MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 3 February 2021

Confidential

Present

Chair:	Prof J van Romburgh Prof J Meyer Prof A Smit Prof C Botha Prof R Lotriet Prof N Mouton Dr J Jordaan Dr J Lekunze Ms L Ntsizwane Mr M van den Bergh	**Apologies:**	None
Secretariat:	Ms M Moolman	**Scribe:**	Ms W Smith

Total page numbers inclusive of cover, action and decision register: 13

Annex: Action Register

Decision Register

Minutes of this meeting accepted by Prof J van Romburgh on ______________ 2021.

Assigned signatories: (electronic)

Prof J van Romburgh
Chair

Seconded by:

Reference points in these minutes have been adopted according to discussion points and differ from the agenda as such.

Extended copy of minutes is available on request

REF #	DISCUSSION	RESPONSIBLE	ACTION
1.	**OPENING AND WELCOME** Dr Lekhunze opened the meeting with a prayer. Prof van Romburgh requested that the conversation of this meeting remains precise to consider time allocation as the meeting should be able to close at 10:30 due to other commitments. The committee agreed.		
1.1	**Apologies** All in attendance.		
1.2	**Personalia** Professors of practice congratulated. Exco to extend congratulations to Prof Jackson who received NRF accreditation. Prof Sonia congratulated the Business School for their outstanding practices for the PhD colloquium. Invitation was made to other schools to attend these colloquiums and the Research office was congratulated. COVID-19 matters: One employee from the Business School infected with COVID-19 has recovered. Prof van Romburgh mentioned the emotional implication and that it remains a very realistic threat. Condolences to the Law Faculty and Prof de la Harp. Dr Khumalo and Ms Ntsizwane also suffered illness. Condolences were expressed to Ms Gaanakgomo for the loss of a family member as a result of COVID-19. **Announcement** to be made in school communication.		✓
2.	**DETERMINATION OF THE AGENDA** Additional items added as follows: 4.2.3.4 Feedback on the study school 4.3.1.3 Statistics for 2021 reports/results 4.3.1.4 Guidelines R and I Exam results General discussion prior to close of meeting: Service-level agreement		
3.	**CONFIRMATION OF PREVIOUS MINUTES** Minutes of the committee hosted December 2020 – Accepted by Prof Jan Meyer. Minutes of the committee hosted in January 2021 – Accepted by Prof Jan Meyer and seconded by Prof Nelda Mouton.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
4.	**MATTERS ARISING FORM PREVIOUS MINUTES**		
4.1	**Business School language plan** Submitted language plan, which was approved accordingly. The understanding is that the plan should follow through to the Teaching and Learning Committee and subsequently be forwarded to the SETL or the extended Teaching and Learning Committee. The main objective of the language policy is to provide English classes as the primary language of delivery, however, remain with Afrikaans as a secondary language particularly in the fulltime Post-graduate qualification. The policy will remain as such for 2021 and the matter will be revisited at a later stage.		✓
4.2	**Site readiness** The Zoom room has been equipped at the Potchefstroom site. Offices and space in Mafikeng continue to propose certain challenges; however, the Vanderbijl office changes are in process. The water feature may result in expenses should it be moved. Consider whether it may be fruitless expenditure as its maintenance cost is high. It remains a business decision as it holds importance for the Business School image and entrance perception. Matter will be considered during alternate meeting.		
4.3	**Tariff list** The tariff list has been forwarded to the Executive Education Committee. Prof Smit indicated that it was circulated after adjustments were made from comments received. Prof van Romburgh advised that it has been approved. There was a note to bring awareness that some discretion must be applied to the document. Mr van den Berg was requested to ensure the applicability of mentioned document.		
4.4	**Terms of Reference (MBA, PGDip, R&I, Executive Ed & EXCO)** *(Abbreviated ToR)* The ToR was completed and updated according to the necessary amendments. Prof van Romburgh advised that the purpose of the ToR is to illustrate quality control, and the minutes of the ToR Committee should also be imported into the Faculty. The Exco ToR forms part of the School Board terms of reference. In effect, the Exco has taken over the school board function. Suggestion put forward to rename the ToR to Exco T0R with some amendment. Prof van Romburgh suggested to host an Exco instead of a school board; however, Exco should take cognisance of the ToR meetings. Dr Lekhunze advised that the R & I meetings have been replaced by the scientific meeting. There is currently no R & I meeting in the Business School as such. Prof van Romburgh requested that minutes are held and a structure assigned to each of these committees. He further		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	suggested that all committees report to Prof Meyer and that he provides feedback. A report should be forwarded to Exco and this will assist to remain focused on only Exco matters.		
4.5	**Assessment and moderation** Ms Ntsizwane advises that the final decision was to forward the matter to the Teaching and Learning Committee. She requested that it be removed from the agenda until addressed and concluded. Moderation remains challenging as no reports are provided, even on request; however, Ms Ntsizwane will ensure that the feedback is obtained. The meeting **agreed** and moved to the next item of discussion.		
4.6	**MBA readiness/roadmap** It was advised that the process should be designed to commence from admission stage until student registration. The process will be discussed with Dr Jordaan and the final product will be provided to Exco. Prof van Romburgh indicated that the project should link with the manual currently developed by Dr Jordaan. The appeal process appears not to have a committee as such. Ms Ntsizwane indicated that she will seek assistance and guidance from Prof Meyer. <u>The principle is to exclude the director in any appeal process</u> to ensure that a final decision may remain, should a matter be escalated. The appeal process should provide a fair approach and it has to provide a fair process that is communicated clearly. Ms Ntsizwane will finalise and present to Exco.		✓
4.7	**Path of appeal for decisions made by EXCO** Carried over.		
4.8	**Structure of Exco and the minutes** Views were expressed and a question made to the committee on what will be an effective means of governing the structure of the Exco between operational and executive decisions. The committee agreed to continue with the current structure and agreed that sub-committees should prepare and propose matters on which it should be forwarded to the Exco meeting to take note and pursue should it result as such. Review items on the Exco agenda and determine whether it carries relevance to the meeting. A short report on meetings and key decisions made to be forwarded to Exco. It provides transparency and streamlines the Exco committee process. **Noted and agreed.**		
5.	**STANDING ITEMS**		
5.1	**Feedback from previous minutes** *Workload model meeting:* The Business School was complemented on their process. Two proposals are being considered between the Engineering and Education faculties as they have specific protocols to manage their staff. The adopted approach should be adaptable and		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	outcome driven. Prof Botha advised that the Business School is not currently represented at any of the sub-committees; however, Heleen from the faculty will advise when the Business School needs to comment or requires representation. *FMC*: Looking at how the tariff lists were compiled and agreed upon. The process is in negotiation. *Exam commissions* were discussed. Prof van Romburgh advised that representation is not necessary with the MFC; however, it is imperative to keep ties to ensure applicability. A means of record keeping was suggested to receive short written reports to populate communication to staff or alternatively minutes of respective meetings can be attached to the Exco meeting addenda. Prof van Romburgh will prepare a short report of relevance to the Business School. When attending any meeting or committee relevant to the Business School, attendees should provide a short report as a means of including and sharing information.		
5.2	**TEACHING AND LEARNING**		
5.2.1	**Permits: Post-graduate students** The health and safety regulations stipulate the requirement of application for permits. Applications can be forwarded with a list on absolute essential students in all faculties who may require specific support rendered to students.		
5.2.2	**MEMO 2: 2021 Seeking inputs support ideas from stakeholders at NWU** Topic: Gender Awareness, Language Awareness. Seeking input on the different aspects. Document attached for perusal and comments. Can be forwarded to Edwina. Prof Meyer indicated that it was added for information and as a general document open for comments. Responses can be forwarded individually. No need for a collective commentary.		
5.2.3	**Registration for 2020 for July graduation** Registrations for 2021 will be accommodated until 28 February 2021.		
5.2.4	**Business School 2021 Assessment Plan** Prof Meyer advised that it is the amended business plan for 2021 where the distance mode is maintained. Cut-off points are included for various assessments. Could not be discussed at Teaching and Learning prior to Exco approval. It remains similar. Subminimum of 45% will be applied. *(Decision register)* Moved back to standard assessment plan and is compatible for online requirements. ITLP rules apply. It will be communicated timeously to students. Prof Smit mentioned that AMBA requested an assessment scheme and an assessment strategy. She inquired on a formal document		☑

REF #	DISCUSSION	RESPONSIBLE	ACTION
	form the Teaching and Learning Committee. Suggested a discussion between Prof Meyer and Prof Smit. Assessment scheme should include detailed information.		
5.3	**MBA**		
5.3.1	**Assessment Plan 2021 revert to old system** As above. Returning to previous system where 45% subminimum will be used for MBA. Ms Ntsizwane will advise Ms Grimbeek to make the necessary changes to the system.		
5.3.2	**Mode of instruction** Matter will be perused by means of a round-robin.		
5.3.3	**Study Schools fees** Request received from a student advising on business school fees that still apply to meals when attending classes. A request was made whether these monies can be removed from the extra contributions. Previously, the R6 500 included meals, which is not applicable anymore with the virtual classes. Prof Botha cautioned that changing the money options may result in larger challenges and suggested that it be applied to alternatives. The notion was supported by the committee. Prof van Romburgh requested that it be communicated to the respective individual students only and not be opened for discussion.		☑
5.3.4	**Feedback on the study school** The study school proved to be a successful event. Feedback from students was good and Dr Jordaan will share it with the committee. Prof Smit indicated that a booklet is available and can be utilised for AMBA purposes, on inquiry about a write-up report. Prof van Romburgh inquired whether Mr Stephan van Zyl can be included with archiving documentation. Prof Meyer advised that it is in process. Prof Smit requested that Ms Boneschans be included as they are also busy with similar process.		
5.4	**PGDIP**		
5.4.1	**Staff workload as approved by EXCO** Prof Mouton discussed the decision that certain people assigned to PGDIP are utilised at MBA, which proves to be a concern. Prof Mouton requested that should staff be used at other faculties, it be communicated to her as the administrative staff carry a high workload. Exco to ensure that the workload principles are adhered to.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
5.4.2	**PGDip programme fees 2021** The process proves to be difficult as a result of the curriculum changes and difference with module codes. Students cannot register as the codes are different resulting in large challenges with the registration processes. 150 students cannot register at this stage. Prof van Romburgh agreed to discuss the matter with Ms Antoinette Vosloo should it be required and requested to remain informed on the matter. The finance department should be included in subsequent discussions as well.		
5.4.3	**Calendar for 2021** Prof Mouton extended thanks to Ms Mogwere for her assistance with the development of the calendar. An e-Fundi site was created for all lecturers and administrative staff playing a primary role in this matter. All information has been added to this calendar. The calendar has been uploaded on e-Fundi as a calendar and as resource. Ms Mogwere is in charge of the e-Fundi site.		
5.4.4	**Final lecturer list** List has been concluded and distributed.		
5.4.5	**Admission requirements** In-depth discussion held and it was agreed that admission requirements should be amended. The requirements should be one set of requirements. Agreement was to change it to “NQF7 Degree with 2-year experience or NQF7 Degree with 60% average of last year of study. A selection process will be introduced should there not be enough students. It will not provide for AMP students who will still need to follow the RPL process. Applicable for 2022. **Committee accepted.** *(Decision register)*		☑
5.4.6	**Moderators’ reports 2020** Challenge on non-compliance from lecturers. Agreement was that 2020 will be accepted based on availability; however, 2021 makes it a requirement. For 2021, externally moderated modules will be pursued. Moderation reports have to be forwarded to the Teaching and Learning Committee. Prof Mouton advised that the challenge was with the continuous assessment and that there was no external moderation. She advised that she will provide feedback and guidance to lecturers to further the process. Prof Meyer indicated that the COVID-19 period made the moderation process difficult; however, the existing assessment plan will be in order.		
5.4.7	**Reports on module pass & success rates** Continuous assessment modules were analysed based on the received data. Concern with the success and pass rates being very high. *Noted*		

REF #	DISCUSSION	RESPONSIBLE	ACTION
5.4.8	**Dean's warnings and study termination** Terminations as well as dean's warnings were added to student records. Ms Ntsizwane discussed the matter of criteria when issuing dean's warnings and to ensure that it aligns with the A-rules. She suggested that it be documented. Ms Ntsizwane inquired whether the committee agrees with termination of three students and informed that it must be discussed at the Exco Committee. Termination forms can only be completed when Exco agrees on the termination. The committee will support a decision made from the Teaching and Learning Committee. It is imperative to ensure that the performance of the student can be documented to support any decision made. The reason for termination should be supported with documented processes. Prof Mouton suggested that the matter be furthered by means of a meeting between herself, Prof Meyer and Ms Ntsizwane.		☑
5.4.9	**Lecturers meeting minutes of 30 Nov 2020** Full set of minutes will be forwarded as it was approved. It will be pending for two weeks to accommodate the current workload of the administrative office.		
5.5	**RESEARCH AND INNOVATION**		
5.5.1	**Student request for financial arrangements** The committee accepted the proposal made by Dr Lekhunze to receive feedback on each decision after consultation between himself and Prof Botha pertaining to student requests. He indicated that the financial guidelines will properly be applied and feedback timeously provided to the committee on conclusion of said decisions. Following agenda items on this point will therefore be deduced in proposed arrangement.		
5.5.2	**POP / Dr Johan Leibbrant** Prof Botha presented and proposed the application of Dr Johan Leibbrant. **The committee approved**.		☑
5.5.3	**POP / APOP feedback** Dr Lekhunze indicated that all applications pertaining to this item were approved and recommended by Exco. Prof Botha suggested an inaugural statement of POP/APOPs for media exposure Dr Lekhunze supported the notion and proposed either an inaugural for newly appointed POPs or a public lecture. Dr Lekhunze will be the academic link. Prof Botha remarked that POP should also do ethics training as it is compulsory. It is important for POPs to start contributing and working with one of the scientific committees. Participation in conjunction with academic guardian is essential. <u>Prof Smit suggested that guidelines are prepared in this regard.</u>		✓

REF #	DISCUSSION	RESPONSIBLE	ACTION
5.5.4	**EC Lubbe** Prof Meyer discussed the application made by Ms Lubbe requesting collaboration between the Business School and a university in the Netherlands. Dr Lekhunze advised that the student requires a collaboration as a means to obtain a double degree with two supervisors. The application was made based on a referral. Prof Babs can provide more clarity on the way forward and Dr Lekhunze reiterated that the student should also be registered with the Business School.		
5.5.5	**Guidelines for article route: Master's and PhD** Prof Botha indicated that the matter was dealt with at the R&I committee. Suggestion to take note of the specific guidelines and share it on WhatsApp group and via email**.**		
5.5.6	**Statistics for 2021: Reports/results** Total of 77 students of whom 67 are MBA submissions and 10 PhD submissions. Received 51 MBA reports and four PhD reports. Agenda is being prepared for committee on 12 February 2021. Optimistic that more will be received in due course.		
5.5.7	**Guidelines R and I** No existing guidelines. Will adopt faculty guidelines.		
5.5.8	**Exam results** Prof Botha indicated that communication should be distributed to the school emphasising that we adhere to faculty requirements. Names do not have to be removed when reports are forwarded to supervisors; however, the responsibility remains with the supervisors to remove identification on documentation prior to it being forwarded to students. The Research office is required to forward the reports as is without hiding any information. Responsibility lies with the supervisor to maintain confidentiality.		
5.6	**EXECUTIVE EDUCATION** Outstanding account of approximately R800 000. Correspondence was made to the minister of the respective debtor and it was indicated that the account will be settled. Should this matter not be resolved in due course, legal action will be initiated.		
5.6.1	**Finances as at end of December 2020** The accounts for December 2020 have not all been finally closed by the system. Income has risen with 1.49% and has reached R32m. Expenses were lower at R21.15m. Net income accumulated to R817m. The Etsy account profits were written back the value of R2.1m profit. Concern with the current finances as enrolments with ANP seem to be very low. HNP starts on 15 February 2021 and the ennoblements prove to be concerning. Fraser Alexander indicated interest to enrol staff in the Middle Management Programme.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Statistics: ANP 29 enrolled; FMP 4 enrolled; APM 22 enrolled; MMP 10 enrolments; PM 752 enrolments. Forensic programmes are doing very well, with 100 enrolments. Prof van Romburgh suggested lecturer involvement and interaction between companies as it may require personal engagement as a means to support the marketing of programmes.		
5.6.2	**Remote learning tool to be used: Teams vs Zoom (full licenses required)** Zoom licenses may not be available to all and the 45-minute cut-off is a concern. It was previously discussed to obtain full licences unless a decision was made to use Teams. The University holds licences for Teams and it is important to clarify this matter. Prof van Romburgh requested that the School be equipped with the correct tools, thereby ensuring efficiency. The staff are comfortable with Zoom; however, pursue a means to obtain all the tools needed to ensure an effective process.		✓
5.6.3	**SLA Gauteng Provincial Government** Project was discussed with Exco. Prof van Romburgh will hold individual discussion with Mr van den Bergh. Dr Lekhunze inquired about a programme available to manage input and output. He requested assistance in this regard for the Research Office. The matter can be discussed. Mr van den Bergh indicated that it was discussed to find a means to manage the PhD process; he will assist Dr Lekhunze to arrive at a suitable solution.		
5.7	**ITEMS MOVED TO NEXT MEETING** AgriSeta Thinking Fusion (1 & 2 Feb) feedback - RL Quality Record management BS archivist People and Culture		
5.8	**BUSINESS SCHOOL FINANCES** Nothing to discuss at current moment.		
5.9	**ALUMNI** Dr Jordaan is coaching alumni students. Meeting held with Retha and John to discuss the coaching process. Suggested free of charge		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	coaching for three alumni students subject to testimonial written and then offered as suggestion to other alumni at cost. Notion to pursue the matter, however, not make the testimonial a prerequisite for participation.		
6.	**GENERAL ITEMS OF NOTE** Prof van Romburgh mentioned that a service-level agreement is considered with Growth Point. Request was forwarded to the Business School to assist and it has been assigned as a sub-contract to Growth Point. A profit of 5% will be received. The question was raised whether the committee has any serious concerns pertaining to this service-level agreement. The agreement was pursued through all the relevant approval processes. The request is made for input only and not approval as such. Proff Lotriet, Botha, Meyer and Dr Lekhunze agreed and supported the notion to continue.		☑
7.	**CLOSING** Prof van Romburgh thanked the committee members for their attendance and announced the meeting closed at 16:15.		

ACTION REGISTER

REF #	ACTION	RESPONSIBLE PERSON
1.2	**Announcement** to be made in school communication.	
4.1	**Business School language plan –** discuss at the Teaching and Learning Committee	Prof Meyer
4.6	The appeal process should provide a fair approach and it has to provide a fair process that is communicated clearly. Ms Ntsizwane will finalise and present to Exco.	Ms Ntsizwane
5.5.3	**POP/APOP feedback:** Prof Smit suggested that guidelines are prepared in this regard. FEMS are busy at R&I with guidelines **–** Prof Botha and Dr Lekunze provide inputs at the FEMS meeting	
5.6.2	**Remote learning:** Prof van Romburgh requested that the School be equipped with the correct tools to ensuring efficiency.	Mr van den Bergh

DECISION REGISTER

Controlled document

REF #	DECISION
Exco minutes – 3 February 2021 – 5.2.4	**Assessment plan –** Subminimum of 45% will be applied
Exco minutes – 3 February 2021 – 5.3.3	**Study school fees: Seek alternatives to apply extra monies in study fees**
Exco minutes – 3 February 2021 – 5.4.5	**Admission requirements**: Agreement was to change it to "NQF7 Degree with 2-year experience or NQF7 Degree with 60% average of last year of study. A selection process will be introduced should there not be enough students. It will not provide for AMP students who will still need to follow the RPL process. Applicable for 2022.
Exco minutes – 3 February 2021 – 5.4.8	**Dean's warnings:** Decision made to support recommendation made by the Teaching and Learning committee
Exco minutes – 3 February 2021 – 5.5.2	**POP/Dr Johan Leibbrandt:** Committee approved
Exco minutes – 3 February 2021 – 6.	**Service-level agreement:** Growth Point – Approved

SIGNED:

Prof Jan van Romburgh
DIRECTOR
NWU BUSINESS SCHOOL

Prof Jan Meyer
DEPUTY DIRECTOR
NWU BUSINESS SCHOOL