MINUTES
Business School Executive Committee (EXCO) held on 4 August 2021

Strictly *confidential*
(document carries sensitive information)

Present

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

Total page numbers inclusive of cover: 7

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

All Annexed referenced items available through Secretariat

REF #	DISCUSSION	RESPONSIBLE
1.	**OPENING AND WELCOME**	
	Prof van Romburgh opened the meeting and welcomed all members. Prof Smit consecrated with prayer.	
1.1	**Apologies**	
	Prof R Lotriet	
1.2	**Personalia** Ms Mogwere will be going on maternity leave in due course. Dr Williams has contracted Covid. Condolences on the passing way of Dr Johan van Zyl. Mr Elroy Gelant from HR will compete in the Olympics	
2.	**DETERMINATION OF THE AGENDA**	
	7.2 Applications to reserve funds Agenda accepted.	
3.	**CONFIRMATION OF PREVIOUS MINUTES**	
	Prof van Romburgh accepted the minutes, and it was seconded by Prof Meyer.	
3.1	**MATTERS ARISING FORM PREVIOUS MINUTES**	
3.1.1	**Payment of external moderators** Prof Botha advised the committee that this matter is being pursued and will be solved in due course. The matter has been escalated and improved processes will be formulated to ensure future ease of processes.	
3.1.2	**MBA RPL policy** Dr Jordaan advised that the RPL policy is aligned and called on the committee for approval. **Committee approved**	**Decision approved**
3.1.3	**ToR BS Exco / ToR Business School Board** Prof van Romburgh received the respective documents and will pertinently attend to it. Prof Mouton requested that a limit be proposed on the number of Exco meetings in future. Prof van Romburgh agreed and relayed the need for academics to be more	NM

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	involved and receive opportunity for input into the Exco meetings. ToR also proposed a School board. The chair suggested a calendar for 2022 that will carry detailed School information. Prof Mouton suggested an interactive calendar as currently utilised by PGDIP. Prof van Romburgh requested assistance from Prof Mouton and her team to design proposed calendar. Dr Jordaan imparted to the committee on a dashboard that can provide live figures and information from a statistical departure. The NWU is in the process of reviewing a new communications system. Prof Mouton will manage the process and forward suggestions to Exco.	
4.	**STANDING ITEMS**	
4.1	**Feedback from previous meetings** Prof Meyer advised that all feedback is captured in the annexures. Dr Lekunze informed the meeting that he submitted a summary from Research and Innovation. He advised that a decision was made in the discussion held with Prof Babs that potential student terminations will receive a letter of intent accompanied with standard electronic correspondence providing students with 14 days to reply. It was restated that the final decision for termination of students remains with the School. Ms Ntsizwane mentioned her concern that a letter of intent may convey conflicting messages. Dr Lekunze agreed; however, there is a well-managed process that will take cognisance of this fact. Feedback from one-on-one: Prof van Romburgh shared concerns raised during one-on-one sessions, at which academic integrity and the perception of quality were mentioned. The company project received punitive comments and concerns with dissertations and pass-rate notes. The committee was reminded to remain vigilant in their application of Covid protocols. Prof van Romburgh requested that a Covid learning strategy be designed through the Teaching and Learning Committee to provide guidance on how the Business School is pursuing pandemic protocol.	

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	The Business School received positive commentary in regard to the Pitso's. A commentary inquiry was made on how the Pitso's and think tanks are applied in the MBA and PGDIP programmes. Prof van Romburgh requested that when a topic aligns with a module, that students should make an effort to attend. Prof Mouton agreed and advised that students and staff attend the Pitso's, however, notice of the meeting is too short and leaves little time to plan attendance. Dr Jordaan furthered a suggestion to include lecturers in the discussion to provide short commentary respective to their modules and how it will or may apply to the topic discussed in either the Pitso's or think tank. This will also provide more visibility to academics and students.	
4.2	**TEACHING AND LEARNING**	
	No discussion.	
4.3	**MBA**	
4.3.1	**Double teaching load** Dr Jordaan indicated that Prof Jackson has been presenting four semesters in a row due to the change of the curriculums. As a means to accommodate Prof Jackson, an option suggested is to be consider an external lecture. However, he holds enough leave days to take a one-year sabbatical. Prof Botha cautioned that there are other lecturers who are in similar situations and sabbatical leave holds strict processes. Exco can take a principal decision on how it can be applied. Prof van Romburgh guided the committee to identify two topics, being study leave and work allocation. Study leave requires proper planning and approvals. The Chair requested that a study leave policy be designed for the Business School. Prof Botha and Dr Lekunze will design the respective policy. With regard to the assigned workload, a document with principles and work allocations for 2022 should be forwarded to the committee. Programme managers will take up the matter and manage accordingly.	JJ / NM
4.4	**PGDIP**	
4.4.1	**Noting: 1st semester academic evaluation** Prof Mouton shared feedback with regard to evaluations and all have been accepted as good.	
4.4.2	**Noting: 1st semester support staff evaluation** Refer to 4.4.1 (inclusive discussion).	
4.4.3	**Noting: Number of applications (2 Aug2021)**	

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	Applications increased by a hundred, and may increase in the latter part of the year. The PGDIP commenced with the marketing of the programme and until today 1 048 inquiries have been made.	
4.4.4	**Process manual** The process manual was shared with the committee. The committee complimented Prof Mouton on the document. A question was raised on how we assess and benchmark our performance. Hosting a meeting with the marketing team to measure success and determine KPIs. Prof Mouton advised that the quality and assessment processes must be confirmed.	
4.5	**RESEARCH AND INNOVATION**	
4.5.1	**Possible rotation of Scientific Committee chair-ship** An inquiry was made to determine whether a rotation can be made between scientific chairs. The discussion will be hosted between Dr Lekunze and Dr Jordaan subject to the ToR of the meetings. Suggested a standard operating process for the committee as this will enable the rotation. Rather review individual tasks allocation. **Pending**	JJ / JL
4.6	**ETHICS**	
	Nothing to discuss	
5.	**AUTONOMY**	
	Nothing to discuss	
6.	**AFRICANISATION AND INTERNATIONALISATION**	
	Prof du Plessis advised the committee that the process is ongoing. Collaborating with Edinburgh Business School in Scotland and looking at possible initiatives. The proposal will be brought to the committee on completion. MoU with Lesotho is in progress, and Mr van den Bergh is managing the short learning programmes with excellence. Bon-Bon's in the pipeline for Women's Month. New professor who will be discussing decolonisation in Africa during September 2022. Prof van Romburgh shared a proposed opportunity to take over an MoU with Thailand. The committee agreed that it does not agree with the geographical pursuit and concluded that the focus will remain on Africa.	

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	Prof van Romburgh requested a list with all the current MoUs. He advised the committee that should international benchmarking identify prospects, that it is advisable to explore these options, as building relations will prove profitable.	
7.	**EXECUTIVE EDUCATION**	
7.1	**Finances SOF3 2021** There are still discrepancies due to the polluted KFS accounts that form part of the SLP report. Mr van den Bergh is having a meeting to discuss and conclude polluted accounts separated into different account groups. The decisions on monies will, however, remain within the Business School.	
	Initiative must be recorded for AMBA. Ensure that all tabs are available on the successes to support marketing initiatives.	
8.	**QUALITY**	
8.1	**Update AMBA** Prof Smit advised that the two AMBA documents were received and reviewed. Busy with two PGDM documents. Arrangements will be made with Jake Media when correct documents are received to design layout. Programme leaders to request lecturers to update their modules and Ms Ntsizwane to forward through-put rates. Arrangements for test run still to be made. Exco to give inputs on the suggested participants.	
9.	**PEOPLE AND CULTURE**	
9.1	**SBAB manager** Prof van Romburgh is considering the appointment of an SBAB manager. Suggestion was put to the table and the suggestion is to appoint Mr Oraabile Manayaapelo to serve as a project. Exco's views were requested, and the **committee agreed**. Dr Jordaan supported the suggestion. Committee agreed.	**Committee agreed**
9.2	**Snr manager: Accreditation and quality (This point carries high confidentiality)** *No finality yet. Still in process. Exco to take note of disciplinary process against one professor, which may result in concerning results for the MBA students. Recommendation is for a summary dismissal. Exco needs to discuss as it may have potential effects on research. Plan for master's and PhD students to be put in place. Prof van Romburgh will provide feedback.*	
10.	**BS FINANCE**	

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	Nothing discussed.	
11.	**CORPORATE MARKETING**	
	Nothing to discuss.	
12.	**HIRA Covid19**	
	Nothing to discuss.	
13.	**ALUMNI**	
	Nothing to discuss.	
14.	**ADVISORY BOARD**	
	Nothing to discuss.	
15.	**COMMUNITY ENGAGEMENT**	
15.1	Noting: MoU | Sustainable Community Development signed	
16.	**INFRASTRUCTURE**	
16.1	Noting: Vanderbijlpark 23 on Delius contract signed Signed lease agreement received. Prof Meyer indicated that there is still a problem with the hand-over. It is crucial to finalise Mafikeng offices. Proff van Romburgh and Meyer will take it up with Liezel.	
17.	**NEW MATTERS**	
17.1	**Approval: Process flow NWU BS Think Tank & Pitso webinars** Item accepted.	
18.	**CLOSING**	
	The meeting was concluded.	