MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 17 February 2021

Confidential

Present

Chair:	**Prof J van Romburgh**	*JVR*	**Apologies:**	Prof R Lotriet
	Prof J Meyer	*JM*		Prof N Mouton
	Prof A Smit	*AS*		
	Prof C Botha	*CB*		
	Dr J Jordaan	*JJ*		
	Dr J Lekunze	*JL*		
	Ms L Ntsizwane	*LN*		
	Mr M van den Bergh	*MvdB*		
Secretariat:	**Ms M Moolman**		**Scribe:**	**Ms W Smith**

Total page numbers inclusive of cover, action and decision register: 12

Annex: Action Register

Decision Register

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

Assigned signatories: (electronic)

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Prof J van Romburgh
Chair

Seconded by:

Extended copy of minutes is available on request

REF #	DISCUSSION	RESPONSIBLE	ACTION
1.	**OPENING AND WELCOME**		
	Prof Meyer opened the meeting with prayer. Prof van Romburgh welcomed all and commenced the meeting.		
1.1	**Apologies**		
	Prof Mouton Prof Lotriet		
1.2	**Personalia** Nothing to report.		
2.	**DETERMINATION OF THE AGENDA**		
	7.7 Executive training – Modules vs Credits 8.4 Quality – AMBA 8.5 DHET/CHE self-evaluation of all master's studies		
3.	**CONFIRMATION OF PREVIOUS MINUTES**		
	The minutes were approved by Prof Meyer and Dr Jordaan seconded. Minutes accepted as true reflection of meeting.		
3.1	**MATTERS ARISING FROM PREVIOUS MINUTES**		
3.1.1	**Business School language plan** Approved on Exco level. The language plan will be forwarded for approval at higher structures.	AS / JVR	
3.1.2	**MBA readiness/roadmap** Administration of the MBA flowchart and the POPIA may prove to be a concern. Completion of a survey should be included in all processes conducted in the School and informed through a process flowchart. The suggested process flowchart should include each applicable process such as student admission and more. Mr Ntsizwane commenced with the process and flowcharts and requested assistance from other members in the School. The process will remain continuous and Exco will be regularly updated. The student lifecycle has been drafted and feedback is awaited. In progress. Ms Ntsizwane will present at Exco when concluded. The agenda point requires a clear indication on how the process will work and any preliminary registration. The process will provide for an understanding of the admission process.	LN / JJ	

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Matter requires compliance with POPIA Act.		
3.1.3	**POP/APOP guidelines** The guidelines are in process as it also requires involvement from other faculties. The academic mentor should ensure that POP is involved and the process will be designed with the commencement of classes to ensure inclusion in the planning process. Dr Lekhunze advised that there is an existing policy and suggested that the policy should remain. Prof Botha agreed that from senate there is a guideline; however, the faculty requested operational guidelines. Prof van Romburgh suggested terms of reference and that the process should consider individual expectations. Should FEMS request input, feedback can be provided on case-by-case principles. *Suggest that the item be removed from agenda*. Exco agreed that POP must be managed by the individual and that a one-page report is forwarded on conclusion of the programme.	JL / CB	
4.	**STANDING ITEMS**		
4.1	**Feedback from previous minutes** • SETL feedback: ITLP will be updated. Glossary of terms will be updated. Formal and non-formal programmes will be included and the assessment rules updated. • Exam committee meeting: 39 students approved (33 MBA and 6 PhD). Final results will be captured. Next exam committee 19 February 2021. An additional meeting may be requested to include more dissertations. Possibility that 11 submissions have been made. The PhD applications are currently at 68. Prof van Romburgh requested that reasonable control is executed when considering the intake as to contemplate the workload capacity. • SABSA feedback: MBA examination reports are signed, checked and included in FEMS agenda. Workshops were attended and good progress made. SAPSA will host seminar 6-7 June 2021. Seminar to be promoted to examiners as all can benefit. Emphasis placed on protection of personal information on research and respondent (POPI Act). The process will unroll during this year. Note implication on ethics. The matter on plagiarism and *Turnitin* was discussed in detail. Exco invited to forward any inquiries to ethics office. Prof v Romburgh requested that feedback from other committees is included in this meeting. The committee congratulated Dr Lekhunze and team as FEMS complemented the Business School process with regard to research.	JM JL CB	

REF #	DISCUSSION	RESPONSIBLE	ACTION
4.2	**TEACHING AND LEARNING**		
4.2.1	**BS assessment plan** Assessment plan was submitted for approval. The PGDIP will continue through continuous assessment and MBA will be semi-normal approach. The plan has been forwarded for recommendation. It is imperative to ensure that students are aware of how they will be assessed. Dr Jordaan indicated that each subject provides a clear indication of the assessment process. The process differs between modules. Dr Jordaan gave inputs on assessment plans. The MBA process is in progress. Concern was raised with the excluding of participation mark. Prof van Romburgh advised that it is a matter for the Teaching and Learning committee.		
4.2.2	**Faculty award committee** Sub-team appointed and Prof Smit will represent the School at this committee.		
4.3	**MBA**		
4.3.1	**Networking opportunity** Dr Jordaan requested whether first-year students would be interested to network online. Students are all interested and a request was forwarded for students to make proposals. A similar suggestion may also be considered for PGDip.		
4.3.2	**Mode of instruction** Matter will be perused by means of a round-robin.		
4.3.3	**MBA meeting minutes for noting** The administrative representation for MBA at the Mafikeng was brought to the table. The matter was discussed on 3 February 2021. It was agreed that the three administrative staff members will be assigned to PGDIP; however, it is a concern as there has to be a person available for MBA inquiries. Prof van Romburgh agreed that there should be an administrative person and it was agreed that Ms S Abdullah will remain as administrative person for MBA. **Supported.** The meeting requested that a follow-up is made on any outstanding MBA students. Ms Ntsizwane to report at Exco on how many were followed up and what the responses were.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Prof Smith raised a concern pertaining to cohorts and the fact that it may prove to be problematic on AMBA inquiry. Suggests that a clear message is forwarded with regard to the figures of enrolment. SAPSA indicated that other business schools are experiencing similar concerns and the reality of the economic impact holds relevance.		
4.4	**PGDIP**		
4.4.1	**PGDIP bursaries** Faculty rules can be considered when awarding bursaries. Inquiry made as to whether it should be an *ad hoc* process or whether it should be approached as one-on-one. Dr Lekhunze suggested that students left with a mini-dissertation should be considered and also to consider PhD students as they require support with their research. Prof Smit suggest equal distribution to include PGDip as well. Prof Botha reminded the committee of the Aspen rules, which were utilised for bursary applications. Review pitfalls to ensure proper awarding of bursaries. Review it on the basis of need and provide rules that will merit the criteria. Prof van Romburgh requested a committee to be appointed to prepare terms of reference. **Exco agreed that the committee will consist of Proff Lotriet and PA Botha, Dr Lekhunze and Ms Ntsizwane**. The committee will ensure that the application and awarding of bursaries will remain a transparent process. Exco will decide on quantum.		
4.4.2	**PGDIP registrations** Item carried over.		
4.4.3	**Application date 2021: 2nd semester applications open 1 May to 30 June 2021 / Registrations 1 June to 15 July 2021 / Applications for 2022 open 1 May 2021** Item carried over.		
4.4.4	**Registration fee: Kumaran Nair** An administrative error occurred on which correspondence was not acceptable. As a means to provide goodwill, it was agreed that registration monies of the particular student will be covered. Meeting was urged to ensure professional conduct in all aspects of student and school interaction. Take cognisance of communication and how it is presented to students and colleagues.		

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4.4.5	**PGDIP meeting minutes** Registration statistics: Provisional students = 104. Email reminders will be forwarded to all students to ensure that their registrations are concluded. Registration is still open. Special request to allow until first week of March was agreed upon subject to academic accommodation. Student (Radebe) was awarded a third opportunity on request to the Dean. Another student in similar scenario was included in the third opportunity as a result. The rule was not approved by Senate, but the matter was resolved by the Dean. Matter dealt with.		
4.4.6	**PGDip 2021 Fees** Item carried over.		
4.5	**RESEARCH AND INNOVATION**		
4.5.1	**POP/Gawlik R** Prof Meyer promoted the applicant and indicated that he is an excellent candidate. Prof Botha suggested that applicant be awarded title of extraordinary professor and not POP as this application seems to be academic. **Committee approved extraordinary route**.	JM	
4.6	**ETHICS**		
5.	**AUTONOMY**		
5.1	BS succession plan Item pending		
6.	**AFRICANISATION AND INTERNATIONALISATION**		
6.1	**Bon Bon's Guideline** **Approved.** Message needs to go out to the Business School. Take cognisance of getting it done and that written permission was received from respective individuals. Gatekeeper system was accepted and it was requested that the administrative process is not over complicated. Meeting approved.		
7.	**EXECUTIVE EDUCATION**		
7.1	**SBAB debtors' control** Still no major change in the SBAB debtors as yet. The Botswana account remains problematic and handing the account over will follow at the end of the month. The account is being followed-up regularly.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
7.2	**Finances SOF3** Due to the creation of a new OE code (7814), not all accounts have yet been transferred, and therefore obtaining the latest is problematic during this process. Tume is on it and we expect that the latest figures would be available.		
7.3	**Free SLPs in Africa / Lesotho, Swaziland / Project Management** Prof Yvonne has made good strides in Lesotho to secure the delivery of project management. However, Prof Jan van Romburgh requested that we should focus more northwards into Africa.		
7.4	**SLP application on route / Basic principles for Operational Management** Approved by the faculty and on route to be approved by SCAS.		
7.5	**Agriseta** When entering into MOU, the Business School can be in line for funding of applications. Suggested to enter with MOU with Seta. Legal advice inquiry made to Kobus Joubert to receive recommendations. As soon as it is accepted, Exco will be involved to receive approval on the matter. In principle Exco agreed.	JvR	
7.6	**Thinking Fusion** Appreciation to Prof Lotriet for attending Thinking Fusion.		
7.7	**Modules vs Credits** Due to executive education programmes no longer being considered for RPL to PGDip, we need to address the content of executive programmes to be aligned with formal modules found within formal qualifications as to ensure that we adhere to the SAQA National Policy for the Implementation of RPL (as a deliberation of the National Development Plan 2030), item 34 & 35 of the policy.	JM	T&L 18/2/2021
8.	**QUALITY**		
8.1	**Records management** POPIA compliance – PGDIP **agreed** that lecturers will be the module file owner and the administrative personnel will ensure that it adheres to policy. Prof Smith will provide AMBA requirements. Records management training will be attended with all involved. *Standing item.*	AS	
8.2	**BS archivist** Database and archiving discussed. The meeting is ongoing with assistance from Mr van den Bergh and Mr van Zyl. Request made by Mr van den Bergh that the committee receives information on what is required from respective managerial staff. Indication of primary information		

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	required will suffice. Prof Meyer will further the discussion with alternates and provide feedback. Information to be forwarded to Prof Meyer by **28 February 2021.**	All	Action
8.3	**External moderator's report** Item removed		
8.4	**AMBA**		
	Exco members were reminded to revisit documentation and respond on requested information. Crucial information needed to continue with the process. Prof Meyer to provide information on reporting lines and explaining the structures. A discussion to be hosted between Proff Van Romburgh, Meyer and Smit to discuss and advise on the structure of reporting lines. Reporting lines as such remain as an Exco debate and a separate Exco meeting will be arranged during the course of next week.	MM	Action
8.5	**HEC**		
	Faculty board mentioned that all master's are being revised. Master's at the Business School were reviewed in 2016 and should be reconsidered and reported on for HEC. Suggestion to supply programme that will run simultaneously and similar to PhD review. **Urgent topic to ensure that accreditation is retained.**		
9.	**PEOPLE AND CULTURE**		
9.1	**Mitigation and temporary risks** Repeated temporary appointments discussed. Review the matter urgently to determine whether there are any risks pertaining to temporary appointments. Discussion will be furthered between Proff van Romburgh and Meyer.	JVR / JM	Action
10.	**BS FINANCE**		
10.1	**Strategic funds applications** Circulated. Please review and add items should it be necessary for submission. Colleagues to complete items in yellow.	JvR / TM	
10.2	**Bursaries** Item carried over		
10.2.1	**Financial assistance: Tsabalala M**		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Student performed very well and the application was forwarded through Mr Skinner, requesting whether the Business School is in a position to assist student financially. Refer to committee (4.4.1) and await feedback on how monies are awarded to bursaries. Suggest ambassador role until further recommendations are made and accepted.		
11.	**CORPORATE MARKETING**		
	Item pending		
12.	**SCHOOL BOARD MEETING**		
	Item pending		
13.	**HIRA COVID-19**		
	Item pending		
14.	**ALUMNI**		
14.1	**Alumni plan** Feedback provided by Simone Laubscher on the way forward. New Graduway system proposed and soft launch will commence during next week and will be shared with alumni. Graduway was discussed and indicated that the purpose is to reconnect and expand professional networks. Nwubusinessalumni.co.za There will be a two-week pre-launch forwarded to alumni to be made aware of the process. Prof van Romburgh requested that the launch be a well-developed launch and that all respective information is linked to the Business School's social platforms. Prof van Romburgh indicated that the plan can continue. Ms Laubscher advised that any suggestions or inquiries can be forwarded to her. Mr D Olivier (Alumni chair) was included in the prospects with the alumni and a strategic get together will be arranged. Suggestion put forward to offer free short learning programmes etc., as a means to increase involvement in the programme. Prof Smit requested that AMBA ambitions be included. Dr Lekhunze suggested that events are limited to Business School events. Affiliations can be used to provide access only to the current students and/or alumni.		
15.	**ADVISORY BOARD**		
15.1	**Suggestions for AB** Four positions available on the Advisory Board.		

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	Exco needs to nominate and appoint members to represent the Business School. The focus area of said board is *African footprint, North West Province interest group, ethical leadership and marketing and stakeholder relationships.* Exco to advise whether it may be approved and included in the advisory board. Prof Meyer supported the notion. Prof Botha inquired whether a POP can be included in the advisory board and it was agreed that Prof van Romburgh will forward the suggestion to the advisory board as such.	JVR	Action
16.	**NEW MATTERS**		
	No new matters included.		
17.	**CLOSING**		
	The meeting was closed at 11:14		

ACTION REGISTER

Meeting; 3 February 2021

REF #	ACTION	RESPONSIBLE PERSON
1.2	**Announcement** to be made in school communication.	
3.1.1	**Business School language plan** – discuss at the Teaching and Learning Committee	Prof Meyer
3.1.6	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
4.3.4	**POP/APOP feedback:** Prof Smit suggested that guidelines are prepared in this regard. FEMS is busy at R&I with guidelines – Prof Botha and Dr Lekhunze provide inputs at the FEMS meeting	
7.3	**Remote learning:** Prof van Romburgh requested that the School be equipped with the correct tools to ensure efficiency.	Mr van den Bergh

Meeting: 17 February 2021

REF #	ACTION	RESPONSIBLE PERSON
7.7	**Modules vs Credits:** Include with Teaching and Learning Committee for discussion.	Prof J Meyer
8.2	**BS archivist:** Committee to provide input as to what the respective managerial staff requirements are pertaining to primary information required for a database.	All (due date: 28 February 2021)
8.4	**AMBA:** Committee requested to revisit the AMBA document and provide input to Prof Smit.	All
9.1	**Mitigation and temporary risks:** Discussion to be furthered between Proff van Romburgh and Meyer.	Proff van Romburgh / Meyer
15.1	**Suggestions for advisor board:** Prof van Romburgh to forward proposal made by committee to the board.	Prof van Romburgh

DECISION REGISTER **Controlled document**

REF #	**DECISION**
Exco minutes – 3 February 2021 – 4.2.4	**Assessment plan –** Subminimum of 45% will be applied
Exco minutes – 3 February 2021 – 4.2.3.3	**Study school fees: Seek alternatives to apply extra monies in study fees**
Exco minutes – 3 February 2021 – 4.2.4.6	**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 – 4.4.2.9	**Dean's warnings:** Decision made to support recommendation made by the Teaching and Learning committee
Exco minutes – 3 February 2021 – 4.3.7	**POP/Dr Johan Leibbrandt:** Committee approved
Exco minutes – 3 February 2021 – 17.	**Service-level agreement:** Growth Point – Approved
Exco minutes – 17 February 2021 – 4.3.3	**MBA meeting minutes for noting:** Meeting agreed that Ms S Abdullah will remain as administrative assistant for MBA.
Exco minutes – 17 February 2021 – 4.4.1	**PGDIP bursaries:** Committee will be established to ascertain transparency and applicable criteria when considering bursaries.
Exco minutes – 17 February 2021 – 4.5.1	**POP/Gawlik R:** Committee approved application as extraordinary professor.
Exco minutes – 17 February 2021 – 6.1	**Bon Bon's guideline:** Committee approved
Exco minutes – 17 February 2021 – 8.1	**Records management:** Lecturers will be the file owner and administration will ensure adherence to policy.

SIGNED:

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Prof Jan van Romburgh
DIRECTOR
NWU BUSINESS SCHOOL

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Prof Jan Meyer
DEPUTY DIRECTOR
NWU BUSINESS SCHOOL