MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 21 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 J Jordaan (JJ)

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 JL opens with prayer.		
1.1	Apologies None		
1.2	Personalia • Our deepest sympathy to AS with the loss of her father in law. • The meeting congratulates Marietjie Lombard who became a grandmother of a baby boy. • The meeting congratulate AS who facilitated acceptance of the BS into the Business Graduates Association as a Bronze Member.	ALL	
2.	**DETERMINATION OF THE AGENDA** The agenda was approved with the addition of the following items: Item 4.1.2 Think Tank 3 - JvR Item 4.1.3 NAFCOC - JvR Item 4.1.4 Financial Mail - JvR Item 4.2.3.6 MBA student request Maruping PS & Kgekoane S – LN Item 4.2.3.7 MBA student request Wessels E – LN Item 4.2.3.8 NMAT – RL Item 4.3.2 Title registration – JL Item 7.2 SCAS process - MvdB		
3.	**CONFIRMATION OF MINUTES: 6 Aug 2020**		

	Minutes for the meeting held 6 Aug 2020: JM proposed the acceptance of the minutes and RL seconded.	JM / RL	
3.1	**Matters arising from previous minutes**		
3.1.1	Workload allocation – Special EXCO date in Aug – JvR The following aspects were noted: • We need to complete our workload allocation for 2021. • Two sessions 1) Discussion on Principles 2) Programme Leaders to do allocations on it and then we finalise it at next EXCO. • Principles need to be send to School to engage.	JM/RR/JJ	
3.1.2	Inputs for management information systems of BS – AS The following aspect is noted: • We need to actively monitor our progress for purposes of AMBA on various matters. • Once our strategic plan is complete we need identify and manage (monitor and control) KPA's in order to comply with AMBA requirements.	JvR	
4.	**STANDING MATTERS**		
4.1	**Feedback from previous meetings – JvR**		
4.1.1	FEBS HDC feedback – JL The following aspects were noted: • Focus on special T&L meeting was the RIMS InfoED RO: 2020 updated list of Research Entity members. • The completion of the Curriculum Transformation document was completed and submitted to the Deputy Dean T&L for incorporation within the FEMS plan and eventual uptake into the NWU plan. • Still creating concern is the DALRO reports which are yet to be completed by some BS lecturers.		
4.1.2	Think Tank 3 – RL		

	The following aspects were noted: • BS 3rd virtual Think Thank took place 20 Aug 2020. • The suggestion was made to convert the TT into practical suggested that it is send to the relevant decision makers and policy makers. • Also suggest to link a team behind this and build some topics with academic substance. • Thought leaders converted into practical input providing solutions. • If we want to be an impact maker, we need not to be scared to address these very contentious elements during these discussions. • Engage with Ali Parry and ask academics to co-author with her on articles to pitch at semi academic level.		
4.1.3	NAFCOC – JvR The following aspects were noted: • JvR engage with NAFCOC and they are very keen to get their objectives going. • BS will host them for a day to strategies and to get some concrete plans going. • We will engage some colleagues in school to attend and JM, RL, JJ indicate that they will also attend.	JvR	
4.1.4	Financial Mail – JvR The following aspect was noted: • JvR had a meeting with David Fulogerd and he will be in contact with RL & Stephan vd Merwe regarding the Research Township project and Entrepreneurship.	RL	
4.2	**Teaching & Learning**		
4.2.1	Student reintegration plan – JM The following aspects were noted: • The student reintegration plan was circulating to all. • BS do not have permission to do contact classes and we have to go back to DHET & Dean to request permission as our MBA students want to come back for contact.		

	• Some MBA 2nd year students have indicated a need for formal contact. This request may be put forward to the Dean & DVC T&L. • A possible solution is to have a mini summer school off campus. • RL to engage with MBA lecturers and students.	JM RL	
4.2.2	Registration Fees 2021 – JvR The meeting approve that we only do an inflation adjustment on registration fees for 2021.	MM	
4.2.3	Annual Provincial Government Handbook – JM The following aspects were noted: • Colleagues are requested to give their opinion on next EXCO if we should continue with it. • Also get opinion from Jake Media and Prof Christo Bisschoff. The meeting approves in principal, but we first need feedback from CB and team.	All JM	
4.2.3	**MBA**		
4.2.3.1	MBA Leadership Coaching / staff member – JvR / RL The meeting's decision is that MBA Leadership Coaching programme is only for MBA students and not staff members.		
4.2.3.2	Staff appointments - RL The following aspect is noted: • Programme Leader is busy planning for appointments of lecturing staff for 2021.	RL	
4.2.3.3	Graduation / Gala Dinner - RL The following aspect is noted: • The MBA Gala Dinner is put on hold till further notification.		

4.2.3.4	Strategic Planning reflection - RL The following aspects are noted: • We need to reach out to the industry including the Public Sector and engage more with our stakeholders. • We need to do more on SMME's.	RL	
4.2.3.5	Result letter Mr Mbobo – LN / RL The meeting approved that the module fee for Leadership (MBAD 821) be waived as the student passed the 3rd opportunity exam.	LN	
4.2.3.6	MBA student request: Maruping PS & Kgekoane S – LN The meeting approved the student requests, but information from finance on how suspension of studies to a 4th historical year impact on the BS financially and in terms of subsidy must be obtained. LN to submit information at next meeting.	LN	
4.2.3.7	MBA student request: Wessels E – LN Student request is noted and will be completed and resubmitted at next meeting.	LN	
4.2.3.8	NMAT – RL The meeting note that Ronnie will set up a meeting with NMAT so that a final decision can be made on the way forward and venues.	RL	
4.2.4	**PGDip**		
4.2.4.1	PGDip exam commission – LN The following aspects were noted: • It was noted that the structure of report format for exam commission is different and we need to have one standard format of report.	LN	

	• Students who failed more than 3 modules and those who are registered for the 2nd year must be issued with Deans warnings.		
4.2.4.2	PGDip fees – JJ The following aspects were noted: • JJ did some benchmarking on the cost of PGDip. • JJ to prepare proposal for next EXCO.	JJ	
4.2.4.3	PGDip estimated student numbers 2021 – JJ The way forward to be discussed at another forum and bring back to EXCO for final decision.	JJ	
4.3	**Research and Innovation**		
4.3.1	PhD student Request: Extension of study, Botma A – JL The meeting approved student Request for Botma A until end of 2021 academic year.	JL	
4.3.2	Title registration – JL The following aspects were noted: • An estimated 45 title registration and intention to submit forms with the full complement of external examiners and CVs were approved. • An estimated 44 titles with ethics approval numbers were approved. The research office now awaits external examiner's CVs and completed Title registration forms and intention to submit to be approved at SC meetings in the coming days to complete the process. • An estimated 49 titles with ethics applications still under processing were also discussed. • All titles were send to Cecile for language editing and will be submitted together with EXCO approved student requests and Scientific Committee Meetings to Faculty Higher Degree (HDC) agenda that closes on the 23rd August 2020 for August 31st 2020 meeting for final approval and noting.		

	The meeting proposed that the research office organised a meeting with the DD Research FEMS to discuss student requests processes and approvals.	JL	
4.4	**Ethics**		
5.	**Autonomy**		
6.	**Strategic International Partners**		
7.	**Executive Education**		
7.1	SBAB Weekly Debtor Control - MvdB The SBAB outstanding debtors have decreased with another 0.54% (R9 425) from the previous week. The outstanding amount is now R1 730 356m. The largest amount from the SBAB is the Botswana contract, that is R1m+ outstanding. Herman Thom has forwarded steps of collection to Tumi Molete.	MvdB	
7.2	SCAS process – MvdB The following aspects were noted: • A meeting was held with Shron Paulse and it was decided that MvdB can sign off SLP-related SCAS forms instead of the Director. • This assist in speeding up the laborious process. • A new digital system is almost completed that promises to resolve the tedious SCAS process.	MvdB	
8.	**Quality**		
8.1	Strategic plan development – AS To be discussed at next EXCO.	AS	
9.	**People and Culture**		
9.1	Request for study leave to complete PhD - JvR To be discussed at next EXCO.	JvR	

10.	**BS Finances** The meeting note that JvR & Tume Molete in cooperation with fiancé is working on a rescue plan to discuss a new start for 2021.	JvR	
11.	**Corporate Marketing** The following aspect was noted: • BS Marketing rollout plan is work in progress and currently we are busy with the Billboards.	JvR	
12.	**School Board Meeting**		
13.	**HIRA Covid19**		
14.	**NEW MATTERS**		
15.	**CLOSURE** The chairperson thanked all present and closed the meeting at 11:30. Date of next meeting 2 September @ 09:00.		