

**MINUTES****Business School Executive Committee (EXCO) held on 1 September 2021**

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**Confidential**

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**Present**

|               |                     |      |                   |                       |
|---------------|---------------------|------|-------------------|-----------------------|
| <b>Chair:</b> | Prof J van Romburgh | JVR  | <b>Apologies:</b> | <b>In attendance:</b> |
|               | Prof J Meyer        | JM   |                   | Prof R Parsons        |
|               | Dr J Jordaan        | JJ   |                   | Dr P Steenkamp        |
|               | Prof N Mouton       | NM   |                   |                       |
|               | Prof R Lotriet      | RL   |                   |                       |
|               | Prof C Botha        | CB   |                   |                       |
|               | Prof A Smit         | AS   |                   |                       |
|               | 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**

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Total page numbers inclusive of cover: 8

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Minutes of this meeting accepted by Prof J van Romburgh on \_\_\_\_\_ 2021.**Assigned signatories: (electronic)**

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Prof J van Romburgh  
**Chair**

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Seconded by:

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Recording available from Secretariat subject to approval of Chair.

All Annexed referenced items available through Secretariat



| REF #      | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RESPONSIBLE         |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 3.1.2      | <b>Study leave policy for BS – CB/JL</b><br>The item was raised at the previous meeting on request from Prof Jackson. The committee requested feedback and a means of determining a policy that can guide study leave. Dr Lekunze shared the fact that a policy is available from FEMS. Prof van Romburgh acknowledged the policy and required that it be amended to fit the requirements of the Business School and find a means to phase it in. The policy should find a means to be effectively implemented. Dr Jordaan suggested that a data sheet be prepared according to available study leave when it was taken and prioritise it accordingly. Ad-hoc leave can be considered according to special circumstances. Prof van Romburgh requested whether Dr Lekunze engaged with respective staff as a means to collect the respective information. Dr Lekunze and Prof Botha will formulate principles that can be endorsed and suggested to the committee. |                     |
| <b>4.</b>  | <b>STANDING ITEMS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| 4.1        | <b>Feedback from previous meeting</b><br><i>(Annex)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |
| <b>4.2</b> | <b>TEACHING AND LEARNING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
| 4.2.1      | <b>Workload document with principles &amp; work allocations for 2022</b><br>Item pending.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 4.2.2      | <b>FCAS nomination</b><br><i>(Annex)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |
| <b>4.3</b> | <b>MBA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |
| 4.3.1      | <b>Noting: Number of applications for 2022</b><br><i>(Annex)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |
| 4.3.2      | <b>Student request: Mothusi R N J</b><br><i>(Annex)</i><br>Ms Ntiszwane shared the respective information with the committee. She advised that subsidies have already been lost; however, they may be bringing income to the Business School. Prof Botha reminded the meeting that the rule of four (registration) years must be applied consistently. Dr Lekunze concurred. Prof Lotriet reminded the committee of factors carrying special                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Not approved</b> |

| REF #      | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                  | RESPONSIBLE         |
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|            | circumstances; however, the registered years should be continuous. Consideration should be made to the module changes as well and Dr Lekunze advised that academic years should be suspended, otherwise it will be acknowledged as continuous and accumulate to four years, which will not allow for consideration. Students do not have formal requests for suspension and the request is <b>not approved</b> .                            |                     |
| 4.3.3      | <b>Noting: Feedback from lecturer meeting</b><br>Item will stand over                                                                                                                                                                                                                                                                                                                                                                       |                     |
| 4.3.4      | <b>MBA Advisory Board</b><br>Students from MBA board were identified, two volunteer lecturers and awaiting feedback from volunteers from Sasol and Department of the premier. In progress. The principle is to have academic advice on the MBA and cognisance taken of the naming of the board. Ensure that there is no confusion.                                                                                                          |                     |
| 4.3.5      | <b>Student request: Budeli T</b><br><b>Not approved</b>                                                                                                                                                                                                                                                                                                                                                                                     | <b>Not approved</b> |
| <b>4.4</b> | <b>PGDIP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |
| 4.4.1      | <b>Noting: Number of applications</b><br>Prof Mouton shared that applications are still increasing.                                                                                                                                                                                                                                                                                                                                         |                     |
| 4.4.2      | <b>RPL</b><br>Current applications are at five (5) and will be discussed between Proffs Meyer and Mouton and forwarded to the Faculty.                                                                                                                                                                                                                                                                                                      |                     |
| 4.4.3      | <b>Weekly feedback</b><br>Prof Mouton shared the process with the committee.                                                                                                                                                                                                                                                                                                                                                                |                     |
| <b>4.5</b> | <b>RESEARCH AND INNOVATION</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                     |
| 4.5.1      | <b>Prof Ravi students</b><br>Prof Botha made a suggestion on how students can be accommodated ( <i>Annex</i> ). The committee raised a concern in regard to the suggested supervisor and the possible risk monthly monies may result in. Prof du Plessis inquired whether another solution cannot be considered. Proffs Botha, du Plessis, Lotriet and Dr Lekunze to discuss a way forward and exceptional arrangements will be considered. |                     |

| REF #      | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RESPONSIBLE |
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|            | <p>Ad-hoc discussion: Prof van Romburgh requested that Prof Botha review and find suitable opportunities with acceptable process in allocating students to alternate supervisors.</p> <p>Extended discussion: The committee agreed on the following in regard to allocating students to new supervisors:</p> <ul style="list-style-type: none"> <li>The phase in which the research of the students is, will be determined. Students who are in the beginning of their research phase will be proposed to lecturers within the Business School who can take over the role of supervisor.</li> <li>Students with co-supervisors will be advised that co-supervisors will take over the role of supervisor and receive necessary assistance from internal lecturers.</li> <li>When supervisors have been allocated, one-one-one sessions will be hosted between student and new supervisor to establish the necessary rapport.</li> </ul> |             |
| <b>4.6</b> | <b>ETHICS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
|            | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>5.</b>  | <b>AUTONOMY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |
|            | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>6.</b>  | <b>AFRICANISATION AND INTERNATIONALISATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |
| 6.1        | <p><b>Noting: Eswatini/UNESWA in process</b></p> <p>Industry in Swaziland on which MoU is similar to the one in Lesotho. Feedback received appears to be favourable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |
| 6.2        | <p><b>Bon-Bons / approved to date / in process to date / feedback Women's month magazine / 3<sup>rd</sup> edition Nov</b></p> <p>Prof du Plessis shared feedback; however, due to poor connectivity, the meeting will receive information via written feedback. (Ad-hoc note discussion – Maximum Bon-Bon's to be eight (8) and must be pre-approved).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |
| <b>7.</b>  | <b>EXECUTIVE EDUCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |
| 7.1        | <p><b>Finances SOF3 2021</b></p> <p>There are still discrepancies due to the polluted KFS accounts that form part of the internal SLP-Finance reporting. It was discovered that an EI-course was presented via UCE of which the income was not yet collected nor reflected. These figures are also required to report correctly on expected income. The debtors decreased from 18.6% to 15.6%. A meeting will be scheduled to discuss the difference in figures between ExEd and those reported by Finance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |             |

| REF # | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RESPONSIBLE |
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| 7.2   | <p><b>Feedback on Africanisation, Kenya</b></p> <p>In comparison with Nigeria, the Kenyan project was disappointing due to probable improper communication by the Kenyan coordinator to the enrolled participants. 30 participants were enrolled, 20 were actively involved and on some days only about 10 attended the lectures. Intervention was sought and the figure increased afterwards. Dr Johan Jordaan confirmed the statement.</p>                                                                                                                                                                                                                                                                                     |             |
| 7.3   | <p><b>SCAS new renewals/channel via ExEd</b></p> <p>All SCAS renewals or new SCAS applications must be channelled via the Manager: ExEd's office to ensure that all processes are dealt with until the final approval at SCAS. If any of the processes are omitted, the application will not be approved. The ExEd section provides a record number of each application as a unique monitoring tag throughout the process.</p>                                                                                                                                                                                                                                                                                                   |             |
| 7.4   | <p><b>Lecturer evaluations and visibility</b></p> <p>It was decided that any lecturer evaluations may only be made available with the consent of the lecturer. The evaluations, however, are required for KPIs and quality reporting as part of the AMBA process and need to be internally identifiable. Prof van Romburgh advised that the item should be addressed over time to get clearer KPIs. Prof Botha commented that lecturer evaluations remain institutional information and not personal as such. Cognisance to be considered when information is utilised as feedback. Permission will be obtained prior to sharing any evaluative information and consider the lecturer's involvement with shared information.</p> |             |
| 7.5   | <p><b>SCAS process retail programme</b></p> <p>Prof Lotriet advised that expertise for a tender office is needed, on which Prof van Romburgh indicated that it is captured under Project Proton.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
| 7.6   | <p><b>PA Executive Programme</b></p> <p>The NWUBS requested P&amp;C to first seek delivery of SLPs from the Business School before sourcing externally. The PA Executive request received no interest within the Business School, which reflects negatively on our commitment. Prof Jan Meyer indicated that he is currently looking at possible solutions for the P&amp;C request for the development of the PA executive programme. Prof du Plessis shared with the meeting that this is also a need from outside interest and can prove feasible to the Business School.</p>                                                                                                                                                  |             |

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| <b>8.</b>  | <b>QUALITY</b>                                                                                                                                                                                                                                                                                                                                                                                         |                 |
| 8.1        | <b>BS quality manual</b><br>Prof Smit advised the committee that Ms Ntsizwane commenced with gathering information to arrange a quality manual for the Business School, which can also remain within the guidelines of FEMS.                                                                                                                                                                           |                 |
| 8.2        | <b>AMBA update</b><br>Item for noting. In progress with assistance from Jake Media. Dr Lekunze inquired whether there are still any outstanding documents from the Research Office and Prof Smit advised that it can be updated.                                                                                                                                                                       |                 |
| <b>9.</b>  | <b>PEOPLE AND CULTURE</b>                                                                                                                                                                                                                                                                                                                                                                              |                 |
|            | No discussion.                                                                                                                                                                                                                                                                                                                                                                                         |                 |
| <b>10.</b> | <b>BS FINANCE</b>                                                                                                                                                                                                                                                                                                                                                                                      |                 |
| 10.1       | <b>Bursaries</b>                                                                                                                                                                                                                                                                                                                                                                                       |                 |
| 10.1.1     | <b>Ad-hoc bursaries</b><br>Ms Ntsizwane shared information with the committee and advised that there are still monies left that can be utilised during the latter part of the year.                                                                                                                                                                                                                    |                 |
| 10.1.2     | <b>ASPEN allocation 2021</b><br><i>(Annex)</i><br>R300T received and awarded to ten (10) students. <b>Committee approved.</b><br>The committee inquired on the allocation criteria and Prof Parsons advised that he will discuss with the director of Aspen. Ms Moolman inquired on one student who received monies exceeding the amount owed. Prof Lotriet advised that the matter has been resolved. | <b>Approved</b> |
| <b>11.</b> | <b>CORPORATE MARKETING</b>                                                                                                                                                                                                                                                                                                                                                                             |                 |
| 11.1       | <b>Facebook monitoring</b><br>It was suggested that each division within the NWUBS needs to have a dedicated person to monitor Facebook posts, messages and reviews. Currently, ExEd is monitoring the NWUBS Facebook page and will continue to do so until a dedicated person is tasked to perform this function.                                                                                     | JJ / NM         |

| REF #      | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                   | RESPONSIBLE |
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|            | Mr van den Bergh suggested that the page is visited frequently by involved parties as a means to manage the correspondence and image of the page as such. Each programme will appoint a responsible person who can assist in tracking the information. Programme managers will identify. Prof Smit suggested that one person be identified from whom it can be furthered to respective members of staff. The committee agreed on identifying one individual. |             |
| <b>12.</b> | <b>HIRA Covid19</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |
| 12.1       | <b>Staff wellness/support staff</b><br>Item pending.                                                                                                                                                                                                                                                                                                                                                                                                         |             |
| <b>13.</b> | <b>ALUMNI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |
|            | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| <b>14.</b> | <b>ADVISORY BOARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
|            | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| <b>15.</b> | <b>COMMUNITY ENGAGEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |
| <b>16.</b> | <b>INFRASTRUCTURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| 16.1       | <b>E3 office allocations</b><br>Mr van den Bergh requested proper discussions on office allocations prior to any movements.                                                                                                                                                                                                                                                                                                                                  |             |
| <b>17.</b> | <b>NEW MATTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
|            | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| <b>18.</b> | <b>CLOSING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|            | The meeting was closed, however, with item 4.5.1 as extended ad-hoc.                                                                                                                                                                                                                                                                                                                                                                                         |             |