MINUTES

Meeting of the Business School Executive Committee (EXCO) held on 20 Oct 2020

Present

Prof J van Romburgh (JvR – chairperson)

Prof J Meyer (JM)

Prof A Smit (AS)

Prof R Lotriet (RL)

Dr J Jordaan (JJ)

Dr J Lekunze (JL)

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 open with scripture and prayer.		
1.1	Apologies LN is on study leave until 8 Nov 2020. NM was admitted to hospital. CB mom is not well and he and his family is in our thoughts and prayers.	LN / NM / CB	
1.2	Personalia JJ proposed that RL still be part of EXCO till after AMBA's visit. The meeting supports the proposal.		
2.	**DETERMINATION OF THE AGENDA** The agenda was approved with the addition of the following item: Item 4.2.1 Facilities - JM Item 4.2.2 BS T&L committee - JvR Item 4.2.3.8 Website: MBA fees - JvR		
3.	**CONFIRMATION OF MINUTES: 8 October 2020** Minutes for the meeting held 8 October 2020: AS proposed the acceptance of the minutes and JJ seconded.	AS / JJ	
3.1	**Matters arising from previous minutes**		
3.1.1	Lecturer evaluations – JJ JJ proposed to add an extra paragraph in the current LEQ for students to complete. The meeting supports the proposal.		

3.1.2	Outcome of Advanced SLP of Mng Strategy: Kuipers Group - RL The following aspects are noted: • Advance SLP is customised for Kuipers Group. • RL propose to include Financial Management as a subject. • RL to give inputs through to MvdB on the outcomes of the SLP modules. • RL to join the next Kuipers Group meeting.	RL / MvdB	
4.	**STANDING MATTERS**		
4.1	**Feedback from previous meetings – JM** The following aspects were noted: • T&L planning for 2021 needs to accommodate both pre-COVID and current possibilities. • New proctoring software will be obtained to assist with e-assessment. • This will be integrated with the Cirrus tool. • NWU wants us to make use of NWU facilities for Study Schools from a financial savings perspective thus reduce dependency on external facilities. • Distance (or on-line) learning remains a risk for NWU in that we are not an UNISA and this needs to be address in the bigger NWU.		
4.2	**Teaching & Learning**		
4.2.1	Facilities – JM The following aspects were noted: • BS will have limited class room facilities at Mahikeng and at best two 40 seater class rooms. • Facilities only budget for minimum class rooms at this stage. • JM propose that we do pre bookings for the board & senate rooms for 2021. • Busy with evacuation exercise at Leopard Park. • Deposit will only be paid back after inspection is done. • Move initiated for November. • Staff will move in with UCE colleagues.		
4.2.2	BS T&L committee - JvR		

	The following aspects were noted: • BS must have a T&L committee which will report to Prof Robert Balfour. • The committee must exercise quality control over our SLP's. • The committee must also inform FEMS T&L. • The existing T&L TOR needs to make provision for the new reporting line. • JM to engage with Franciska Bothma. • JvR, MvdB & Alfred Bishmaer must compile a document indicating which courses will fall under UCE and BS and also the bigger NWU. • Document must serve at advisory board of deans.	JM JvR / MvdB	
4.2.3	**MBA**		
4.2.3.1	MBA student request Liebenberg JN - JJ The meeting approved Liebenberg JN student request.	JJ	
4.2.3.2	MBA student request Lategan WDP - JJ The meeting approved Lategan WDP student request.	JJ	
4.2.3.3	MBA student request Welcome SS - JJ The meeting approved Welcome SS student request.	JJ	
4.2.3.4	MBA fees for external lecturers - JJ The meeting approved that Prof Stephan van der Merwe will be the lecturer for Research Methodology on the MBA for 2021. Fees for 2021 to be set after the Temp budget had been approved.		
4.2.3.5	Alternative for NMAT - JJ		

	The meeting approved the instrument supplied by TTS selection as the preferred test for MBA. Their tool offers online capability, which NBAT does not. NBAT and GMAT are still accepted if students supply them.		
4.2.3.6	MBA selection process – JJ AMBA requires one-on-one interviews with prospective MBA students that have passed the selection test. All lecturers will be asked to interview a few candidates each.	JJ	
4.2.3.7	MBA Plan 2021 The following aspects were noted: • MBA schedule for 2021 was presented and will be shared with all staff. • Because we do not know how COVID-19 will develop, the present scenario is that online classes will continue at least for 2021.		
4.2.3.8	Website: MBA fees – JvR The chairman request that MBA study fees must be available on the website. MM will get study fees approved by Elmarie de Beer and send to Jake Media to upload on website.	MM	
4.2.4	**PGDip**		
4.3	**Research and Innovation**		
4.3.1	Professor of Practice Dr Chris Lombard - RL The meeting approves Dr Chris Lombard as Professor of Practice and now needs to serve at Faculty.	MM	
4.3.2	Extraordinary Professor Dr Hamid Kazeroony - JL This item stands over to the next meeting.	JL	
4.3.3	Servicing of MBA & PHD students by academics - JL		

	This item stands over to the next meeting.	JL	
4.4	**Ethics**		
5.	**Autonomy**		
6.	**Strategic International Partners**		
7.	**Executive Education**		
7.1	SBAB Debtors Control - MvdB The following aspects were noted: • SBAB outstanding debtors have decreased, with 1.07 % (R 16 920 decreases) from the previous week. • The outstanding amount is now R1 584 032. • The revenue has increased with 0.03 % (R 290 increase) and is at R 852 418 in total. • The Botswana account: Gosego Baitirile delivered the account to her Director. • Janine, Herman and MvdB need to get together to sort out the errors on the invoices.		
7.2	Finance SOF3 – MvdB The following aspects were noted: • Revenue has increased with 6.63% from R26 608 242 to R28 498 492. • Expenses has slight increase with 0.04% from R21 073 488 to R21 082 029. • Overall debtors have decreased with 8% from R 4 963 273 to R 4 587 433.		
7.3	COENG (Consulting & Construction engineers) Proposal - MvdB The following aspect was noted: • Hans Labuschagne need to obtain approval from COENG EXCO and obtain commitment before NWU BS commence with the upscaling of an internal programme to university standards.		
7.4	Appointment of AMP Program Leader - MvdB		

	The following aspects were noted: • Dr Retha Scholtz is nearing her retirement and we need to look for a successor. • Module leaders on the programme will be allowed first right of refusal.		
8.	**Quality**		
9.	**People and Culture**		
10.	**BS Finances**		
11.	**Corporate Marketing**		
12.	**School Board Meeting**		
13.	**HIRA Covid19**		
14.	**ALUMNI**		
15.	**NEW MATTERS**		
16.	**CLOSURE** The chairperson thanked all present and closed the meeting at 11:55. Date of next meeting 4 Nov @ 09:00.		