



File reference: 2.3.1.2.3

**Proposed format for an Action Plan/Improvement Plan after the  
completion of Internal Programme Evaluation**

**CAMPUS:** POTCHEFSTROOM

**FACULTY:** ECONOMIC AND MANAGEMENT SCIENCE

**DEAN:** PROF ELSABÉ LOOTS

**SCHOOL:** POTCHEFSTROOM BUSINESS SCHOOL

**DIRECTOR:** PROF TE DU PLESSIS

**PROGRAMME:** MASTER OF BUSINESS ADMINISTRATION  
(indicate specialisation within the programme):

**PROGRAMME MANAGER:** PROF RA LOTRIET

**DATE ON WHICH ACTION PLAN WAS DEVISED:** 23 APRIL 2010

| SECTION THAT NEEDS IMPROVEMENT                                                                                           | RECOMMENDATION AS REFERRED TO IN IPE REPORT | ACTION(S)                                                                                                                                         | NAMES OF STAFF AND/OR CO-ORDINATORS | TIME LINE          |
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| <b>Criterion 1</b><br><br><b>Institutional    Organisational Context</b><br><br>1.1    Development of Programme document | IPE report section 1                        | <ul style="list-style-type: none"> <li>Meeting with Academic Support Services of the University to develop program document</li> </ul>            | MBA Program Manager (Prof Lotriet)  | End of August 2010 |
| 1.2    Colaboration with GSBL of Mafikeng Campus                                                                         |                                             | <ul style="list-style-type: none"> <li>Continuous discussion with Mafikeng Campus as well as Potch Campus and Institutional Management</li> </ul> | Director                            | Starting in 2011   |

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| <b>Criterion 2</b><br><br><b>Program Design and Coordination</b><br><br>2.1 Align credits with reference to the HEQC and other business schools | IPE report section 2                        | <ul style="list-style-type: none"> <li>Benchmark of credits with reference to HEQC and other business schools</li> </ul>            | MBA Program Manager to investigate and refer to school's strategic planning meeting                    | Second semester 2010 |
| 2.2 Align credits of research component of proposed/provisional HEQC regulations to be one third of total program credits                       |                                             | <ul style="list-style-type: none"> <li>Investigate and benchmark the credits with HEQC, SABSA and other Business Schools</li> </ul> | MBA Program Manager, Research Manager and Director to refer to the school's strategic planning meeting | 2010 to 2015         |
| 2.3 Development of Program Document                                                                                                             |                                             | <ul style="list-style-type: none"> <li>Refer to 1.1</li> </ul>                                                                      | Refer to 1.1                                                                                           | Refer to 1.1         |

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| <b>Criterion 3</b><br><br><b>Student recruitment, admission and selection</b><br><br>3.1 Ensure alignment with university's RPL policy | IPE report sections 3                       | <ul style="list-style-type: none"> <li>See document IPE File no 1 Criterion 3.5</li> </ul>                                                                                                                                                                         | Director and Program Manager                      | Continuous      |
| 3.2 Describe RPL policy of the business school as part of the program document                                                         |                                             | <ul style="list-style-type: none"> <li>Revisit RPL Policy and refer to schools annual strategic session</li> </ul>                                                                                                                                                 | Director, Program Manager and Admission committee | End August 2010 |
| <b>Criterion 4</b><br><br><b>Staffing</b><br><br>4.1 Equity profile need improvement to be in line with university regulations         | IPE report sections 4                       | <ul style="list-style-type: none"> <li>Continuous process to employ personnel according to equity profile taking into account the Afrikaans medium mode of instruction at Potch Campus within the scope of the requirements of Business School training</li> </ul> | Dean of Faculty, Director and Interviewing Panel  | Continuous      |

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| <b>Criterion 5</b><br><br><b>Teaching &amp; Learning</b><br><br>5.1 Investigate the use of E-fundi                       | IPE report section 5                        | <ul style="list-style-type: none"> <li>Academic support services presentation of possible utilisation on E-fundi/teaching and learning trends on MBA level</li> <li>Depending on the outcomes of the presentation utilisation possibilities may be identified</li> </ul> | All academic staff                  | At least annually                     |
| 5.2 More formal exposure to developing trends in teaching and learning presented by the academic support unit of the NWU |                                             |                                                                                                                                                                                                                                                                          | All academic staff                  | Continuous at least an annual meeting |
| 5.3 Study Guides to be updated in accordance with recommendations by Academic Support Services                           |                                             |                                                                                                                                                                                                                                                                          | All academic staff                  | End Aug to End Nov 2010               |

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| <b>Criterion 6</b><br><br><b>Research</b><br><br>6.1 Integration of research into program document | IPE report section 6                        | <ul style="list-style-type: none"> <li>The relevant research components will be incorporated into the Programme document</li> </ul>                                                                                                                                                                                                                                                      | Program Manager<br>Research Manager                                   | End of August 2010 |
| 6.2 More emphasis on development of faculty to enhance research capacity                           |                                             | <ul style="list-style-type: none"> <li>Task agreement/ Development program per staff member</li> <li>Exposure to all MBA staff as study leaders on research project</li> <li>Active encouragement of all staff to participate in national and international conferences</li> <li>Organising of annual international conference</li> <li>Incentivising staff to write articles</li> </ul> | Director and PBS's OD officer (Prof Leon Jackson)<br>Research Manager | Continuous         |

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| <b>Criterion 7</b><br><br><b>Supervision of Research Dissertation</b><br><br>7.1 Need to develop research document with rules and regulations describing the Research process | IPE report section 7                        | <ul style="list-style-type: none"> <li>Formalise in-house procedure and take it to school's strategic planning meeting</li> </ul>    | Research Manager                    | End of August 2010 |
| 7.2 More focused research                                                                                                                                                     |                                             | <ul style="list-style-type: none"> <li>Implement cluster concept</li> </ul>                                                          | All staff                           | End of August 2010 |
| 7.3 Feedback from students on supervision                                                                                                                                     |                                             | <ul style="list-style-type: none"> <li>Develop a document to evaluate the study leader's guidance during the dissertation</li> </ul> | Quality Manager                     | End of August 2010 |

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| <b>Criterion 8</b><br><br><b>Student Assessment</b><br><br>8.1 Assessment criteria | IPE report section 8                        | <ul style="list-style-type: none"> <li>• Develop assessment plan for the MBA</li> <li>• Align outcomes of each module with the Assessment plan</li> <li>• Lecturers should attend the assessment course</li> </ul>   | All MBA academic staff and Program Manager | End of August 2010 |
| 8.2 No standardised moderators plan                                                |                                             | <ul style="list-style-type: none"> <li>• Develop external moderators plan that includes the expansion of the capacity, the use of NWU Moderation form, and dovetail with the assessment policy of the NWU</li> </ul> | All MBA academic staff and Program Manager | End of August 2010 |

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| <b>Criterion 9</b><br><br><b>Infrastructure and Library Resources</b><br><br>9.1 More recent research material              | IPE report section 9                        | <ul style="list-style-type: none"> <li>Alignment with library in obtaining more recent books according to budgetary allocations</li> </ul> | Librarian (Ms Christine Bronkhorst) and Prof Stephan van der Merwe | Continuously, at least two times per year |
| <b>Criterion 10</b><br><br><b>Student Retention and Throughput Rates</b><br><br>10.1 Monitoring acceptable throughput rates | IPE report section 10                       | <ul style="list-style-type: none"> <li>Active academic record management</li> </ul>                                                        | Academic Administration                                            | After each semester and annually          |
| <b>Criterion 11</b><br><br><b>Programme Reviews</b>                                                                         | IPE report section 11                       |                                                                                                                                            |                                                                    | Continuous, at least once a year          |

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