MINUTES

Meeting of the Business School Executive Committee (EXCO) held on 25 Nov 2020

Present

Prof J van Romburgh (chair)

Prof J Meyer (JM)

Prof A Smit (AS)

Dr J Jordaan (JJ)

Dr N Mouton (NM)

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** JM welcomed all present and MvdB open the meeting with a prayer.		
1.1	Apologies CB & RL had other commitments and made apology for the meeting.		
1.2	Personalia The meeting congratulates NM on her promotion to Associate Professor.	All	
2.	**DETERMINATION OF THE AGENDA** The agenda was confirmed with addition of the following items: 4.2.3.3 Exam commission feedback – LN <u>Proposed</u>: AS <u>Seconder</u>: JJ		
3.	**CONFIRMATION OF MINUTES: 18 Nov 2020** Minutes for the meeting held 18 Nov 2020 were approved. <u>Proposed</u>: AS <u>Seconder</u>: LN		
3.1	**Matters arising from previous minutes**		
3.1.1	BS Language plan – AS		

	The meeting approved the BS language plan as is and JvR will take it further with Prof Robert Balfour before it goes to UMC.	JvR	
3.1.2	NWU AB attendance fee Deputy chair - JvR The meeting accepts the proposed attendance fee of R5 500 for Deputy chair of the AB.		
3.1.3	Guidelines for claims - JvR The following aspects were noted: • There are some unclear expectations for submitting leave when presenting on executive programmes. • The Executive Education office has setup preliminary guidelines. The chair will draw up a document for EXCO's approval to communicate to all staff in BS.	JvR	
4.	**STANDING MATTERS**		
4.1	**Feedback from previous meetings – JM / JvR** The following aspect was noted and proposed. • We had an Advisory Board meeting and the chair propose that the minutes of the AB be circulated to EXCO for notice in future.	MM	
4.2	**Teaching & Learning** The following aspects were noted: • JM did have a discussion with Franciska Bothma regarding the T&L TOR. • JM has a further discussion with her next week.	JM	
4.2.3	**MBA**		
4.2.3.1	Position of Prof Raymond Parsons - JJ		

	The following aspect was noted: • JJ had a conversation with Prof Parsons and will manage the situation as it goes on.	JJ	
4.2.3.2	Site readiness - JJ The following aspects were noted: • LN and team are busy to secure venues for MBA for 2021. • The process did not start yet as Mafikeng colleagues are busy moving into their new offices. • One challenge raised is that in Mafikeng you cannot secure venues in advance. • LN are looking for alternative venues and will be able to provide more feedback at next EXCO.	LN	
4.2.3.3	Exam commission feedback - LN The following aspects were agreed on: • All lecturers (Phase 1 & 2) must be present in the commission meeting at all time to ensure consistency. • We must not separate the commission meeting based on phases. • The marks processing system for MBA in 2021 needs to be changed to the old system programming that we had before the COVID change of continuous assessment.		
4.2.4	**PGDip**		
4.2.4.1	PGDip 2021 admin work allocation – LN The PGDip task allocation document for admin staff was presented and approved.		
4.2.4.2	PGDip stats – NM PGDip stats were presented for notice.		
4.3	**Research and Innovation**		
4.3.1	Student request Moshoetse IW - JL		

	The request for Moshoetse was approved and the student will be responsible for all the financial obligations relating to such request in 2021.	JL	
4.3.2	Student request Rust I - JL The request for Rust was approved and the student will be responsible for all the financial obligations relating to such request in 2021.	 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 75.96% (R 259 150 decreases) from the previous week. • The outstanding amount is now R 909 823. • The Botswana account is being followed-up regulary.		
7.2	Finance SOF3 – MvdB The following aspects were noted: • Revenue has increased with R 629 57. • Expenses have increased with R 748 050; therefore, income has decreased with R 118 476. • Debtors have decreased overall with R1 434 778. • The ITSI account is still problematic and needs to be rectified by the finance department.		
7.3	COENG (Construction Engineers) update on progress - MvdB The following aspects were noted: • An agreement is in the process of being drafted for partners in training. • The final draft will be distributed amongst EXCO members for input.		

	• This involves the customisation of an external course to be on academic NQF level 5.		
7.4	Sourcing of AMP115 Module Leaders - MvdB The following aspects were noted: • O Manyaapelo has indicated that he is on board. • Short has indicated that he has not formally accepted the position as module leader for the AMP NWK group.		
8.	**Quality**		
9.	**People and Culture**		
10.	**BS Finances**		
10.1	BS 2021 Tariff List – AS BS 2021 tariff list was approved and must be send to Prof Robert Balfour.	MM	
11.	**Corporate Marketing**		
11.1	Public Relations Officer appointment – JvR Stands over for next EXCO.		
12.	**School Board Meeting**		
13.	**HIRA Covid19**		
14.	**ALUMNI**		
15.	**NEW MATTERS**		
16.	**CLOSURE** The chairperson thanked all present and closed the meeting at 11:10. Date of next meeting 3 Dec @ 11:00.		