MINUTES
Business School Executive Committee (EXCO) held on 9 June 2021

Confidential

Present

Chair:	Prof J van Romburgh	*JVR*	**Apologies:**	Mr M van den Bergh
	Prof J Meyer	*JM*		
	Prof C Botha	*CB*		
	Prof A Smit	*AS*		
	Dr J Jordaan	*JJ*	**In attendance:**	Prof T du Plessis
	Prof N Mouton	*NM*		Mr A Kehayas
	Ms L Ntsizwane	*LN*		Mr J Coetzee
	Prof R Lotriet	*RL*		Mr H Thom
	Dr J Lekunze	*JL*		

Secretariat: **Ms M Moolman** **Scribe:** **Ms W Smith**

Total page numbers inclusive of cover:

Annexure in document

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:

Meeting not recorded

REF #	DISCUSSION	RESPONSIBLE
1.	**OPENING AND WELCOME**	
	Prof Meyer opened the meeting and welcomed all. Prof Botha commenced the meeting with prayer.	
1.1	**Apologies**	
	Prof van Romburgh (joined) Mr M van der Bergh	
1.2	**Personalia** Prof Bisschoff's wife is recovering from an operation she underwent.	
2.	**DETERMINATION OF THE AGENDA**	
	Prof Meyer inquired whether the committee meets the required quorum. The meeting adheres to a *plenum* and was declared as acceptable to continue. 4.3.2 Co-supervision: Werner Havenga 4.3.3 Pipelined student costing 17.1 - 9 General discussion Agenda accepted and seconded	
3.	**CONFIRMATION OF PREVIOUS MINUTES**	
	Prof Smit proposed the minutes and Dr Jordaan seconded.	**Annex Link** Previous Minutes
3.1	**MATTERS ARISING FORM PREVIOUS MINUTES**	
3.1.1	**Suggestions on how additional fees can be utilised, including Perlego** No specific conclusion. The committee was requested to review and advise by the next Exco meeting.	
3.1.2	**BS Bursary Guidelines** Concern was raised that the guidelines may not be thoroughly aligned according to faculty requirements. There is no clear cut-off date for the bursaries and a process to guide the re-awarding of bursaries. Dr Lekunze advised that students may face difficulty during registration. The bursary applications were therefore opened twice a year to review students who lack registration fees during the first semester and again during the second semester to those who are in financial distress. Prof Meyer's concern is that bursaries may be awarded during the first	**Annex Link** Bursary Guideline Bursary Example Letter Bursary Meeting Ad-Hoc Bursaries

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	semester to students who may not complete the qualification. The criteria should advise on this concern. Prof Meyer advised that it should be mapped to other faculties' guidelines. Ms Ntsizwane reminded the committee of the bursary guidelines and that provision is made should any such circumstances occur. Prof Lotriet supported the fact that the criteria are clearly described. Concern is that the process may become too bureaucratic. **The committee received a motion for approval**	
4.	**STANDING ITEMS**	
4.1	**Feedback from previous meetings** Revision of the FITLT. Staff presence and visibility on phones. Prof Meyer advised that we are misusing the terms "at-risk students" and "at-risk modules". FEMS indicated that they want all schools to comply with a "no meetings on Friday". Exam committee meeting was held. Dr Lekunze delegated attendance to Mr Thabajane. The Business School presented twenty-three (23) students of which one was a PhD and the remaining twenty-two (22) were MBA23 students. The committee approved fourteen (14).	**Annex Link** Feedback Previous Meeting
4.2	**TEACHING AND LEARNING**	
4.2.1	**Study school panel discussion** Concerned with the compilation of the panel. The impression is that we may have fewer than three members on the panel. The panel discussion and attendance should be non-negotiable. Prof van Romburgh requested that we engage with business partners and expand on the discussions.	**ALL**
4.2.2	**Corporate Governance** A suggestion was made that Mr Albert van Zyl take over as leader for Corporate Governance. The modules correspond with the MBA and PGDip and link with the current outputs of Mr van Zyl. Dr Jordaan agreed and advised that a subject leader should be an internal staff member. The same principle will be applied to all subjects. Suggested that the clusters be more narrowly defined. **Discussion will be furthered through discussion between programme managers and subject leaders.**	**JJ / NM**
4.2.3	**SCLPAS language plan** No discussion.	

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4.3	**MBA**	
4.3.1	**MBA Company Project** Refer to presentation.	
4.3.2	**Co-supervisor – Werner Havenga** Dr Jordaan received a request from Prof Havenga to be considered as a co-supervisor on first-year dissertations or mini-dissertations. Prof van Romburgh advised that, should there be no administrative issues, it can be considered. However, the matter should receive oversight through the employee relations offices. Ensure that there is no conflict with legalities. Dr Lekunze advised that should the committee agree, Prof Havenga must receive approval through the scientific committee. Retain the same protocol.	
4.3.3	**Pipeline students costing** Stand over to next meeting.	
4.4	**PGDIP**	
	Nothing to report. Staff will make a presentation on AMBA. Prof van Romburgh advised that a great deal of work has been done to determine whether the PGDip can be extended. The matter still has to be proposed and Exco will be advised. Item is for noting; however, it should be an item for discussion at the next meeting.	
4.5	**RESEARCH AND INNOVATION**	
4.5.1	**FEMS 3MT Competition** UFS is hosting a competition for PhD and master's students. Request that promoters advise students to participate. The committee cautioned, however, that the submissions be reviewed prior to submission. Prof Smit inquired whether students who published articles may submit in this competition. Prof Meyer advised that the quality of the paper remains, irrespective.	**Annex Link** FEMS Competition
4.5.2	**Ethics meeting** Prof van Romburgh attended the ethics committee on invitation. He advised that applications should be properly proposed and all ethical aspects be considered in detail. The advice is to steer clear of difficult or controversial topics to ease the ethics applications.	
4.5.4	**F-EMS 3MT Competition**	

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	Prof Meyer discussed. Circulate document to committee. Matter will be furthered by Research and Innovation.	
4.6	**ETHICS**	
	Reference to 4.5.2	
5.	**AUTONOMY**	
	New terms of reference are in progress and will be brought to the committee on conclusion.	
6.	**AFRICANISATION AND INTERNATIONALISATION**	
6.1	**MoU between NUL and NWUBS** Prof du Plessis advised that it is a straightforward MoU and the question was put forward on how NWU will become involved with NUL. It is a general MoU and not specific involvement. It will be an open relationship based on what can be offered. Any specific project will be an addendum to the existing MoU. Dr Lekunze advised that the principle is acceptable, however, subject that it will not remain an open document.	**Annex Link** MoU NUL & NWUBS
7.	**EXECUTIVE EDUCATION**	
7.1	**Introduction IMCSA / MoA IMCSA** A new route for the Small Business Consulting has been pursued and the opportunity was proposed that students may pursue membership from the IMCSA. This will be an opportunity to motivate students and receive positive contributions. Mr Kehayas provided information on IMCSA and advised that they hold international accreditation. The MoU is in progress. Dr Lekunze inquired whether the MoU will be beneficial to the Business School. Prof du Plessis informed the committee that the intent and benefit are to recognise students in a larger organisation. Prof du Plessis will forward the amended MoU to the committee. The committee provisionally approved, subject to receipt of the amended MoU.	**Annex Link** IMCSA MoA
8.	**QUALITY**	
8.1	Prof Smit reminded that AMBA meeting will be tomorrow morning (10 June 2020). Principle leaders should have a five-page presentation. Dr Lekunze inquired whether the presentation should follow the document received by Prof Smit. All staff should be included to receive basic education on AMBA and ensure that everybody knows what it is about.	
9.	**PEOPLE AND CULTURE**	
9.1	**Noting: Associate professor / advert on PNet**	

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	Prof van Romburgh advised that Ms Marietjie Lombard resigned. A discussion with Prof Balfour was hosted and the agreement was that the vacant position will be an allocated vacancy for UCE and an alternate staff member be transferred to the position with Executive Education.	
10.	**BS FINANCE**	
10.1.1	**Bursaries** Bursary committee to set up a meeting with Charlotte Makwena from Sasol. Prof Lotriet to pursue the matter.	
11.	**CORPORATE MARKETING**	
	Caution received that there may be too many projects that may damage the image of the Business School. The marketing for this year will be enhanced to ensure this is maintained.	
12.	**HIRA Covid19**	
	All facilities are Covid-19 compliant.	
13.	**ALUMNI**	
	Nothing to report.	
14.	**ADVISORY BOARD**	
	Prepare the necessary reports.	
15.	**COMMUNITY ENGAGEMENT**	
	No discussion.	
16.	**INFRASTRUCTURE**	
16.1	**Hot Desk Offices** Prof van Romburgh informed the committee that staff could advise whether they wanted an office or a hot desk. When a decision was made for a hot desk, an office can then not be allocated.	**Annex Link** BS Offices
16.2	**K14 Office space and front door duty** Dr Jordaan indicated the importance of having an office manager to oversee the service outputs as well as have somebody available at the front desk. Ms Ntsizwane is currently taking responsibility for the Vanderbijlpark Campus. Dr Jordaan and Prof Mouton to discuss Mafikeng and Potchefstroom Campuses and include Prof van Romburgh in the meeting.	

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	Prof Mouton does not support rotating staff; she suggested that one person is allocated to be available for all programmes, including MBA, PGDip and Short Programmes. Dr Lekunze advised that administrative staff cannot be used as a receptionist as it will not allow for administrative duties. Prof Meyer requested that a meeting be hosted between programme managers to prepare a solution.	
17.	**NEW MATTERS**	
	Standing over.	
18.	**CLOSING**	
	The meeting was closed and Prof Meyer thanked all for their participation.	