DISCUSSION NOTES: TEACHING AND LEARNING

Date of session: **6 July 2020**

Time of meeting **14:00**

Meeting venue: **Virtual – Hosted via Zoom platform**

PRESENT

1. Prof. Jan Meyer (Chair)
2. Dr. Johan Jordaan
3. Dr. Joseph Lekunze
4. Ms. Lungile Ntsizwane
5. Prof. P A Botha
6. Prof. C Bischoff
7. Dr. R Scholtz
8. Dr. L van Staden
9. Prof. L Jackson
10. Dr. C Williams
11. Mr. F Roux

APOLOGIES

1. Prof. Ronnie Lotriet

Scribe

Ms. W Smith

ACTIVITY	ACTION
1. OPENING	
1.1 Welcome • The chairperson welcomed all staff members present and opened the meeting. Prof Meyer clarified that the objective of the meeting is to discuss the second semester arrangements and ensure that all involved understand and agree with the said expectations. The session will allow active discussion on concerns and challenges experienced during the current pandemic. • The session will not be captured as formal minutes but will be delivered as communicative notes.	
2. TERMS OF REFERENCE • The terms of reference will remain for said meeting.	
3. GENERAL • The meeting commenced with the following as discussion:	
3.1. Winter School • The winter school of the NWU, proofed to be a challenge as numerous students could not access the opportunity due to circumstances. Final arrangements pertaining to this matter is made and will be concluded by 7 July 2020. The matter of contact sessions was discussed with a possible date of September 2020, however mentioned with caution subject to the disaster management guidelines. • The NWU Business School block session is scheduled for 10 – 31 July 2020.	

3.2 Language Policy

- The matter of delivery pertaining to the language policy was discussed. The attendees to the meeting agreed that the existing language policy must remain as dual language subservient on what the policy dictates. The student's choice of delivery must be considered. It is imperative to ensure that students receive training in the language to which they enrolled for (i.e. Full time students – Afrikaans). However, due to the current circumstances and the matter of transforming the learning process to an online reality, all material was presented to students in English. It was communicated to students that the default means of learning will remain online until otherwise advised. The challenge with translating documents may be that the nuances in case studies may proof challenging and that some information may be lost or incorrectly interpreted by students.
- The Post Graduate Diploma will continue to present in Afrikaans for that specific mode of delivery. Sessions will be negotiated according to available time schedules.
- The MBA is currently delivered in English with an option of Afrikaans. The first year students receive all their training in English. The second year students have the option of requesting Afrikaans learning options.
- <u>Decision</u> was made to present all classes in English, including second year MBA students.
- <u>Action:</u> Ms. Ntsizwane to prepare a directive indicating that sessions will be presented in English as material cannot be duplicated and for reasons of efficiency. Students will be able to access recordings and be awarded and opportunity to choose a Zoom with their language choice.
- Zoom recordings will be available for each class per site.
  Potchefstroom PGDM Full Time group will be presented in Afrikaans.
  Vaal classes will be presented in English.
  Voice overs to be done in English.
  Suggestion to transcribe notes into Afrikaans and host Q & A.
- Dr Williams informed that caution should be applied when translating material as there may be a difference in understanding. It was agreed and Prof Bischoff advised that it should be indicated to students that notes may differ due to class discussions which may host different questions.

3.3 Mafikeng Students

- The quantity of students currently enrolled at Mafikeng for some modules, does not constitute enough to maintain a separate entity. The minimum number of students should be more that fifteen (15). The meeting agreed that the quantum be considered at ten (10).
- Suggestions were made to request Mafikeng students to slot in with either the Potchefstroom of Vaal sessions. Explain the benefits.
- Ms. Ntsizwane to prepare letter for distribution informing students of the decision.

3.4 Translators

- Prof Jackson mentioned the availability of translators from English to Afrikaans. Suggestion was made that translators should go to the Vaal Campus, instead of the Potchefstroom campus.

3.5 Assessments

- The participation mark will not be considered as a cut off.
- The amount of assessments can be at the prerogative of the lecturer as many lecturers indicated that continuous assessment maintain student involvement. Dr Jordaan indicated that the usual arrangement is an individual, group and summative assignment with a weight allocation of 50% (individual + group / summative).
- There is no prescribed number of assessments. Weight allocation can be decided as per faculty arrangements.
- Request whether a six (6) hour efundi assessment is allowed? Meeting agreed that it is permissible.
- Dr Scholtz inquired about the programs between the post graduate diploma and the MBA and whether it should be aligned and presented similar. Prof Meyer indicated that the means of assessments / presentations, remains with the decision of the lecturer.

3.6 Textbooks

- An inquiry as to the availability of textbooks was raised. Prof Meyer confirmed that all the textbook providers have a delivery service available and has been organized as such.

3.7 Zoom Licenses

- Zoom licenses to be purchased to accommodate lectures and meetings longer than the limited forty (40) minutes and to accommodate more than three-hundred (300) participants. As matters stand, the Director had agreed to a PGDM, two MBA (phase 1 and phase 2) and one Administrative license. The Administrative staff are to be assisted in procuring these licenses.
- Prof Bischoff indicated that there is a current Research license available.
- Ms. Ntsizwane will discuss with administrative staff on how the licenses will be purchased and managed.

4. CLOSURE

- Prof Meyer concluded the meeting, requesting that any matters that should be presented at the EXCO meeting be forwarded to him. He thanked all the participants for their attendance and closed the meeting.

The chairperson thanked all those members who attended and the meeting was adjourned at 15:12pm.

Confirm this _____7th __________ day of ___July_______________ 2020.

Deputy Director: TEACHING AND LEARNING
Prof Jan Meyer
Chairperson

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Signature