

MINUTES

Meeting of the Business School Executive Committee (EXCO) held on 8 July 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)

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 JL – network connectivity was bad		
1.2	Personalia JvR had lunch with the chair of our Advisory Board and he is in good health.		
2.	DETERMINATION OF THE AGENDA Additional items added to the agenda: - Agenda reference 4.2.3.3 - Nkosinathi Tom - RL - Agenda reference 4.3.4 - The case of Thabo Seale - JvR		
3.	CONFIRMATION OF MINUTES: 1 July 2020 The chair proposed the acceptance of the minutes and JM proposes and RL seconds the minutes for the meeting held 1 July 2020.	JM/RL	
3.1	Matters arising from previous minutes		
3.1.1	ToR Advisory Board – JvR The chair request that we remind all staff to provide commentary on ToR for Advisory Board before 15 July 2020.	JvR/MM	

3.1.2	SLP serviced by BS vs UCE - MvdB The committee note that everybody in BS was consulted and the final list will go to UMC for approval.	JvR	
3.1.3	BS Conference Guidelines: RR Report - JvR Feedback will be provided at next EXCO.	JvR	
4.	STANDING MATTERS		
4.1	Feedback from previous meetings – JvR		
4.2	Teaching & Learning		
4.2.1	Zoom licenses for second semester - JM The following aspects were noted: • Procurement to be for the 100 seater option and LN with Prof JvR to assist in the finalisation of payment. • Registration must be in the name of the administrators. • BS already purchased one for Research (Administrator CM), one Admin (Administrator LN), and one for PGDM (Administrator ES). The committee decided that two more licenses for MBA to be managed by AG (Phase 1) and EW (Phase 2) must still be purchase.	JvR/LN	
4.2.2	T&L 6 July 2020 feedback – JM The following aspects were noted: • Both MBA & PGDip lecturers attend. • It was to address language issues, mode of delivery and assessment. • Everybody is on board of what is expected of them for the second semester. • JJ inform meeting of 2 MIA students that indicate that they did not have connectivity. • Final MIA students will only be known after the exam committee took place on 13 July 2020.		

	If any MIA students, their names have to be put on a schedule to be issued with a permit to get access to campus to catch up via eFundi.		
4.2.2.1	DALRO Non-Compliant Module Report – JM The following aspects were noted: According to DALRO Non-Compliant module report 12 modules from BS is still outstanding. Programme Managers are requested to follow up with module lecturers to comply as the due date was 29 June 2020.	RL / JJ	
4.2.3	MBA		
4.2.3.1	MBA 2nd semester - RL The following aspects were noted: 2nd Semester will be online format in English with two slots Saturday and Mondays. - No block release. - Online assessment is one of two rolling PoE or online exam.		
4.2.3.2	Exam commission – RL The following aspects were noted: - The Exam commission that was supposed to take place 8 July 2020 was postponed due to challenges in marks calculation which delayed extracting of student record files from the VSS system. - A new date 13 June 2020 @ 09:00 has been set.	LN	
4.2.3.3	Nkosinathi Tom – RL The following aspects were noted: The guideline is the rule, but we have to consider each case on merits.		

	The committee agree that RL & LN will prepare a proper submission and recommendation for our next meeting.	RL / LN	
4.2.4	PGDip		
4.2.4.1	PGDip lecturers for second semester - JJ External lecturers to teach on PGDip for the second semester were discussed and approved, pending approval from their line managers.	JJ	
4.3	Research and Innovation		
4.3.1	MBA Student Request: Dwane KF - LN Request from Dwane KF who have registered a module twice and still did not pass it were denied based on the MBA rule that "Only two registrations per module are allowed".	LN	
4.3.2	External marking of thesis - JJ The committee discussed ways to speed up response from external examiners, but decided that the timing is wrong to change anything in our processes at this time.	JJ	
4.3.3	MBA Student Request: Mosetlhane EB - LN The committee approved Mosetlhane EB request on extension of study on condition that studies be completed the 2020 academic year.	LN	
4.3.4	The case of Thabo Seale – JvR The following aspects were noted: • JvR spoke to Thabo Seale. • CB to follow up on the ethical process. This case to be discussed further at next EXCO.	CB	

4.3	Ethics		
5.	Autonomy The meeting decided that staff must provide commentary on ToR for Advisory Board to Prof JvR before 15 July 2020.	MM	
6.	Strategic International Partners		
7.	Executive Education		
7.1	SBAB Weekly Debtor Control - MvdB The SBAB outstanding debtors have decreased with 2.9% (R62 070) from the previous week. The outstanding amount is now R2.1m.	MvdB	
8.	Quality		
8.1	BS Website – AS The following aspects were noted: AS request that we also create links regarding our communication we send on Facebook to our website, like the Think Tank and everything significant that has happened and is scheduled in the BS.	AS	
9.	People and Culture		
9.1	JL Functional Allowance claim for supervision - JvR This item stands over till next EXCO.		
10.	Corporate Marketing		
11.	School Board Meeting		
12.	NEW MATTERS		
13.	CLOSURE		

	The chairperson thanked all present and closed the meeting at 15:45. Date of next meeting 15 July @ 09:00.		
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