it should stand over to our next EXCO.	JJ	
4.3	**Ethics**		
5.	**Autonomy**		
6.	**Strategic International Partners** The following aspects are noted: • AS indicate that there is a lot of information we have to put in documents regarding our international relationship. We need to keep it up and also make sure that we have record of that.		

	• Programme Leaders must convey message to lecturers so that they can start reaching out and get the right external people involved. • We need to link external people up with academic to maintain the relationship with that person. • AS suggest that we send out a formal letter to inform all lecturers to make a list of their relationships and what kind of relationship they have so that we can have a formal record. • JL will forward list of extraordinary professors to AS to be included. • AS will manage this process with Dr Ravi on international partners.	AS	
7.	**Executive Education**		
7.1	SBAB – Debtor Clean up The committee take note that MvdB and team is busy with clean up and he will on a weekly basis report back to EXCO on the progress.	MvdB	
7.2	New applications for CE-Offerings Part of this item was discussed under 3.1.6. and it is noted that Advanced Programme on Business Consultancy is work in process.	MvdB	
7.3	ZOOM licenses: Lecturer own responsibility – MvdB EXCO will pay for a six-month subscription and agree that lecturers should purchase their own ZOOM licenses and claim back from MM.		
7.4	Campus Access – MvdB The following aspects were noted: • Permits are not issued anymore. Colleagues need to do the eFundi test and DIY screening daily and only staff whose names appear on the RIP will have access to the building via there staff cards. • JvR & MM need to make contact with Johan Coetzee on the practicalities of OHS.	JvR/MM	

8.	**Quality**		
8.1	Strategic Plan – AS The committee agree that AS will drive the process and get all EXCO members together so that we can prepare our strategic plan for BS.	AS	
8.2	Financial Statements – AS The following aspects were noted: • AS state that ABS & AMBA require financial statements of the previous 3 years. • The chair suggest that AS should appoint an accountant to prepare the financial statements in a professional way for BS. • The chair wants AS to prepare a document he can take to UMC to say what does operational independence mean and that we get that approved as the bigger council approval for autonomy.	AS	
9.	**People and Culture**		
9.1	Functional Allowance 2019 - JvR This item will be discussed at our next EXCO.		
10.	**Corporate Marketing**		
11.	**School Board Meeting**		
12.	**NEW MATTERS**		
13.	**CLOSURE** The chairperson thanked all present and closed the meeting at 12:15. Date of next meeting 1 July @ 09:00.		