MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 30 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)

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 open with prayer.		
1.1	Apologies JJ is on annual leave this week and LN is on study leave until 8 Nov 2020.		
1.2	Personalia The meeting congratulates all the academics who publish papers during 2020 and JvR who submit his PhD for language editing.		
2.	**DETERMINATION OF THE AGENDA** The agenda was approved with the addition of the following item: Item 4.2.3.5 Graduate certificates – RL Item 7.3 Kuipers Group – JvR / MvdB Item 9.1 Performance agreement 20 Nov 2020 – JvR Item 12.2 Conversation back to office - JvR		
3.	**CONFIRMATION OF MINUTES: 23 September 2020** Minutes for the meeting held 23 September 2020: JM proposed the acceptance of the minutes and JvR seconded.	JvR / JM	
3.1	**Matters arising from previous minutes**		
3.1.1	SAQA unit standard budget 2021 - MvdB The following aspects were noted:		

	- The provisional budget per programme is set at R36 400 subject to confirmation. - The price is given as a "special" price by Fiona de Beer, as our programmes are already structured correctly for simpler paralleling to US standard (normal price would be R 40 000, but due to the volumes of programmes this was amended. A budget for NWU BS 2021 will be drafted to make provision for continuation of the project for the NWU BS at next EXCO for approval.	MvdB	7 Oct
3.1.2	MBA student request Hattingh M - RL This item stands over to the next meeting.	RL	7 Oct
3.1.3	MBA student request Maduane SP – RL This item stands over to the next meeting.	RL	7 Oct
3.1.4	MBA student request Liebenberg JN – RL This item stands over to the next meeting.	RL	7 Oct
3.1.5	Level one regulations – JM The following aspects were noted: - T&L is in the process of considering some form of contact classes in the 2nd semester. - These will be voluntary for both staff and students and aimed at specific modules. - Canvassed Business Schools such as UOFS, UKZN, Milpark and Monash are not planning any contact session for 2020.		
3.1.6	Cost structure for PGDip & MBA 2021 – NM This item stands over to the next meeting.	NM	7 Oct
3.1.7	Installation / Wi-Fi cost to staff – JvR		

	Feedback from Etienne Mostert office was circulated to all.		
4.	**STANDING MATTERS**		
4.1	**Feedback from previous meetings – JM**		
4.2	**Teaching & Learning**		
4.2.3	**MBA**		
4.2.3.1	MBA student request Roestenburg WJH - Rl The meeting approved student request of Roestendburg WJH.	RL	
4.2.3.2	Academic Calendar - RL The following aspects were noted: • Programme leaders to set calendar for 2021 as if business as usual. • Must fall in CHE guidelines and stick to a blended approach. The chair will engage with Prof RB & Prof SS when calendar is set by Programme Leaders.	JvR	
4.2.3.3	Transition to new Programme Manager – RL It was noted that the transition took place between the Programme Leaders for MBA.		
4.2.3.4	Graduate certificates - RL This item stands over to the next EXCO.	RL	7 Oct
4.2.4	**PGDip**		
4.2.4.1	PGDip admin meeting feedback – NM The following aspect was noted: • PGDip team is in process of compiling a process document and this will be submitted to the meeting by mid-November.	NM	18 Nov

4.2.4.2	PGDip admin post levels and workload – NM The following aspect was noted: • Workload distribution for admin staff for 2021 to be discussed at the next meeting.	NM	7 Oct
4.2.4.3	Sites & work plan (office / home) for 2021 - NM The following aspects were noted: • Lecturer allocation for the first semester will be presented to the meeting within the next two weeks. • This will also include a cost model for outside lecturers. • It is recommended that there should be physical presence of admin staff on campuses where possible.	NM	14 Oct
4.2.4.4	Second opportunity – NM The following aspect was noted: • 2nd opportunities need to be completed on the last day according to the exam timetable per module.		
4.2.4.5	Workshop 1 Oct 2020 – NM The following aspect was noted: • A workshop for admin staff will take place 1 Oct 2020 and a similar workshop/discussion will follow for second-semester lecturers.		
4.3	**Research and Innovation** The following aspects were noted: • Many colleagues submit and published articles during the lockdown period. • It will help the research outputs for the academic year. • Prof Raymond Parsons also publishes widely and were formally congratulated on the reception of his latest book, Recession, recovery and reform – SA after Covid-19.		

	The meeting request that all staff who attend virtual conferences and publish papers this year should give that information through to the Research Office.	All	
4.4	**Ethics**		
5.	**Autonomy**		
6.	**Strategic International Partners** The following aspect was noted: • The IIBN Russia collaborative training plan had to be postponed until Jan 2021 due to the required authorisations not yet obtained.		
7.	**Executive Education**		
7.1	SBAB Debtors Control - MvdB The following aspects were noted: • SBAB outstanding debtors have decreased slightly, with 0.82% (R 13 420 decreases) from the previous week. • The outstanding amount is now R1 628 017. • The revenue has increased with 0.75% (R 6 370 increase) and is at R 852 408 in total. • The Botswana account remains a problem, and we were informed that the process is at their committee. • Due to Covid-19, all their operations are behind. • A weekly follow-up will continue.		
7.2	Finance SOF3 – MvdB The following aspects were noted: • A meeting with NWU Finances will be scheduled to discuss the possibility of a different contribution of perhaps 10%.	MvdB	13 Oct
7.3	Kuipers Group – MvdB / JvR The following aspects were noted:		

	• A meeting was held with the Kuiper's group who are interested in making use of the NWU BS programmes as part of their Leadership Development Programme. Minor amendments will be required. • The Advanced Management Programme was recommended and forwarded for the group to scrutinise and adjust as per their needs.		
8.	**Quality**		
8.1	Policy for academic partnerships - AS The policy was discussed for review and consideration for approval at the next meeting.	ALL	7 Oct
8.2	Policy regarding partnerships with the managerial world - AS The policy was discussed for review and consideration for approval at the next meeting. It is noted that AS is in process to create folders on Next Cloud and only certain colleagues will have access to certain folders.	ALL	7 Oct
9.	**People and Culture**		
9.1	Performance Agreements 20 Nov 2020 – JvR The following aspect was noted: • Performance agreements for 2021 are due on 20 Nov 2020. • JvR wants to sit in with each performance agreement.	ALL	20 Nov
10.	**BS Finances**		
11.	**Corporate Marketing**		
12.	**School Board Meeting**		
12.1	Staff meeting 1 October 2020 - JvR It is noted that a virtual staff meeting will take place on 1 October 2020 and all staff must attend.		

12.2	Conversation back to office – JvR The following to be discussed with staff at virtual meeting: • Leadership • Need to get everybody on board • Establish MBA advisory board • Support staff at office to assist with walk in client service and to attend to phones. • Get suggestions from staff how to up service.		
13.	**HIRA Covid19**		
14.	**ALUMNI**		
15.	**NEW MATTERS**		
16.	**CLOSURE** The chairperson thanked all present and closed the meeting at 10:30. Date of next meeting 8 Oct @ 10:00.		