MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 6 Aug 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 N Mouton (NM)

Dr J Lekunze (JL)

Ms L Ntsizwane (LN)

Mr M van den Bergh (MvdB)

Appologies

Refer to item 1.1

Secretariat service

Ms M Moolman (MM)

	ACTIVITY	ACTION	TIME FRAME
1.	**OPENING AND WELCOME** The chairperson welcomed all present and JM opens with prayer.		
1.1	Apologies JJ is currently on leave and NM is standing in for PGDip matters.		
1.2	Personalia • The committee take note that Tebogo Tebejane is not well and JL will engage with him.	JL	
2.	**DETERMINATION OF THE AGENDA** The agenda was approved with the addition of the following items: Item 4.2.3.3 Workload allocation – RL Item 4.2.3.4 ASPEN – RL Item 4.2.4.3 Case of Radebe – JvR Item 11.2 Individual Request - JvR		
3.	**CONFIRMATION OF MINUTES: 29 July 2020** Minutes for the meeting held 29 July 2020: JM proposed the acceptance of the minutes and AS seconded.	All	
4.	**STANDING MATTERS**		
4.1	**Feedback from previous meetings – JvR** The following aspects were noted: • Virtual staff meeting went well.	JvR	

	• SCTL accepted two platforms (QuestionMark and Cirrus) for future use in e-assessments and staff will be informed in due course as to the applications and implementations. • A request is also for all lecturers on both our programmes to please assist students where possible and observe the language policy in this regard. • LN publish contact details on eFundi for those students in need of data. • It is agreed on the HDA meeting that all titles and appointment of functionaries must happen 3 months before students submit to HDA for examination. • All titles and functionaries must be approved at a Scientific Committee and final approval of the faculty Higher Degree Committee.	JM LN JL	
4.2	Teaching & Learning		
4.2.3	**MBA**		
4.2.3.1	MBA Administrative & staff meeting – RL / LN The following aspects were noted: • 1st MBA staff meeting took place and is scheduled to take place every 1st week of the new month. • LN to ensure that JM receive invitation to attend. • It was agreed that admin staff assist with hosting zoom training. • Individual lecturers need to be creative to increase participation of attendance of students and MBA lecturers need to have a consultation day set up for their students. • Minutes of meeting to serve at EXCO for noting purposes. • The meeting decided that M Vusi should be given 50 % pass.	 RL LN	
4.2.3.2	PBS registration fee- RL / LN The following aspects were noted: • PBS to be corrected to NWU Business School. • It is confirmed that only 1st & 2nd year MBA must pay the additional registration fee and the practice that 3rd & 4th year students are charge the registration fee should cease forthwith.	 LN	
4.2.3.3	Workload allocation - RL		

	The following aspects were noted: • Regarding our workload module and allocation of work, EXCO will be commencing with a process to consider principals that we eventually need to approve. • Once EXCO settle on the principals these will be implemented on programme level. • Keep in mind that workload distribution for 2021 might change, but we will do it principal based and transparent as possible.	All	
4.2.3.4	ASPEN - RL To conclude on ASPEN: • Process was transparent. • Bursaries were not awarded to any students that did not apply. • Students who already received bursaries where not considered. • AS did review the applications.	 RL	
4.2.4	**PGDip**		
4.2.4.1	For noting: PGDip Administrative meeting – LN The following aspects were noted: • The meeting request that colleagues must attend work meetings that are scheduled and if they cannot attend, to make apology and provide a reason why not. • This count for Scientific, Research, T&L, Program meetings and any official function(s) within the BS.	 LN	
4.2.4.2	PGDip exam commission – LN The meeting decided that a new PGDip exam commission meeting should be conducted for all sites of delivery.	 LN	
4.2.4.3	Case of Radeba – JvR		

	It was decided that the assignment for CCMM515 be marked and the marks be captured accordingly. The programme manager must ensure that study materials are available in English to accommodate the full-time English students.	LN	
4.3	**Research and Innovation**		
4.4	**Ethics** The following aspect was noted: • Dalene Voster request that we give her the full 10 working days to prepare the response from the Ethics Committee before we request feedback.	CB	
5.	**Autonomy**		
6.	**Strategic International Partners**		
6.1	MOU FPT University Vietnam – JvR The FPT University Vietnam MOU was approved by EXCO.	All	
7.	**Executive Education**		
7.1	SBAB Weekly Debtor Control - MvdB The SBAB outstanding debtors have decreased with another 4.04% (R70 250) from the previous week. The outstanding amount is now R1,739,781m.	MvdB	
7.2	Thinking Fusion AFRICA: Extension of contract – JvR The Thinking Fusion contract has been approved by EXCO to be extended until 2024.	All	
8.	**Quality**		
8.1	Inputs for management information system of BS – AS The following aspect was noted: • We need to update the Management Information System of the BS and everyone is requested to make a list of 5 items that they would prefer to have information / data on.	AS	

8.2	Strategic Session 7 Aug – AS Our strategic planning will be a combination of virtual & face to face and is still scheduled for 7 August at The Feather Hill.	AS	
9.	**People and Culture**		
9.1	Leave - JvR The following aspects were noted: • JvR will be on leave 11-14 August 2020 and JM will act in his place. • With respect to leave applications JvR will approve the leave on DIY with the presumption that it has been cleared with the relevant Programme Manager and administratively through LN.	JvR	
10.	**BS Finances**		
11.	**Corporate Marketing**		
11.1	Marketing Committee meeting 5 Aug - JvR The following aspect was noted: • Minutes were circulated for noting purposes.	JvR	
11.2	Individual Request – JvR The following aspects were noted: • Colleagues who receive queries from students to study MBA or PGDip at the BS should phone them and make personal contact at it makes a difference. • All staff to do collective effort in doing marketing.	All	
12.	**School Board Meeting**		
13.	**HIRA Covid19**		
14.	**NEW MATTERS**		
15.	**CLOSURE**		

	The chairperson thanked all present and closed the meeting at 11:05. Date of next meeting 19 August @ 09:00.		