MINUTES
Business School Executive Committee (EXCO) held on 23 June 2021

Confidential

Present

Chair:	Prof J van Romburgh	*JVR*	**Apologies:**	Mr M van den Bergh
	Prof J Meyer	*JM*		Prof C Botha
	Prof A Smit	*AS*		
	Dr J Jordaan	*JJ*		
	Prof N Mouton	*NM*	**In attendance:**	Prof Y du Plessis
	Ms L Ntsizwane	*LN*		Dr Ndlovu
	Prof R Lotriet	*RL*		
	Dr J Lekunze	*JL*		
Secretariat:	**Ms M Moolman**		**Scribe:**	**Ms W Smith**

Total page numbers inclusive of cover: 8

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**	
	Prof van Romburgh opened the meeting and welcomed all. Dr Jordaan opened the meeting with prayer.	
1.1	**Apologies**	
	Prof C Botha Mr M van der Bergh	
1.2	**Personalia** Prof du Plessis has been diagnosed with Covid; however, he is recuperating well.	
2.	**DETERMINATION OF THE AGENDA**	
	The agenda was accepted as such with no additional items. Proposed agenda accepted by Prof Meyer and supported by Prof Lotriet.	
3.	**CONFIRMATION OF PREVIOUS MINUTES**	
	Adjustment to point 4.1 Duplication on value "23" Inquiry made to point 9.1 and clarity was provided accordingly. Minutes were accepted by Prof Smit and seconded by Prof Meyer.	
3.1	**MATTERS ARISING FORM PREVIOUS MINUTES**	
3.1.1	**Suggestions on how additional fees can be utilised, including Perlego** Utilisation of additional fees for the MBA has not yet been concluded and no finality exists on the proposal as such. Perlego seems to be the best; however, it may be viewed as an aspect of right rather than a benefit. The second-year students receive assistance in regard to editing, research *et cetera*. Dr Lekunze suggested that for research, a statistician is awarded to provide assistance. Prof Meyer concurred and advised that an editor should also be considered. Dr Jordaan suggested that similar be communicated to the first-year students as an option during the second year. Prof Lotriet raised a concern that it may result in challenges as students choose expensive editing. The committee agreed that it will be furthered through the MBA meetings.	
4.	**STANDING ITEMS**	
4.1	**Feedback from previous meetings** Teaching and Learning extended meeting. Notes attached for reference. Use of new facilities booking system was discussed. Cyrres has been accepted as the new exam platform.	

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	The AMBA vision and mission have been forwarded to the programme manager and subsequently discussed with Herma. Final date for submission is 1 July 2021. All relevant documents will be populated. Prof van Romburgh advised that a meeting with the VC was hosted and informed the committee that the Business School was requested to pursue the MoU with the local government. The Business School will have a seat on senate as per council approval and UCE will report to the Business School. The current terms of reference to be reviewed subject to the Business School receiving autonomy with consideration of the Faculty. The note to AMBA should include the arrangement to be included in senate. The document will be circulated, and the committee should take cognisance of the risks it may involve. Prof Meyer advised that the short term may be challenging when establishing the terms of reference. Dr Lekunze concurred that the vision is to reach full autonomy by 2025 and suggested that the Business School should establish their own committees with reference to an ethics committee. Prof van Romburgh cautioned that the autonomy should be transitioned. The matter of manpower should remain in consideration.	
4.2	**TEACHING AND LEARNING**	
	Nothing to report. The strategy was aligned and will be forwarded to the respective managers.	
	Face to face is part of the tuition plan, which will be discussed at the faculty board. Only for MBA. It will be correctly controlled considering the pandemic.	
4.3	**MBA**	
4.3.1	**Responsible academic for MBAC 873** Dr Jordaan advised that the research office has two programme managers, being Prof Botha and Dr Lekunze. The mini-dissertation requires a specific lecturer to oversee the module as a subject. The module should hold similar material. Dr Lekunze advised that there is an MBA research module that requires an academic and the mini-dissertation students are allocated to a supervisor. Should another lecturer be appointed, the outputs may not be relevant as it may be conflicting for students to receive feedback from a supervisor as well as the appointed lecturer. Dr Jordaan urged, however, that an individual is needed to assist with the administrative management of the research module. Dr Lekunze reiterated that there is a difference between the research module and the research dissertation. Conflict between the modules may arise as a result. Dr Jordaan reiterated that the programme cannot be reviewed and prepared by a lecturer. The intent is to streamline the process in preparing the relevant academic documentation. Prof van Romburgh advised that clarity should be provided on what the role of	

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	the proposed individual will be, on which Dr Jordaan provided an explanation. The identified person to assist will be Mr Stephan van Zyl. **The committee accepted, subject to a clear statement of the roles and boundaries.**	
4.3.2	**MBA research day programme** Information was shared and distributed to Exco. Prof Lotriet requested that the importance of the programme be reiterated to ensure attendance and management as such. **Accepted and noted**.	
4.3.3	**Pipeline students costing** Dr .Jordaan shared the respective document and inquired on the cost implication of students who are taking longer to complete their qualification. Subsidy for research portion proves to be challenging. Should students be carried over, an amount of R5 300 is lost per student. 45% of the subsidy is therefore lost. Dr Jordaan urged that the throughput numbers are pushed to find a means of managing the matter. Prof van Romburgh advised that the extent to influence remains limited on which the only resolution is for students to complete the qualification within the timeframe. * *Side note*: List received from Prof Babs to be correlated by Ms Ntsizwane.	
4.4	**PGDIP**	
4.4.1	**Applications and approval letter 2022** The document was shared. (*Annex for noting*). The process will commence as soon as the letter has been corrected and accepted. Prof Mouton presented the figures to the committee. 2020 applications were high as a result of roll over. The future document will only propose possible approvals. Currently, 155 applications received. The numbers will possibly increase. Prof van Romburgh inquired regarding the concerning number of cancellations.	
4.4.2	**To grow or not to grow** Prof Mouton advised that the income per module is not necessarily the same; however, 134 were received. Subsidy of R 1.22m received. The amount per student amounts to R73 000. The proposed calculation should pursue about 100 students to absorb the cost requirement. The income for 1 000 (distance) equals R56m and cost for additional students R7m. Profit of R58m will be received by the University.	
4.4.3	**Noting: Admin minutes 21 June 2021** Admin meeting minutes attached. Ms Wessels resigned, and Prof Mouton is negotiating a six-month contract with the identified individual. All processes are in place and the curriculum controls will be done from 12 to 14 July 2021 and the strategic meeting will be held in August 2021 to discuss roll out for 2022. Lecturer meeting arranged for 24 June 2021 on which the committee will receive timeous feedback.	

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4.4.4	**Accreditation presentation** Presentation was shared with the committee. The intention is to use One Drive as an operating platform containing data for PGDip. This will allow access, active documents, and continuous information retrieval.	
4.4.5	**Corporate gifts** Prof Mouton proposed the gifts that will be awarded to students. The team decided on a stainless-steel cup with the logo of the University and a quote of "I survived PGDip". R56 000 for 520 mugs with exclusion of the courier cost. The quotations are pending. The intent is to forward it to students by mid-August. Concern regarding the fact that there are not currently monies available; however, it will be furthered. Prof van Romburgh **approved** and advised the cost will be absorbed by the Business School.	
4.4.6	**RPL** The document has been shared and the committee was advised that the material is available on One Drive. The four applicants qualify to receive approval. Prof Mouton informed the committee that when students are over a certain age, transcripts are not available and as a result those students are allowed to submit their certificates. The process will be pursued through the Teaching and Learning Committee of which an ad-hoc meeting can be arranged prior to forwarding it to the Faculty.	
4.4.7	**Admission requirements & yearbook** Yearbook has been updated according to all the necessary requirements. For noting. The admission requirements have been revisited to bachelor's degree with specified credits. The BTech does not carry the required credits and therefor it should include two years' experience **or** average of 60%. The yearbook has been updated accordingly. Prof van Romburgh inquired whether the amendments should not be forwarded to Teaching and Learning. The presentation is for noting. Prof Smit inquired whether the two years' experience also includes the full-time students. The admission requirements have to be the same and students should at least have two years' experience **or** an average of 60% in the final year of study, i.e. LLB students. When there are 20 students or more, interpreting services will be provided. Provisions have been made in all the various scenarios. Prof Meyer advised that Exco can consider this and then be forwarded to FEMS T&L. Prof Meyer **concurred with the proposal**.	
4.4.8	**Student & lecturer evaluations** Evaluations were conducted to measure lecturers and administrative staff's capabilities from an administrative point of view. This will provide insight as to where improvements and/or changes should be made.	

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	Current challenge is in regard to use of technology; however, the necessary training is provided to all respective parties.	
	Prof Meyer took over chair as Prof van Romburgh was assigned to attend to another commitment.	
4.5	**RESEARCH AND INNOVATION**	
4.5.1	**Co-promoter to Prof Meyer / Dr Tseko Nyesemane** Dr Nyesemane is a current student at the NWU. The **committee approved** Dr Nyesemane as a co-promoter and it will be noted as such at the scientific meeting.	
4.5.2	**POP / Jacques Faul** The committee proposed Associate Professor of Practice and it was **accepted**.	
4.5.3	**Project CR** The committee was advised that the document was proposed to the respective boards and the first meeting will commence on Friday, 25 June 2021.	
4.5.4	**SCM** Prof Lotriet advised that it is commendable that the Business School was invited to the National Treasury Committee and suggested that a tender should be submitted. Prof Meyer will review the information received (work in progress). Prof Meyer requested that Mr van den Bergh assist with the tender documentation and affidavits. Committee proposes that Proff Meyer and Lotriet, Dr Jordaan and Mr Albert van Zyl initiate and control the process.	
4.6	**ETHICS**	
	Nothing to discuss	
5.	**AUTONOMY**	
	Nothing to discuss	
6.	**AFRICANISATION AND INTERNATIONALISATION**	
6.1	**Bon Bon special drive for August / Women's month / e-Magazine x20** Prof Meyer advised that the Bon Bons have been opened to the Faculty and the e-magazine has been published. The topic for August 2021 will provide for women being interviewed as it is Women's Month. Prof Smit inquired whether women should be interviewed or whether the interview should be hosted by a woman. Prof Meyer advised that it should be interviewing women as such. Prof Lotriet inquired on the conversion process of the Bon Bons and requested that it be speedily completed as it delays the process of publishing.	

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6.2	**Noting: TT5.2021/ 24 June 2021** Noted	
7.	**EXECUTIVE EDUCATION**	
	Nothing to discuss.	
8.	**QUALITY**	
	Nothing to discuss.	
9.	**PEOPLE AND CULTURE**	
	Nothing to discuss.	
10.	**BS FINANCE**	
10.1.1	**Bursaries** Nothing to discuss.	
11.	**CORPORATE MARKETING**	
	Nothing to discuss.	
12.	**HIRA Covid19**	
	Great concern with the Covid compliance and that it should be adhered to as stipulated. Academics and students have been disciplined for contravening. Prof Meyer requested that it be stipulated at all meetings in order for participants to take cognisance. Ms Moolman advised in communication to the School that everybody should work from home until further notice.	
13.	**ALUMNI**	
	Nothing to discuss.	
14.	**ADVISORY BOARD**	
	Refer to note under point 17.	
15.	**COMMUNITY ENGAGEMENT**	
	Nothing to discuss.	
16.	**INFRASTRUCTURE**	

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	Meeting scheduled regarding Vanderbijlpark Campus and the agreement that offices for Vaal and Mafikeng will be rented off-campus. Facilities will still be available on campus, which should be booked in advance.	
17.	**NEW MATTERS**	
	* Dr Lekunze informed the meeting that the Article Writing workshop has started, until 25 June 2021. * Ms Moolman reminded the committee about the Advisory Board notes that should be forwarded urgently as it has to be collated prior to forwarding it to the board.	
18.	**CLOSING**	
	The meeting was closed, and Prof Meyer thanked all for their attendance.	