MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 14 April 2021

Confidential

Present

Chair:	Prof J van Romburgh	*JVR*	**Apologies:**	Prof C Botha
	Prof J Meyer	*JM*		
	Prof A Smit	*AS*	**In attendance:**	None
	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: 11

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:

Extended copy of minutes is available on request

REF #	DISCUSSION	RESPONSIBLE	Action
1.	**OPENING AND WELCOME**		
	Prof van Romburgh welcomed all to the meeting and Prof Meyer opened the meeting with prayer.		
1.1	**Apologies**		
	Prof C Botha.		
1.2	**Personalia** • Dr Jordaan's daughter is healing well after operation. • Prof Meyer informed the committee that he has been invited to the Interim Supply Chain Management Council's workshop over three morning sessions from 19 to 21 April (National Treasury is the Chair). NWU is, however, not on the list of invitees.		
2.	**DETERMINATION OF THE AGENDA**		
	• Bursaries for PGDIP – Prof Mouton • Report from General Management Scientific Meeting • Teaching and Learning Faculty Meeting – 19 April 2021		
3.	**CONFIRMATION OF PREVIOUS MINUTES**		
	Prof Mouton accepted minutes and Prof Meyer seconded.		
3.1	**MATTERS ARISING FORM PREVIOUS MINUTES**		
3.1.1	Suggestions on how additional fees can be utilised, including Perlego Still in progress. Any suggestions will be welcomed from committee members. Will be forwarded to Exco to be endorsed.		
3.1.2	**BS tariff list** *(Refer to new agenda item point 2)* Monies were obtained from the allocated budget of the Business School. Prof Mouton indicated a concern with the value allocated to the PGDIP bursaries. The value of R10 000 is not enough to be awarded to students. Request put forward that bursaries are allocated per need and not per amount. Dr Jordaan indicated that the value was decided upon as a means to assist students to register and have time to find alternate means to finance the remaining cost. Due diligence needs to be followed and guidance should be provided to the committee to guide decision-making processes for awarding bursaries. Prof Meyer inquired whether there is a TOR available. Prof Lotriet responded that the guidelines have not yet been finally approved by Exco. A request to conclude it as soon as possible was actioned. Prof Lotriet advised that the bursary committee agreed on PhD bursary receivers to receive R10 000 and PGDIP receives R20 000. The bursary intent	**ACTION**	**RL**

REF #	DISCUSSION	RESPONSIBLE	Action
	is to provide students with the opportunity to register. Programme managers should be included in the Bursary Committee. Autonomy was awarded based on the terms of reference. Prof Mouton suggested a value of R25 000 as a maximum value. **Committee approved.** Request from Mr van der Bergh to not increase the daily tariff until the figures stabilise. **The tariff list overall has been approved with the amended value to the PGDIP and will be circulated.**		
4.	**STANDING ITEMS**		
4.1	**Feedback from previous meetings** Teaching and learning extended meeting – Perlego still investigating the NWU application and, at this stage, faculties will decide for themselves. Faculties should investigate and provide feedback accordingly.		
4.2	**FEMS promotions** No candidates received and nothing formal has been submitted yet. Prof van Romburgh inquired on the projected target for 2022 and it was confirmed that the targets have been submitted. Prof van Romburgh advised that should the numbers be too large it may result in a capacity challenge. Growth requires resources and therefore cognisance should be taken to ensure that this is considered. He requested that Prof Mouton liaise with Jan-Hendrik and determine what can be done and ensure that we are not over-/under-promise on the targets. Prof Meyer will make the projections available. Dr Jordaan indicated that due to Covid we have a window of opportunity to pursue a new baseline. Prof Meyer advised that teaching and learning requires the Business School to report all relevant matters to the Faculty. Prof van Romburgh directed that should it not influence the Business School operation, it can be pursued. He further advised that Prof Mouton can revisit the numbers, discuss with Jan-Hendrik and provide a one-page report with the required information. Dr Jordaan suggested a meeting inclusive off all respective parties. Prof van Romburgh suggested that a five-year projection should be provided with current capacity and forwarded to Jan-Hendrik seeking approval. This does not include PhD targets.	**ACTION**	**NM**
4.3	**Teambuilding Session** The committee agreed that the session proved fruitful. Feedback awaited from Pieter Kruger.		

REF #	DISCUSSION	RESPONSIBLE	Action
4.2	**TEACHING AND LEARNING**		
4.2.1	**MIS/Archiving meeting & demo** No discussion.		
4.3	**MBA**		
	Nothing to report.		
4.4	**PGDIP**		
	Approval: Budget for marker Application to allocate an amount of R21 000 for one marker has been **approved**.		
4.5	**RESEARCH AND INNOVATION**		
4.5.1	**Student request: Steenkamp RK** Application denied based on academic criteria.		
4.5.2	**Student request: Moselane** Application approved with warning and confirmation from Prof Botha (veto right).		
4.5.3	**Student request: Kunene MA** Application approved based on academic criteria.		
4.5.4	**Student request: Fernando** Student completed the qualification programme and document was approved by committee. Awaiting task list from student to commence. The committee approved to wave the fees based on academic criteria. The committee furthered the discussion on student requests and agreed that only extreme cases will be brought to Exco for approval. (When in doubt – committee it out). Prof Meyer cautioned for note that extended periods affect the subsidies, which should be taken into consideration. The meeting agreed that all student request decisions will be made based on academic merit.		
4.6	**ETHICS**		
	No discussion		
5.	**AUTONOMY**		
	No discussion.		

REF #	DISCUSSION	RESPONSIBLE	Action
6.	**AFRICANISATION AND INTERNATIONALISATION**		
6.1	**MoU: Kazakhstan University** The application will be forwarded to Prof Elmarie Slabbert at Tourism. Ms Moolman will take action.	**ACTION**	**MM**
6.2	**Bon Bons** Prof Meyer indicated that there is currently a decrease in the amount of Bon Bons and requested involvement from colleagues to maintain momentum. The current total is eleven (11) of which three (3) are from Exco. As a means to ensure continuous participation, Prof van Romburgh suggested future initiatives, which can include the Faculty; however, the current idea is to drive it via the Business School.		
7.	**EXECUTIVE EDUCATION**		
7.1	**SBAB weekly update & outstanding debtors** No change; however, email received that attention is being given to the debt. Payments will be made in April 2021.		
7.2	**Finances SOF3 2020 vs 2021** Mr van den Bergh shared the relevant information and discussed the figures pertaining to finances. Currently, funding remains a concern; however, there are still outstanding monies. Prof van Romburgh requested that negative reserves should be wiped and discussed with Elmarie.		
7.3	**Agriseta** Prof van Romburgh indicated that it has been signed by the respective CEO.		
8.	**QUALITY**		
8.1	AMBA update Prof Smit advised that there is still information outstanding from MBA lecturers. Requested Dr Jordaan to assist. Prof Smit will forward the list with outstanding items for action. Prof van Romburgh requested that considerations are made on which accreditation can be pursued as a future project.	**ACTION**	**AS**
9.	**PEOPLE AND CULTURE**		
	No discussion.		
10.	**BS FINANCE**		
10.1	Bursaries		

REF #	DISCUSSION	RESPONSIBLE	Action
	Prof van Romburgh sought clarity on what other bursaries are available and suggested an outreach to establish a bursary fund. A strategic approach must be considered to include in the next five years.		
11.	**CORPORATE MARKETING**		
	No discussion.		
12.	**HIRA Covid19**		
	No discussion.		
13.	**ALUMNI**		
13.1	Noting: Alumni get-together | Overcapitalise: Rethinking the Role of Business in Africa| 13 April 2021 Participation was low and Prof van Romburgh requested that the marketing be upped. Prof Mouton indicated that she discussed the PGDIP alumni with Simone as they were omitted.		
14.	**ADVISORY BOARD**		
14.1	Noting: 1.2021 AB meeting / 25 March 2021		
16.	**NEW MATTERS**		
	Prof Smit suggested, based on the teambuilding exercise, to decide on a fixed day that can be allocated to committee meetings. The committee agreed that it is a good suggestion and Prof van Romburgh advised that it can be implemented after feedback has been received from Pieter Kruger.		
	Project Proton The plan was discussed for implementation and finalisation by 2026. The project initiative is to plan for the long term and establish a means of governance for the Business School. The project plan will be filtered to the various project leaders to provide individual objectives. The committee will host a debate to determine overall objectives and ensure that the project proposal is concluded by October 2021.		
17.	**CLOSING**		
	Prof van Romburgh concluded the meeting and thanked all for their participation.		

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 will 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

Meeting: 23 March 2021

REF #	ACTION	RESPONSIBLE PERSON
4.3.3	Prof van Romburgh requested a proposal from the committee to provide suggestions on how the additional fees can be utilised including the suggestion of utilising Prelego.	All
4.4.4	An opportunity to present the Diploma in Public Financial Management has been identified and a suggestion was made to open this qualification for bursary groups as there seems to be a need for this qualification as such. Prof van Romburgh cautioned on the staff availability and Prof Mouton agreed that it will require more lecturers and that the financial implications must be considered. Should the Business School proceed, a budget must be proposed and teaching and learning ramifications must be comprehended. It is a good suggestion to pursue and Prof Mouton will investigate and provide feedback.	Prof N Mouton

4.4.5	Prof van Romburgh inquired that administrative staff be allocated at a reception area for both MBA and PGDIP and that the Business School image be upgraded accordingly. Prof Mouton suggested that administrative staff rotate. Prof van Romburgh requested that the matter be furthered by Prof Mouton	Prof N Mouton
4.5.5	**PhD requirements** The PhD brochure has been completed in 2020 and requirement was upgraded to 65% in all research components. The brochure was not updated and Dr Lekhunze requested whether it can be updated. The decision must go through the entire process. Suggested to discuss the matter with Ms Grimbeek pertaining to the processes.	Dr J Lekhunze

Meeting14 April 2021

REF #	ACTION	RESPONSIBLE PERSON
3.1.2	BS tariff list: action to provide guidelines and criteria from the bursary committee.	Prof R Lotriet
4.2	FEMS promotions: request that Prof Mouton liaise with Jan-Hendrik and determine what can be done and ensure that we are not over-/under-promised on the targets.	Prof N Mouton
6.1	MoU: Kazakhstan University: The application will be forwarded to Prof Elmarie Slabbert at Tourism.	Ms M Moolman
8.1	Prof Smit advised that there is still information outstanding from MBA lecturers. Requested Dr Jordaan to assist. Prof Smit will forward the list with outstanding items for action	Prof A Smit / Dr J Jordaan

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 Bons' Guideline:** Committee approved
Exco minutes – 18 February 2021 – 8.1	**Records management:** Lecturers will be the file owner and administrative will ensure adherence to policy.
Exco minutes – 23 March 2021 – 4.3.1	**Graduation** The possibility of hosting any event may only be possible at the end of the year. The graduation may be a virtual event as well as a graduation event during the latter part of the year, which can be to prepare for the possibility of a contact event
Exco minutes – 23 March 2021 – 4.3.4	**Registration fees:** The committee agreed that the Business School will provide assistance to the administrative staff with the MBA registration fees and wave all fees for the administrative staff currently enrolled. Cognisance to be taken of staff discount provided to staff members as well.

Exco minutes – 23 March 2021 – 4.3.5	**MBA Phase II gifts** A quote was received and currently amounts to R2 500 per student. The total amount is R205 000 for phase I students. Final approval requested from the committee as the amount is large. The gift is the same as the previous year.
Risk Meeting – 7 April 2021	The meeting discussed and decided on the proposal made by Prof Botha pertaining to a post-doc student requesting to release the allocated monies of R37 000 to travel and attend conferences. The **committee agreed** subject that the necessary protocol is maintained
Exco minutes – 14 April 2021 – 4.2	Tariff list approved with amendment to PGDIP value.
Exco minutes – 14 April 2021 – 4.4	Additional budget for marker has been approved.

SIGNED:

Prof Jan van Romburgh
DIRECTOR
NWU BUSINESS SCHOOL

Prof Jan Meyer
DEPUTY DIRECTOR
NWU BUSINESS SCHOOL