MINUTES
Teaching and Learning Committee of 13 May 2021

Confidential

Present

Chair:	Prof. J Meyer	*JM*	**Apologies:**	Prof. Mouton
	Dr. J Jordaan	*JJ*		
	Dr. J Lekunze	*JL*	**In attendance:**	None
	Ms. L Ntsizwane	*LN*		
	Mr. M vd Bergh	*MvdB*		
Secretariat:	**Ms W Smith**		**Scribe:**	**Ms W Smith**

Total page numbers inclusive of cover: 9

Annexures in Agenda

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

Assigned signatories: (electronic)

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Prof J Meyer
Chair

Seconded by:

Recording of minutes available subject to approval from Chair

REF #	DISCUSSION	ACTION
1.	**OPENING AND WELCOME**	
1.1	**Welcome and Personalia** Prof. Meyer welcomed all to the meeting and confirmed that the meeting holds a quorum. He further advised that all participants should declare any conflict of interested. No personalia of note. No conflict of interest declared. Dr. Lekunze opened the meeting with prayer.	
1.2	**Apologies** Prof. Mouton Prof. Lotriet	
2.	**DETERMINATION OF THE AGENDA**	
	6.5 Face to face plan (JJ) 6.6 AMBA (move to agenda as standing item) 6.7 Training of lecturers Dr. Jordaan confirmed the agenda items on which Dr. Lekunze seconded.	
3.	**CONFIRMATION OF PREVIOUS MINUTES**	
	The minutes of previous meeting was confirmed and accepted by Dr. Jordaan and seconded by Dr. Lekunze.	MINUTES -2021-02-18 - Teaching an
4.	**MATTERS ARISING FORM PREVIOUS MINUTES**	
	Dr. Lekunze requested that his surname be corrected on the minutes.	Amended
5.	**STANDING ITEMS**	
	Prof. Meyer inquired that all participants provide discussion documents (paragraphed) of their respective meetings for noting. Teaching and Learning requires status reports.	Action next meeting

REF #	DISCUSSION	ACTION
5.1	**MBA REPORT**	
	Nothing to report. Refer to Annex	Lecturer meeting 16 March 2021.docx
5.2	**PGDIP REPORT**	
	The meeting received feedback on the information sessions hosted by PGDip and it was a very good initiative. Prof. Meyer extended his compliments to the PGDip group. Prof. Smit requested that she be included in the next sessions and that she receives a report which can be applied as supporting material for AMBA.	
5.3	**EXECUTIVE EDUCATION**	
	Prof. Meyer shared feedback from DVC T&L Meeting in which a proposal was put forward to have three categories of learning. Formal, non-formal and informal. Information will follow an approach through workshops which will only be once off, however it will be a continuous pursuit of learning.	
5.4	**ACADEMIC ADMIN**	
	Ms. Ntsizwane reminded the meeting of the changes to the administration staff. She advised that admissions and registrations are in progress. Further processes pertaining to student life cycle will be discussed. Ms. Ntsizwane inquired on the student termination which has not yet been finalised and inquired whether there is a means to find assistance. A concern was that should an academic block not be placed on the system, the student will be in a position to register. Prof. van Romburgh has intervened, however with no response up to date. No response has been received from the Registrar. Prof. Meyer suggested that the matter be forwarded to Prof. Balfour. Further challenges experienced is with students who did not receive their graduation as it has not been captured. One student was omitted to receive cum laude as module recognitions are not captured on the system. Prof. Meyer advised that it should be managed on an individual basis and Ms. Smith advised that to address the challenge, module recognition will be managed through manual records and correlated.	**Action** NS

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	Ms. Smith also brought the attention to the capturing of marks which were amended without prior knowledge from the business school. Prof. Meyer advised that the source be identified and that the matter be perused by means of this process and an intervention is arranged to ensure that capturing of information is correct. *(Purposed of item will be reviewed – remove from agenda)*	
6.	**NEW MATTERS / GENERAL**	
6.1	**RPL Executive Management Programs – Way forward (MvdB)** An agreement was made at the Exco meeting to allow middle management programs to be received in the PGDip on condition that applicants have 5 years' experience. Prof. Meyer cautioned that the changes has to be formally accepted and the process for approval has to be initiated. Approval sought by Exco on which the decision will be noted accordingly. Ms. Ntsizwane inquired whether internship will qualify as working experience. Prof. Meyer advised that internship qualifies as working experience however it should be related experience. Prof. Meyer further cautioned that the short learning programs may not receive any credit recognition and has to be furthered through the RPL process.	**Action** Decision
6.2	**Teaching and Learning Experience Survey (JM)** Dr. Jordaan advised on the necessity to receive information from surveys. He indicated that a narrative may be more applicable to assist with improving. There is a concern with the applicability of lecturer evaluations as many of the questions does not relay the correct information and neither measure the exact outputs. It is a usable document however a narrative may be more usable if properly composed. The survey's intent should be to measure experience. *(Move Teaching and Learning Experience under Academic Admin)*	2021 How the report is generated
6.3	**2021 Lecturer Evaluation** The lecturer evaluations were distributed for noting. *(Refer to Annex)*. The new SIS system will eventually replace the current MLS which may have more flexibility. The lecturer evaluation will form part of this. The proposal is not to submit to much energy to this process as it will be phased in over the following years.	

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6.4	**NWU Student Support and Presence on Campus** Refer to Annex. The committee is in favour of retuning to face to face. Academics have to be deployed within the stipulations of the Covid-19 regulations. The importance however remains to sustain the image and availability of the business school.	2021.05.10 Memo 10_2021 NWU Supp
6.5	**Face 2 Face** A proposal was prepared to the faculty to commence with classes as one of the deliverables of the program is networking, which does not occur at the moment. The proposal is to have voluntary face to face classes with the applicable venues that will be able to host sixty (60) participants. An alternate proposal is to have a facilitation process where study groups partake in a session, however the facilitation process will be online. **Draft proposal accepted**. (Relevant to MBA only). Request secretariat of Exco to forward application to FEMS.	MBA f2f teaching plan 2021.docx Accepted **Action**
6.6	**AMBA** Prof. Smit advised that there are many documents still outstanding. She furthered that statistical information and progress feedback is required. Prof. Smit urged all to urgently forward her the required information. Drrs. Jordaan, Lekunze and Ms. Ntsizwane advised that they pursue the matter and provided information on their current progress. Prof. Meyer that a teaching and learning strategy is still being generated. He proposed that it will be prepared and forwarded through a round robin to conclude it within the next two weeks. Prof. Smit mentioned that examples of innovation in teaching and learning is needed and requested, should there be any innovative ideas from classes or training that it be forwarded. The lecturer evaluations require a feedback loop which requires that the changes implemented should be captured. All deviations should be addressed. Ms. Ntsizwane brought the committees attention to the fact that lecturer evaluations are done at the end of each semester, which may not be adding value to make the necessary changes should there be any challenges. She suggested that an evaluation is done after the second class and again at the end of the semester. The committee agreed however Prof. Smit advised that it may be problematic as it will increase the number of evaluations. A suggestion was made to host an intervention meeting in the middle of the semester as a means of progress.	**Action** JM

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6.7	**Training of Lecturers** Dr. Jordaan raised a concern that concerns are raised by students, that face to face classes cannot be transposed into an online environment. The suggestion is to discuss this matter at the next lecturer's meeting to determine training needs as a means to improve the learning experience. Dr. Jordaan extended the invitation to the PGDip lecturers as well.	
6.8	**Covid-19 Assessment Review** Refer to Annex.	Cov19 Assessment Review Committee T
6.9	**Tariff for Moderation Markers** Decision was made by the committee to award hundred-and-ten rand (R110.00) per POE paper irrespective of the quantity of papers.	Decision
7.	**DATE OF NEXT MEETING** Will be communicated.	
8.	**CLOSURE** Prof. Meyer thanked all for their participation and declared the meeting closed.	