

MINUTES

Meeting of the Business School Executive Committee (EXCO) held on 1 Sept 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.		
1.1	Apologies None		
1.2	Personalia Our deepest sympathy to Prof Christo Bisschoff with the loss of his father in law and Isa van Aard with the loss of her mother.	ALL	
2.	DETERMINATION OF THE AGENDA The agenda was approved with the addition of the following item: Item 4.3.1 Feedback HDC – JL		
3.	CONFIRMATION OF MINUTES: 21 Aug 2020 Minutes for the meeting held 21 Aug 2020: JM proposed the acceptance of the minutes and JJ seconded.	JM / RL	
3.1	Matters arising from previous minutes		
3.1.1	Annual Provincial Government Handbook - JM The meeting approved to go ahead and JM will process it.	JM	
3.1.2	MBA student request Maruping PS & Kgkoane S - LN		

	LN is still waiting for an answer from finance and will provide feedback to EXCO as soon as feedback is received.	LN	
3.1.3	MBA student request Wessels E – LN The meeting in support for RL to sign off on the student request.	RL	
3.1.4	NMAT feedback – RL The following aspects were noted: • RL had a meeting with NMAT. • RL requested for an urgent solution from them. • BS must make the final decision on the 3 venues they opted for and RL is finalising request. • LN in conjunction with Program Leaders need to do the logistics behind our academic admission process for 2021. • AS request for admission, interviews to take place via MS Teams.	RL LN LN	
4.	STANDING MATTERS		
4.1	Feedback from previous meetings – JvR		
4.1.1	FEMS Faculty Board - JM The following aspects were noted: • FEMS FB approved NWU BS Advisory ToR. • Also communicated was the absolute application of only 66% of returning staff and students, which in all events must be cleared by OHS representatives.		
4.1.2	Faculty Management Committee - JM The following aspects were noted: • FMC approved MOU with Vietnam. • Extension of the Thinking Fusion Africa agreement with regards the addition of two programmes was approved. • The four programmes of the Russian MOU was also approved.		

4.1.3	Advisory Board – JvR The following aspects were noted: • AB was well attended. • Our dashboard of our performance need attention as well as the BS finances.	JvR	
4.2	Teaching & Learning		
4.2.1	Principles for staff planning 2021- JM The following aspects were noted: • LN to circulate document to all academic staff for their inputs. • AG to collate feedback on behalf of LN and send to JM before Friday 4 Sept 2020.	LN JM	
4.2.2	DALRO - JM The following aspects were noted: • The completion of the DALRO reports are outstanding but might be linked to modules on the PQM no longer offered. • Schools are to check and ensure that all inactive modules are removed from the DALRO listing.	JM	
4.2.3	MBA		
4.2.3.1	MBA meeting feedback - RL The following aspects were noted: • During MBA staff meeting, staff was alerted to the AMBA visit. • MBA modules are to be revisited concerning their integration in the programme. • All MBA modules needs to have a moderators' report after examination.	RL	
4.2.3.2	MBA warning letters - RL The following aspect is noted: • Issue of warning letters to poor performers is handled by higher degrees.	RL	

4.2.3.3	MBA 2 nd semester non registration - RL The following aspect is noted: There are still students that are not registered and therefore the marks are held back.	RL	
4.2.3.4	External appointments - RL The following aspects are noted: Programme Leaders are requested to revisit the fees of external lectures and to collate list of who we going to appoint for 2021.	RL	
4.2.3.5	Supervisor training - RL The following aspect was noted: It was suggested that People and Culture make use of BS lecturers to assist with supervisor training for NWU staff.	RL	
4.2.4	PGDip		
4.2.4.1	PGDip admin meeting feedback - LN The following aspects were noted: - Programme meetings will be twice a month unless if a need arises for an emergency meeting. - PGDip applications will be open until a satisfactory number are reached (numbers are currently low compared to the same time last year). - The pipeline students from old curriculum and students left with only one module are to be advised to choose from the modules currently on offer. - Their registration will be amended accordingly.	LN	
4.2.4.2	PGDip fees – JJ The following aspects were noted: Members are requested to read through document JJ prepared		

	Document to be discussed at next EXCO.	JJ	
4.3	Research and Innovation		
4.3.1	Feedback HDC - JL The following aspects were noted: - All academics whose students have ethics clearance numbers should submit examiners' CVs before 7th of September 2020. - These CVs need to be approved by the SC and FEMS HDC meeting of 14 September 2020. - Closing date for title registration is scheduled for 21 September 2020. - Students whose supervisors fail to register their titles may not be able to submit for examination in preparation for April 2020 graduation. - Database of external examiners must be send to all academics in case they are struggling in finding examiners. The meeting agreed that, in case where proposed CVs are not received, the research office will source examiners from our database.	JL	
4.4	Ethics		
5.	Autonomy		
6.	Strategic International Partners		
7.	Executive Education		
7.1	SBAB Weekly Debtor Control - MvdB The following aspects were noted: - The SBAB outstanding debtors have decreased with 5.03% (R82 810) from the previous week. The outstanding amount is now R1 647 546m. The largest amount from the SBAB is the Botswana contract, that is R1m+ outstanding. - Herman Thom has forwarded steps of collection to Tume Molete. This is still under investigation.	MvdB	
7.2	Automation of inquiries – MvdB		

	The following aspects were noted: • With the increase in enquiries received via Facebook, an automated email system was created that intercept enquirers information via a webform linked to any promotional material. • The information is directly “pulled into” our CRM after which a marketing pack is automatically e-mailed. • Turnaround time is less than 1 minute. No need to capture these enquires anymore, nor do we have to forward individual emails, improving immensely on quality and responsiveness. • The same can be done with the formal qualifications.	MvdB	
8.	Quality		
8.1	Strategic plan the way forward – AS The meeting decided that BS has to finalise their operational plans and MM to schedule a meeting for JvR, AS, JJ & RL to debate more on the way forward.	JvR / AS/ RL / JJ	
8.2	Decision about BGA & AMBA or only AMBA – AS The meeting decided that BS is going to do AMBA & BGA accreditations.		
9.	People and Culture		
9.1	Professor of Practice - JvR CB & LN should follow up on the modalities for the appointment of Professor of practice in BS.	CB / JL	
9.2	Request for study leave to complete PhD: LN – JvR Study leave for LN was approved by meeting till end of October 2020.		
10.	BS Finances		
11.	Corporate Marketing		
12.	School Board Meeting		
13.	HIRA Covid19		

14.	NEW MATTERS		
15.	CLOSURE The chairperson thanked all present and closed the meeting at 16:10. Date of next meeting 9 Sept @ 09:00.		