MINUTES

Meeting of the Business School Executive Committee (EXCO) held on 23 Sept 2020

Present

Prof J van Romburgh (JvR – chairperson)

Prof J Meyer (JM)

Prof A Smit (AS)

Prof R Lotriet (RL)

Prof C Botha (CB)

Dr J Lekunze (JL)

Dr N Mouton (NM)

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 RL open with scripture & prayer.		
1.1	Apologies JJ & MvdB is on annual leave this week and LN is on study leave till the end of Nov 2020.		
1.2	Personalia Prof Delarey v/d Waldt lost the battle to cancer. Our deepest and most sincere condolences to the loved once left behind. The meeting congratulates all the staff members who celebrate their birthdays in September.		
2.	**DETERMINATION OF THE AGENDA** The agenda was approved with the addition of the following item: Item 15.1 Installation / Wi-Fi cost staff - JvR		
3.	**CONFIRMATION OF MINUTES: 16 September 2020** Minutes for the meeting held 16 September 2020: AS proposed the acceptance of the minutes and JM seconded.	AS / JM	
3.1	**Matters arising from previous minutes**		
3.1.1	Professor of Practice - CB The meeting decided to motivate the nomination of Dr. Mala Singh as an Associate Professor of Practice under T&L to the next R&I meeting of FEMS.	JL	

	The following aspects were noted: • We believe she will bring much-needed experience to the table and make a positive contribution to the BS. • The conditions need to be finally negotiated and include teaching and supervision responsibilities not exceeding 10 % of her time. • There should not be any financial implications for this appointment.		
3.1.2	PGDip temp staff - NM The meeting decided that there will be no admin staff changes for 2020. Staff changes will only be considered after due process and approval by EXCO.	JJ / NM	
3.1.3	SAQA unit standards budget 2021 – MvdB This item stands over to the next EXCO.	MvdB	
4.	**STANDING MATTERS**		
4.1	**Feedback from previous meetings – JM**		
4.2	**Teaching & Learning**		
4.2.1	DALRO – JM The following aspects were noted: • JM circulated the clean-up list to the Programme Leaders to ensure that this is now the correct list. • PGDip was already sent through to Linda Grimbeek. • Once the list is being cleaned up by the Programme Leaders, it will be the final list going forward that we will have to report on. • We need to try and maintain the list for going forward.		
4.2.3	**MBA**		
4.2.3.1	MBA student request Hattingh M – RL RL will attend to this and give feedback at the next EXCO.	RL	

4.2.3.2	MBA student request Maduane SP – RL RL will attend to this and give feedback at the next EXCO.	RL	
4.2.3.3	MBA student request Liebenberg JN – RL RL will attend to this and give feedback at the next EXCO.	RL	
4.2.3.4	Level one regulations - RL The following aspects were noted: • Currently, all students may return to campus from 27 Sept, but no contact sessions may be executed. • Returning students to comply with the OHS requirements daily. • No clarity as yet on staff and above 60. The chair requests benchmarking against other Business Schools in terms of their contact protocols.	JM	
4.2.4	**PGDip**		
4.2.4.1	PGDip admin meeting feedback – NM This item was discussed with 4.2.4.2		
4.2.4.2	Cost structure for PGDip & MBA 2021 – NM The following aspects were noted: • Suggestion to pay external lecturers R10 000 per site plus R500 per registered student for PGDip. • Also pay MBA external lecturer R15 000 per site plus R600 per registered student. • Also R10 000 for setting exam paper & R10 000 for the study guide. • Minimum to maximum remuneration should be included in contract and communicated clearly too all lecturers.		

	• NM to consult with lecturers, EXCO has no objection. The following need to be sorted for 2020. • Workload module • Fee for external lecturers • Roles of admin people The chair request that NM document it well and get it approved by PGDip meeting and bring back to EXCO for final approval and to be circulated to school.	NM	
4.2.4.3	Staff allocation PGDip & MBA – NM The following aspects were noted: • MBA & PGDip will work closely although they may function differently. • Workload distribution of staff and part-time lecturers for 2021 need to be finalised. • The compilation of a process manual will commence and will include roles and responsibilities of admin and lecturing staff.		
4.3	**Research and Innovation**		
4.3.1	Student request for financial arrangements Duvenhage FJ - JL The meeting support and approved Duvenhage FJ student request. Student will only pay the registration fee and not the module fee.	JL	
4.3.2	Student request for financial arrangements Nkotoane S – JL The meeting support and approved Nkotoane S student request. Student will only pay the registration fee and not the module fee.	JL	
4.4	**Ethics**		
5.	**Autonomy**		
6.	**Strategic International Partners**		
7.	**Executive Education**		

7.1	SLP for Sanjivani students - JM The following aspects were noted: • EXCO to take note. • We need to start activating these MOU's. • A concern regarding the costing & quality was discussed. The meeting in principal gives the go-ahead.	JM	
7.2	SA & SLA between NWU BS & Fouche - JM A new SA and SLA have been signed between the NWU BS & Fouche Consulting. The essences are similar to that of the Thinking Fusion agreement.		
8.	**Quality**		
8.1	MBA benchmarking & changes since last accreditation – AS The meeting request that everyone that has some information on MBA benchmarking to send it through to AS.	ALL	
8.2	Facilities on-site – AS The meeting request colleagues who are in possession of any photos of our facilities of all 3 sites to send through to AS. AS can also require the new building plans next to K14 from Lisel van Wyk. The chair request that we replace all the signage boards of all 3 sites with new bigger signage boards and the new logo.	ALL MM	
9.	**People and Culture**		
10.	**BS Finances**		
11.	**Corporate Marketing**		
12.	**School Board Meeting**		
12.1	Next BS Get-Together 8 Oct 2020 – JvR		

	It is noted that our next F2F Get-Together will be 8 Oct 2020.		
13.	**HIRA Covid19**		
14.	**ALUMNI**		
14.1	Online Get-Together 8 Oct 2020 – JvR It is noted that NWU BS is planning a virtual Get-Together for all our alumni on 8 Oct 2020.		
15.	**NEW MATTERS**		
15.1	Installation / Wi-Fi cost for staff – JvR The following aspects were noted: • The meeting proposes that BS will pay 50 % of the installation fee caped on R3 000 per person. • CB proposes that we do an AdHoc payment to all personnel for the period we worked from home. The meeting agrees that we will consult with Etienne Mostert of the possibility of Ad-Hoc payments and if his office approved we will continue to process the claims.	JvR / MM	
16.	**CLOSURE** The chairperson thanked all present and closed the meeting at 10:30. Date of next meeting 30 Sept @ 09:00.		