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

Confidential

Present

Chair:	**Prof J van Romburgh**	*JVR*	**Apologies:**	Prof N Mouton
	Prof J Meyer	*JM*		
	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*		
	Prof R Lotriet	*RL*		
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)

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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 Lotriet opened the meeting with prayer.		
1.1	**Apologies**		
	Prof N Mouton		
1.2	**Personalia** The meeting congratulates Prof Lotriet as the first Exco member to submit a Bon Bon. Prof van Romburgh was congratulated on receiving his PhD.		
1.2.1	**Adv Jan Tladi** Prof Botha advised that Exco is currently aware of the student's achievements as he is visually challenged and still succeeded in obtaining his doctorate. Dr Lekhunze confirmed that Adv Tladi agreed to prepare a video and Prof Yvonne du Plessis is managing the process. The material will be utilised as a means to celebrate the achievement of the student as well as promoting the Business School.		
2.	**DETERMINATION OF THE AGENDA**		
	Nothing to be added.		
3.	**CONFIRMATION OF PREVIOUS MINUTES**		
	Dr Jordaan and Prof Meyer accepted and seconded the minutes.		
3.1	**MATTERS ARISING FORM PREVIOUS MINUTES**		
3.1.1	No discussion.		
4.	**STANDING ITEMS**		
4.1	**Feedback from previous minutes** **Teaching and learning:** Assessment feedback was provided. Programme managers were requested to supply information for MIS and the process will continue with feedback from Prof Smit. Should there be any specific inquiries pertaining to this matter, it can be addressed to Prof Meyer until 5 March 2021. The Teaching and Learning assessment plan has been approved and submitted and it was advised not to deviate from the submitted. **Examination Committee** – Dr Lekhunze informed the committee that ten PhD students and 66 MBA students will graduate.	JJ / JL	

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Suggestion was put on the table to investigate the mistakes made during these processes and how it can be approved. This will serve as a learning and improvement opportunity for the Business School. Prof Botha and Dr Lekhunze will visit the process and advise on suggested improvements. Dr Lekhunze advised that one of the challenges was to provide proper assistance, ethics, line of communication and understanding of authorisations. Dr Jordaan has a confirmed meeting with all parties to understand and map the process to seek improvements and enhance the process. **Action: Drs Jordaan and Lekhunze, M&D Department**		
4.2	**TEACHING AND LEARNING**		
4.2.1	**Teaching and Learning meeting minutes** 18 February 2021 minutes for noting		
4.2.2	**Teaching and Learning terms of reference** *(Noting / Recommendations)* The terms of reference have been finalised to an extent. The idea is to present to the UMC and provide ground rules for the functioning of the committees. Prof van Romburgh requested that all the terms of reference be submitted as a compendium and not separate. Prof Meyer inquired whether it will agree with the SCTL before submitting to UMC. **The committee agreed to submit as one compendium**. A request will be made to Dr Philip Steenkamp to assist with terms of reference and receive a statutory view point prior to submission. Prof van Romburgh will constitute the process. **Action: Prof van Romburgh**	**JvR**	
4.2.3	**Student draft appeal procedure** Draft procedure was shared with Teaching and Learning committee and comments were received. It has not yet been classified final as it still remains a working document to accommodate other suggestions and comments. Request put forward for all member to respond and comment on or before 12 March 2021.		**ALL**
4.3	**MBA**		
4.3.1	**Face-to-face (F2F) classes for MBA** Letter submitted to request whether there may be a face-to-face classes; however, it was not supported. However, there is a huge need for students to meet. Dr Jordaan will revert back to the process to find a means to accommodate the suggestion subject to the regulations stipulated. The committee agreed that relationship and rapport remain important and that a process should be considered that will allow for this need. Prof Lotriet reminded the committee that an opportunity may exist during the Zoom room option; however, further advised that some fulltime students may not be in the area to participate.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Dr Jordaan agreed that online/ blended leaning may continue in future. Prof Meyer responded, on the suggestion of considering alternative venues away from the campus, which is not an option as it still remains under the banner of the NWU. The amended ITLP agreed to be compliant and an indemnity form may prove to be void. The MEC discussed the face-to-face classes; however, in general, it was agreed that it will not be practical pertaining to the statutory regulations as stipulated by the COVID-19 regulations. Prof van Romburgh indicated that certain classes carrying urgency are hosted face-to-face; however, the Business School will remain online. Suggest to visit a process of sessions to catch up etc., but host the event as a blended process (face-to-face and virtual). Prof van Romburgh will speak to MBAs who completed MBA to host a conversation, which will be recorded and to have it available for AMBA as well. This will also be available as a learning process. Engaging with students. We need to have interaction with current MBA students to create rapport between participants.	**JvR**	
4.3.2	**MBA workshop day** Dr Jordaan discussed the option of hosting workshops in the MBA programme and sought permission to deviate from programme. The administrative arrangements may prove a challenge to students; however, Dr Jordaan advised that it will be available by means of a blended process. Prof Lotriet reminded the committee that attendance from students, due to assignment submissions and workload could render low participation. The idea is to host eight workshops, which will be voluntary. The objective is for students to attend a compulsory four workshops out of the eight presented. Prof Smit inquired whether it is still part of the study school. AMBA indicates additional hours to enhance and merge skills, but should be part of a module and it must be assessed. Dr Jordaan indicated that it will form part of the company project module. An alternative suggested was to host a workshop every second Saturday while students are available for the initial sessions **The committee agreed to adjust.**		
4.3.3	**Mode of instruction** Prof Lotriet advised that this point has been concluded and can be removed as an item.		
4.3.4	**MBA registration numbers** Current registered first-phase MBA students: 89 Current registered second phase: 88 Pending: 5		
4.3.5	**Student request for financial assistance**		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Student: Tsele OA Ms Ntsizwane indicated that the student requested assistance as he is doing a mini-dissertation. It was communicated that the Business School cannot assist; however, the student can resubmit application when dissertation has been concluded. Dr Lekhunze had a discussion with the student and it was explained that the fees cannot be waved. The Business School cannot carry content concern and there were no administrative issues. The student has to clear financial debt. The student understood and accepted as such. If student has to reregister due to university error, it can be considered, however, any other matter cannot be considered as a means to clear financial assistance.		
4.3.6	**Student request – Place study in Hiatus** ***Student: Coetzee FN*** The student requested to pause current study and continue in 2022. Dr Jordaan did respond and advised student that it falls within the three-year period. Dr Lekhunze reminded the committee that it must be forwarded to Higher Degrees as it is managed from applications to graduation. This will provide a record management process for future reference. Prof Lotriet advised that it remains in the student's right to pause a qualification; however, the letter must always include warning on the process. The programme manager should consider other issues. Noted.		
4.4	**PGDIP**		
4.4.1	**PGDIP Registrations** Total registrations: 490 Mafikeng students: 24 Part time students: 55 Full time students: 80 Distance students: 331 Most recent document will be forwarded for noting.		
4.4.2	**Application date 2021: 2nd semester applications** Second semester applications open 1 May until 30 June 2021. Registrations from 1 June 2021 to 15 July 2021. Applications for 2022 open 1 May 2021. Item to remain on agenda.		
4.4.3	**PGDip 2021 fees**		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Leave on agenda		
4.5	**RESEARCH AND INNOVATION**		
4.5.1	**Student complaint** ***Mothibedi T*** Student issued a complaint (attached). It was agreed that the student should receive a new supervisor situated in Potchefstroom. Prof Botha advised that it is a compromised situation. Student is not performing academically and is perceived to have constant concerns with supervisors. It is not good practice to change supervisors. Dr Jordaan informed the committee that Dr Meintjies was consulted for considering the option to supervise and feedback is awaited. A Zoom session has been arranged between parties. Prof Smit indicated that the student has run out of time to complete (5 years) and proved to be a poor performer. Student received letters of warnings and the time to complete has been exhausted. Concern is how the risk will be managed. Prof Botha agreed with the poor performance, but acknowledges that the supervisor retiring may have delayed the process. The managerial viewpoint suggests that a supervisor in the Business School should be appointed to accommodate the procedural and administrative processes. Dr Lekhunze volunteered to be co-promoter and that the due date for student submission must be June 2021. **The committee agreed**.		
4.5.2	**Research terms of reference** Noting Working document. Awaiting commentary.		
4.6	**ETHICS**		
	No discussion		
5.	**AUTONOMY**		
5.1	**BS succession plan** No discussion		
6.	**AFRICANISATION AND INTERNATIONALISATION**		
6.1	Prof du Plessis to be included in the next meeting to provide feedback.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
7.	**EXECUTIVE EDUCATION**		
7.1	**SBAB weekly update and outstanding debtors** Still no significant change in the SBAB debtors as yet. The Botswana account remains problematic. Botswana requested a legal letter from NWU stating that we are not a registered company. Legal is willing to write the letter pending a copy of the contract furnished. The contract has been supplied today for consideration.		
7.2	**Finances SOF3** Transferral of KFS balances will only be done at the end of April 2021; it is impossible to provide a snapshot of reserves and actual financial status. The accounts are also still in the process of closure. Prof van Romburgh met with responsible parties to discuss the concerning matters of changing and handover. A list will be provided and co-ordinated to ensure that financials are dealt with and manage correctly.		
7.3	**IIBN way forward** IIBN is not a Triple Accredited Business School and is a private institution. Given the current continuous discontent displayed by IIBN, we need to revise the possible venture. A meeting will be held with IIBN Chief Executive Director to discuss the future of the agreement. Discussion initiated the possibility on continuing or closing this process. The administrative process proves a challenge and should the committee decide not to pursue this agreement, all statutory implications must be considered. Prof Meyer advised that it will require further investigation. Prof van Romburgh requested that a discussion be arranged with all parties to raise concerns and receive a convincing suggestion to continue as such. Meeting to be arranged between Proff van Romburgh, Meyer, Lotriet, Mr van den Bergh and the administrative representative of IIBN. **Action**		**Action**
7.4	**Alignment of study guides** The go-ahead was given to allow the alignment and quality update of flagship study guides at a minimal cost of R25k.		
7.5	**Hosting of event (Revisited)** The hosting of lecturers via webinar services needs to be revisited or rethought as the staff are fully occupied as they need to be available for the whole session. Support staff need to attend to enquiries and focus on the current workload. It is recommended that specific timeslots be scheduled for the host to deal with administrative questioning and answering. These slots are to be stipulated.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Suggestions invited from Committee. Prof van Romburgh mentioned the optimisation of administrative staff and agreed that it is counterproductive to sit in hosting events; however, it is also important for lecturers to be supported. Prof Lotriet indicated that similar concerns are experienced with the MBA sessions. Dr Lekhunze suggested that each academic appoints a class rep to monitor the chat box. Admin staff to be available on appointed times. Noted.		
7.6	**Agriseta** Prof Lotriet shared the notion from Agriseta to become involved with and sponsoring of dissertations. It can further allocate contractual research to the Business School and serves to be a great opportunity. Prof van Romburgh will further the discussion after considering legal comments made and received. Noted.		**Action** **JVR**
8.	**QUALITY**		
8.1	**Record management** Administrative staff will attend training. Started with the process of compiling information. Update will be on continuous basis to Exco.		
8.2	**AMBA update** Prof Smit raised a concern on the cohesion of documents. Members were reminded to respond to the documentation in order for it to be compared and to ensure that it maintains the same information. The document should pursue a conclusion with no difference to the document when it is distributed.		**Action** **All**
9.	**PEOPLE AND CULTURE**		
9.1	Prof van Romburgh advised that the process of recruiting for the two vacancies is in progress.		
10.	**BS FINANCE**		
10.1	**New financial officer:** Meeting alluded to Anet Vosloo proving to be fruitful. The matter will be sorted out by the respective.		
10.1.1	**Bursaries:** ***Financial Assistance - Tshabalala M*** Prof Lotriet and Dr Lekhunze to advise whether the committee will be able to address the matter urgently. Student has a good record and received recommendation.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
	Prof Lotriet indicated that criteria must be applied prior to approving any applications. Necessary proof and certified documents must be considered to advise on any financial assistance. The transparency of the process must be ensured. The committee will receive ad-hoc applications. Prof van Romburgh advised that assistance should accommodate students to register rather than allocating small amounts. The committee advised that discrepancies may be incurred according to circumstance. Monies should also consider second semester students. Ms Ntsizwane reminded the committee that there are also university bursaries and suggested to pause the process until these bursaries have been allocated. Prof Lotriet inquired on how far the Aspen applications are as this information is required to make a decision at the committee. Bursary committee to discuss with Aspen. The committee should, however, continue and should Aspen have unique requirements, it can be addressed accordingly.		
10.1.2	**BS bursaries process** No discussion.		
11.	**CORPORATE MARKETING**		
	Dr Lekhunze indicated that he received an inquiry to participate with the Bon-Bons. Prof Meyer advised that the existing process can be reviewed and followed. The initial process requires a one pager with literature background, after which it proceeds to Prof Meyer to confirm the integrity. On completion of this process, it proceeds with the development of the video, which is signed off. Prof Meyer received edited version and the shortened process works better. The initial processes can, however, be followed and consulted upon should the need arise. **The committee agreed to utilize the shortened process.**		
12.	**SCHOOL BOARD MEETING**		
	Remove as item.		
13.	**HIRA COVID-19**		
	No discussion.		
14.	**ALUMNI**		
14.1	No discussion.		
15.	**ADVISORY BOARD**		
15.1	No discussion.		

REF #	DISCUSSION	RESPONSIBLE	ACTION
16.	**NEW MATTERS**		
16.1	Prof van Romburgh will initiate a contact session with students who finished their MBA. He requested Prof Smit to assist with preparing meaningful questions that can be used as discussion points. Dr Lekhunze made a suggestion to apply similar to PhD students, which can be used to promote MBA students to pursue the furthered qualification. Prof van Romburgh requested that Dr Lekhunze bring a proposal to the table to host a function where PhD students can be acknowledged and to have interaction between students and other members. Prof Meyer supported the suggestion.		**Action** **JL**
16.2	Risk register to be developed by the BS to list main risks. Prof Meyer advised that there is a risk register that was completed during November 2019. It has not been updated during the period of the pandemic. The faculty requested a FEMS assessment, which is available and can be used as a basis of departure. The register should seek to understand the impact and likelihood of risks. **Action**		**Action** **JVR**
16.3	Notion brought to the table to have UCE report to the Business School. The suggestion proves to be a logical decision; however, it will require interactional changes and a turnaround that will support the Business School as such.		
17.	**CLOSING**		
	Prof van Romburgh thanked all members for their participation and the meeting was closed with no outstanding or critical matters.		

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 are 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: 18 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 advisory board:** Prof van Romburgh to forward proposal made by committee to the board.	Prof van Romburgh

Meeting: 3 March 2021

REF #	ACTION	RESPONSIBLE PERSON
4.1	**Examination committee:** Meeting arrangement and mapping of process	Drs Jordaan / Lekhunze

4.2.2	Request to be made to Dr Philip Steenkamp to assist with terms of reference and receive a statutory viewpoint prior to submission.	Prof van Romburgh
4.2.3	Members to respond and comment on draft appeal process on or before 12 March 2021.	All
7.3	IIBN Way forward: Arrange a discussion with all parties to raise concerns and receive a convincing suggestion to continue as such. Meeting to be arranged between Proff van Romburgh, Meyer, Lotriet, Mr van den Bergh and the administrative representative of IIBN.	Prof van Romburgh / Mr vd Bergh
7.6	**Agriseta:** Prof van Romburgh will further a discussion after considering legal comments made and received.	Prof van Romburgh
8.2	**AMBA update:** Members were reminded to respond to the documentation in order for it to be compared and to ensure that it maintains the same information	All
16.1	**New Matters:** Prof van Romburgh will initiate a contact session with students who finished their MBA.	Prof van Romburgh
16.2	**New Matters:** Development of risk register.	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 – 18 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 – 18 February 2021 – 4.4.1	**PGDIP bursaries:** Committee will be established to ascertain transparency and applicable criteria when considering bursaries.
Exco minutes – 18 February 2021 – 4.5.1	**POP / Gawlik R:** Committee approved application as extraordinary professor.
Exco minutes – 18 February 2021 – 6.1	**Bon Bon's guideline:** Committee approved
Exco minutes – 18 February 2021 – 8.1	**Record management:** Lecturers will be the file owner and administrative staff will ensure adherence to policy.

SIGNED:

Prof Jan van Romburgh
DIRECTOR
NWU BUSINESS SCHOOL

Prof Jan Meyer
DEPUTY DIRECTOR
NWU BUSINESS SCHOOL