MINUTES
Business School Executive Committee (EXCO) meeting held on 12-13 May 2021

Confidential

Present

Chair:	Prof J van Romburgh	*JVR*	**Apologies:**	
	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*		
	Ms L Ntsizwane	*LN*		
	Prof C Bisschoff	*CBS*		
Secretariat:	**Ms M Moolman**		**Scribe:**	**Ms W Smith**

Total page numbers inclusive of cover: 9

Annexures in Agenda

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:

Recording of minutes available subject to approval from Chair

REF #	DISCUSSION	RESPONSIBLE
1.	**OPENING AND WELCOME**	
	The meeting was opened, and all committee members were welcomed. Prof Bisschoff was welcomed.	
1.1	**Apologies**	
	All in attendance.	
1.2	**Personalia** Prof Jackson attended an international conference that went very well.	
2.	**DETERMINATION OF THE AGENDA**	
	4.2.2 Facilities 4.2.3 Lecturers 2022 4.3.2 Russian co-operation 15.2 Nafcoc soybean project 16.1 Project Proton	
3.	**CONFIRMATION OF PREVIOUS MINUTES**	
	4.2 – PGDIP numbers and not promotions. Minutes accepted and seconded with amendment by Proff Meyer and Mouton.	
3.1	**MATTERS ARISING FORM PREVIOUS MINUTES**	
3.1.1	**Suggestions on how additional fees can be utilised, including Perlego** The concept of Perlego was discussed and it was rolled back to the School. Suggestions were proposed, however, the matter has not yet been concluded.	
3.1.2	**BS Bursary Guidelines** 23 Bursary applications have been received, which amount to 17% of MBA students. Prof Lotriet asked for clarity on whether bursaries are awarded to staff. He furthered the discussion on the various bursary options and inquired on the amount awarded for the ad-hoc bursary. (Refer to annex). Prof Botha suggested that the bursary remains within the discretion of this committee. In regard to ASPEN bursaries, Prof van Romburgh requested that Prof Lotriet liaise with ASPEN to further the applications for these bursaries. Confirm before allocation. Unbudgeted bursaries to be discussed through the Exco Committee.	

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	PGDIP will submit applications twice a year to the committee.	
3.1.3	**BS get-together feedback** Prof Mouton advised that staff should be provided with assistance should any wellness matters occur.	
4.	**STANDING ITEMS**	
4.1	**Feedback from previous meetings** Teaching and Learning: Feedback for noting. (Refer to annex). The discussion on the student information system (SIS) was not included in the meeting and Prof Meyer advised that many of the items in the Business School are addressed in this system and indicated the Business School interest to be included. The flexibility of the system provides for a diverse need. Prof Meyer advised that course domains now include formal, non-formal and information courses. Research and Innovation: • Research and Innovation meeting was held, and key concerns raised were the delays with the external examiners repots. The Dean will arrange a meeting with the Faculty and members of the School will be invited. • The aspects of ethics remain evident and it was advised that regarding risks, any title that contains anything related to health is considered as high risk. • Funding of data collecting of staff members to the School was discussed and Dr Lekunze advised that staff can apply to the Faculty and should it be approved, staff members will not receive funding for any conference support. • The improvement plan proved to be aligned with FEMS and encouraged that staff members should be an entity. (Refer to annex on agenda). • Extraordinary professor could not be motivated due to absence of required document and was postponed to 20 July 2021. • A complaint was issued on academic staff providing academic support to students who are not registered, and it was agreed that students should provide confirmation of their registration. • The PhD abstracts need to be translated into three languages. • Ethics letters should be attached to all PhD dissertations.	

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	• Prof Botha advised that the deputy dean is adamant that approval should be made at school board level prior to forwarding it to their agenda. • The current legal action against the Business School pertaining to student support has been confirmed and guided through Legal. (Debate will be furthered through R&I.)	
4.2	**TEACHING AND LEARNING**	
4.2.1	**Memo 10: NWU student support and presence on campuses** Noting. Refer to annex. Will be discussed at the Teaching and Learning Committee on 13 May 2021.	
4.2.2	**Facilities** Ms Ntiszwane advised that there will not be any facilities available in the near future. The concerns are that future recruiting may prove difficult and there are no means of housing them. Prof van Romburgh suggested that himself, Prof Meyer, Ms Ntsizwane, Ms L van Wyk and Dr Jordaan arrange a meeting to discuss facilities and start with the process of allocating offices and hot desks. The facilities are becoming a challenge to the Business School and the matter should be revisited urgently to ensure compliance with ABMA as well. Prof Mouton requested that a Zoom room be allocated on each campus.	
4.2.3	**Lecturers** Prof Mouton indicated that she needs to identify lecturers for the first semester of 2022. She inquired on how to proceed with the process. This need to be finalised by the end of July 2021. Dr Jordaan suggested a meeting between himself, Prof Mouton and Prof Meyer to discuss the needs and requirements to decide on lecturers. Prof van Romburgh discussed the initiative of subject group of expertise that can consist of alumni and previous lecturers. He also indicated that a mentor support system will be beneficial to MBA and PGDip students, at a remuneration basis.	
4.3	**MBA**	
4.3.1	**Student request: BAM CG** The student was supervised by an external supervisor who withdrew from the process. She is halfway with her studies and only needs to complete her dissertation. Student registered for MBA in 2018. Review whether the content of the paper is valuable and whether it will remain profitable**. Committee approved subject to submission by end of 2021**	

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	Boshoff registered to study in 2017 and only has a dissertation outstanding. Dr Lekunze advised that it may create a wrong precedent and indicated that the studies should be terminated. Students who may receive extended studies must be in the fourth year at the latest with a proposal in place and ethics clearance in progress. A round-robin was suggested as the necessary documentation is not available. Prof Botha emphasised that there should be evidence of progress. Consistency remains important in the decision-making of matters as such.	
4.3.2	**Russian co-operation** Request to combine short courses with MBA tour. Dr Jordaan advised that it will not be possible to make this arrangement. He will forward a letter of available courses to MBA students and further the process should it be possible.	
4.4	**PGDIP**	
4.4.1	**Approval: Budget/appointments for markers** Suggestion made to appoint permanent markers only when there are more than 100 students. Permanent lecturers cannot be a marker and the committee agreed. The decision is that staff will not be marking for each other. Dr Lekunze inquired on the fairness of not including administrative staff to assist based on their involvement with the lecturers. This provides for staff to receive exposure and learning opportunity. Prof Mouton agreed with Dr Lekunze and advised that should the staff be capable, they can be awarded an opportunity to mark. It was reiterated that consistency should remain, and academics cannot assist with marking. Administrative staff have work allocations and are functioning under pressure and should remain within this function. Budget approved. **Outside markers with appropriate qualifications have been prosed and accepted as such.**	
4.4.2	**PGDip yearbook 2022 / Admission requirements** Document discussed (*refer to annex*). Prof Smit inquired on the Middle Management and AMP rules. Prof Mouton indicated that they do not qualify and suggested that the RPL route is followed as the quality of the programme must be maintained.	
4.4.3	**PGDip lecturer-student allocation for second semester** *Refer to annex.*	
4.4.4	**Noting: PGDip meeting 10 May 2021** *Refer to annex*	

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4.4.5	**Neethling V L** Prof Mouton advised on the matter where the student did not receive her cum laude and a request has to be forwarded to the registrar to amend. The oversight occurred due to an administration error where module exemption was not picked up through the VSS system and was not calculated as cum laude.	
4.4.6	**Curriculum control & strategic meetings** Prof Mouton shared with the committee that a session has been arranged to share how curriculum controls are done and to design the relevant processes. The strategic meeting will address the way forward and Prof Mouton inquired whether the expenditure may be covered by the Business School. Prof van Romburgh advised that the Business School will carry the cost for travelling and accommodation.	
4.5	**RESEARCH AND INNOVATION**	
4.5.1	**Article writing workshop** *Refer to annexures* The first workshop will be in this coming month for the PhD students. The presenter requires that publications are provided, and academics are invited to participate. Dr Lekunze sought approval form the budget for the three-day workshop. The cost will be approximately R60 000. **Committee agreed and approved.**	
4.5.2	**Student request: Kgosana T J** Student is requesting and extension of study; however, it is his fifth year to the programme. Student is still at the proposal stage and Dr Lekunze advised that the **application should be rejecte**d subject to consistency rule. **The committee concurred**.	
4.5.3	**Student request: Mmekoa OK** Student's supervisor's contract expired. First year of registration was 2017. Student did not make progress and does not have a proposal. **The committee rejected the request** based on the fact that registration already closed and the student's poor progress.	
4.5.4	**Extraordinary professor: Prof Sanjay Mishra** Prof Bischoff provided background on the application (*refer to annex*). **Committee approved.**	
4.6	**ETHICS**	
	No discussion.	

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5.	**AUTONOMY**	
	No discussion.	
6.	**AFRICANISATION AND INTERNATIONALISATION**	
6.1	**Noting: Africa Month/May** (Refer to annex).	
6.2	**Noting: African MoUs underway / University of Lesotho & ESWATINI** (Refer to annex).	
6.3	**Noting: Bon Bons / African relevance and focus** Current Bon Bons amount to 22. Prof Bisschoff advised that he has four approved Bon Bons and confirmed their importance; however, he reiterated that the Bon Bons are an integrative part of marketing and it is important to get enough content.	
7.	**EXECUTIVE EDUCATION**	
7.1	**SBAB weekly update & outstanding debtors** Still no significant change in the SBAB 2020 debtors as yet. The payment was promised during April but not received. A request for proof of payment was put forward. Both Herman Thom and Tommy du Plessis are involved in the collection process.	
7.2	**Finances SOF3 2020 vs 2021** Transferral of KFS balances is still underway, and an email was received from Antoinette Muller that balances are transferred during May. Currently, the reserve funds are at R9.6m. Even though Debtors look high, R1m is with UCE, R800k with Botswana, and R1.9m for NUM. The remainder is ordinary as it is in the cycle of collection. Prof van Romburgh required a simplistic reporting on SLPS expected and actual turnover.	
7.3	**Zoom licenses per department** The request has been put forwarded that every department should hold a Zoom license. MS Teams is available as a free platform; however, we are still awaiting training. A request was put forward to purchase Zoom license. **The notion has been approved.**	
7.4	**Africanisation**	

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	The free presentation of Project Management is on par. A pilot with the eBook will be launched on the generic PB group on 19 May to prepare for the African project. Prof van Romburgh advised that it will not be for profit and the cost will be carried by the Business School. The aim is to market the Business School. Prof Smit requested that the information be forwarded to include it in the AMBA details.	
8.	**QUALITY**	
8.1	**AMBA update** Discussion will be held 13 May 2021 and finalisation will be pursued. Prof van Romburgh shared that the Business School needs a faculty board structure; however, it will not be practical. A suggestion was made to convene quarterly as a board, on which minutes can be noted. They want the Business School to be on senate and that it reports through the board. A draft diagram will be proposed. Prof Botha urged the committee to distinguish between faculty referrals. Dr Lekunze advised that should there be a school board and at the same time a FEMS board, it provides the same function. Be pre-emptive and work on the structures so that it can be in place by 2022.	
8.2	**Noting: BS risk register** Should be a living document. Work on the register is concluded and should any items be added, it can be forwarded for capturing.	
9.	**PEOPLE AND CULTURE**	
9.1	**Noting: Senior Manager Accreditation and Quality: Closing date 20 May 2021** Internally advertised.	
10.	**BS FINANCE**	
10.1	**Honoraria tariff list** Dr Jordaan advised that the tariff list should be applied per script due to the diverse papers. The committee agreed. Prof Botha advised that per script may result in a challenge as the value may be small when only a few papers are provided. Dr Jordaan and Prof Mouton to revisit and bring a proposal to Exco. Prof Meyer advised that it can be forwarded to the Teaching and Learning committee.	
10.2	**Bursaries** Meeting scheduled for 13 May 2021.	
11.	**CORPORATE MARKETING**	
	No discussion.	

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12.	**HIRA Covid19**	
	Nothing to report. All staff are still in good health.	
13.	**ALUMNI**	
	No discussion.	
14.	**ADVISORY BOARD**	
	No discussion.	
15.	**COMMUNITY ENGAGEMENT**	
15.1	**MoU Bjorn Heyerdahl and Thomas Linders** Refer to annex. Prof Prinsloo and Ms T Khumalo are driving the project, which is a good initiative. **The committee approved**. Exco will endorse.	
15.2	**Nafcoc Soybean Project** The Business School was approached to carry out a feasibility study on the project. It is a good initiative, however, the Business School will facilitate the process	
16.	**NEW MATTERS**	
	Project Proton Prof van Romburgh requested that programme managers and Exco members incorporate their programmes into the Project Proton proposal. The core as well as additional suggestions on what each programme will look like within five years. Develop a strategic and operational plan within each programme.	
17.	**CLOSING**	
	Prof van Romburgh thanked all members for their participation and the meeting was concluded.	