MINUTES

Meeting of the Business School Executive Committee (EXCO) held on 1 July 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 and JM open with prayer.		
1.1	Apologies • RL – lecturing Fraser Alexander • AS – lecturing MMP		
1.2	Personalia • A word of thanks and appreciation to all our staff for their hard work and great initiatives.		
2.	**DETERMINATION OF THE AGENDA** Additional items added to the agenda: • Agenda reference 4.1.4.1 – Full time PGDip and language - JJ • Agenda reference 4.1.3.1 – NMAT challenges - LN		
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 BS newsletter is due for release this week.	JvR	

3.1.2	ToR Advisory Board - JvR JvR will circulate draft ToR for Advisory Board to staff to provide us with commentary.	 JvR / MM	
3.1.3	SLP serviced by BS vs UCE - MvdB Feedback will be provided at next EXCO.	 MvdB	
3.1.4	Revised PhD Brochure - JL The meeting approved the updated brochure and agree that MM will circulate to all BS staff for noting.	 MM	
3.1.5	Student can't collect research data during lockdown and need submission extension - CB The following aspects were noted: • Challenges were raised with concerns to data collection due to Covid-19 for mini-dissertation and PhD thesis. • From the ethical clearance earlier on for gathering data, the scene changed to social distancing (interviews) and work from home (questionnaires). This may lead to many student requests for late submission and may influence the subsidy income from the University. The meeting decided to flag the risk of MBA students not submitting on time. 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.	**STANDING MATTERS**		
4.1	**Teaching & Learning**		
4.1.1	BSTLP - JM The following aspects were noted: • The previous document (BS RiP 2020) had alluded to action with students without lecturer interface (NWU winter school). However, the BS is not involved in this instance.		

	• BSITLP 2020 (as amended) is the amendment to the BS ITLP 2020. It addresses the method of teaching for the 2nd semester as well as the assessment mechanism to follow. The document for approval by EXCO is the revised 2020 BSTLP to accommodate the distance mode of teaching (in both languages) for the second semester. • Here the BS is involved as all material need to be developed especially as per the PGDM and the newly approved electives. • The possibility of a catch-up session in September is also addressed but 2nd Opportunity assessment will be done in November with the 2nd Semester modules. The committee accepted the BSITLP for onwards approval by FEMS T&L.	 JM	
4.1.2	Good, bad and ugly of Covid T&L – JM The following aspects were noted: • There is a special meeting of which each school have to present a presentation on the good, bad and ugly of the first semester Covid experiences from a T&L perspective. The meeting agree that everyone will provide JM with inputs to be included in such presentation at latest 2 July 2020.	 ALL	
4.1.3	**MBA**		
4.1.3.1	NMAT challenges - LN The following aspects were noted: • Students are experiencing challenges in completing the NMAT resulting in non-registration. • LN need to investigate and if we are at fault it need to be corrected. The meeting decided that LN can register the student as "provisional pending NMAT outcome"	 LN	
4.1.4	**PGDip**		
4.1.4.1	Full time PGDip and language - JJ The following aspects were noted:		

	• We received a directive to offer all our programmes in the language in which the students originally enrolled. The decision reached is for all full-time PGDip students, Afrikaans voice-overs will be required for all subjects in the second semester 2020.	JJ	
4.2	**Research and Innovation**		
4.2.1	Follow up on examination results - JL The following aspects were noted: • 12 students whose dissertations and thesis went for examination in November 2019, results were only received in June 2020. The BS approved full waiver in order for their marks to be captured. Nine were successfully captured for graduating in July 2020 while 3 were captured after the system for July graduation closed. They will only be eligible for graduation in October 2020.	JL	
4.2.2	External marking of thesis - JJ This item stands over till next EXCO.	JJ	
4.2.3	MBA Student Request: Extension of study period Sekgarametso JO - JL The decision reached is to terminate the studies of Sekgarametso JO.	JL	
4.2.4	BS Conference Guidelines – JvR The chair will compile a report and revert back to EXCO on the decision of RR.	JvR	
4.3	**Ethics**		
5.	**Autonomy**		
6.	**Strategic International Partners**		
7.	**Executive Education**		

7.1	SBAB Weekly Debtor Control - MvdB The following aspects were noted: • A suggestion was put forwarded to have participants pay 30% of programme fees upfront and then allow for instalment payments, depending on the duration of the programmes. • A table has been drafted and will be made available for scrutiny after Legal Services scrutinised the debt collecting principle suggested.	MvdB	
7.2	Individual Debtors – Suggested SLP deposit and Instalments - MvdB The following aspects were noted: • In the event where debtors are to handed over for collection, the attorneys require a formal signed contract between the NWU-BS and the participant. • The signature on the application form is no longer deemed efficient. • Therefore, a suggestion was drafted to have the legal requirements included on the application forms. • The payment conditions have been forwarded to the Legal Services for scrutiny.	MvdB	
8.	**Quality**		
8.1	Updating of brochures for all programs – AS The following aspects were noted: • All the brochures of BS need to be updated, including the Executive Education as soon as the new logo and list of SLP's are approved.	AS	
8.2	Moderators Report – AS The following aspects were noted: • All programme leaders need to make sure the lecturers for the 1st semester complete the new adjusted moderators report.	AS	
8.3	Strategic Meeting 7 July 2020 – AS		

	The following aspects were noted: • BS plan to have a face to face strategic session to draw up a new strategic plan for BS on 7 July 2020. The decision reach is that JvR will take it up with AS and MM to find out the procedures we must follow before we communicate the date to staff.	JvR / MM	
9.	**People and Culture**		
9.1	Functional Allowance 2019 - JvR This following aspects were noted: • There needs to be a cut-off date for payments of the previous year. The proposal remains at 6 months or financial year end.		
10.	**Corporate Marketing**		
11.	**School Board Meeting**		
12.	**NEW MATTERS**		
13.	**CLOSURE** The chairperson thanked all present and closed the meeting at 10:45. Date of next meeting 8 July @ 09:00.		