



UNIVERSITY OF TM
KWAZULU-NATAL

**INYUVESI
YAKWAZULU-NATALI**

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM, HELD AT 13H30
ON TUESDAY, 25 MARCH 2014, IN THE COUNCIL CHAMBER,
ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

PRESENT

Dr S Reddy	(Chair & Health Sciences Academic Representative)
Mr C Baloyi	(IF Secretary and Registrar)
Dr P Naidoo	(Health Sciences Academic Representative)
Prof A Matthews	(CAES Academic Representative)
Dr S Hansraj	(CAES Academic Representative)
Mr C Thomas	(Humanities Support Representative)
Mr T Singarum	(Support Sector Representative)
Mr T Daemane	(Student Representative)
Dr F Ruffin	(CLMS Academic Representative)
Ms C Musto	(Union Representative)

BY INVITATION

Mr L Mzimela	(Corporate Relations) - Items 1 & 1.2)
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APOLOGIES

Ms Y Zwane	(Council Representative)
Dr L Lalendle	(Director: QPA)
Prof J Burns	(Senate Representative)

IN ATTENDANCE

Ms J Brady	Committee Officer
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1. OPENING AND WELCOME

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The Chair welcomed members and declared the meeting open. It was decided to continue with the meeting although a quorum had not been reached and the Registrar, Mr Convy Baloyi, had not yet arrived.

Whilst the meeting waited for the Registrar, the Chair afforded members an opportunity to introduce themselves and introduced Mr Len Mzimela from Corporate Relations who was present to assist with ideas for publicising the Institutional Forum (IF).

The Chair explained that thus far it had been difficult to elicit items for the agenda from the University community as it seemed that they were largely unaware of the existence of the Forum and its function/s. Some attempts had been made to publicise the Forum but these had been largely unsuccessful. She was of the opinion that a strong awareness campaign would encourage people to contribute to the forum, thus strengthening its voice and its role within the University.

Mr Mzimela proposed that Corporate Relations develop a webpage and an easily remembered and “catchy” tagline for the IF on the UKZN website. It was important that the tagline be couched in simple non-academic language so that it was accessible to all.

The costs for this part of the awareness campaign would be borne by Corporate Relations. He proposed that the IF seek assistance from the Registrar for costs for hard copies of flyers and posters that could be distributed amongst the University community.

The comment was made that the IF was seen to be a Forum that did not deal effectively with matters on behalf of the University community and it was hoped that the awareness campaign would be the first step towards encouraging a more robust participation in Forum matters.

1.1 **Address by the Registrar**

At this point the Registrar, Mr C Baloyi entered the meeting and apologised that he was late, explaining that he had been detained at the Human Rights Lecture given by retired judge, Mr Z Yacoob.

During his address to the IF, Mr Baloyi expressed his opinion that University Forums were an important voice for a University community, capable of achieving much good, and pledged his support to the Chair and indeed to the entire membership, in his role as Secretary to the IF.

He proposed that as the Forum was mandated to advise Council on matters affecting the University, he and the Chair should meet with the Chair of Council before the next Council meeting in June so that the IF

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might be given some prominence on the Council agenda, and also to find a way to encourage Management to give IF matters some space in appropriate College and School forums in order to elicit discussion and items for the agenda. The Chair thanked Mr Baloyi for this proposal and agreed that it would be helpful to gain the support of the Chair of Council.

The Chair further proposed that a day-long workshop be held around the beginning of May 2014, for the IF to clarify the roles and function of the IF and IF members and to map a way forward for the future. The Forum supported this proposal and requested the Committee Officer to circulate two dates for the May workshop so members could elect one.

During the discussion it was also agreed that Corporate Relations should set up a web blog for members of the Forum where issues of importance could be discussed and placed on the agenda of forthcoming meetings.

A second general University blog should be set up to give the community an opportunity to air their views on matters of importance. It was envisaged that, arising out of these discussions, it would be possible to discern what the pressing issues were so that the IF could make a statement on behalf of the University.

It was further proposed that IF members monitor the University blog on an agreed rotational basis and alert other members of issues of pressing concern. Members were in support of both proposals and it was agreed that the Chair and Mr Mzimela would include these in their meeting to finalise the awareness campaign for the IF.

Mr Mzimela left the meeting at this point to attend to another engagement.

1.2 Branding/making the IF more visible the Institutional Forum

These matters were reported under Items 1 and 1.2 of these minutes.

2. APOLOGIES FOR ABSENCE

The attendance list was circulated and apologies as tendered were NOTED.

3. CONFIRMATION OF THE AGENDA

The agenda was confirmed with no additions and deletions.

4. MINUTES OF MEETING: FOR NOTING

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The following minutes, which had been circulated and confirmed via round robin, were NOTED.

1. Minutes of 30 November 2012. (Appendix A of the agenda)
2. Minutes of 8 March 2013 (Appendix B of the agenda)
3. Minutes of 28 July 2013 (Appendix C of the agenda)

5. **REPORT ARISING OUT OF THE MEETING HELD ON 29 NOVEMBER 2013**

The report, attached to the agenda as Appendix E, was NOTED.

6. **COMMITTEE CHARTER, STATUTE AND MEMBERSHIP**

The Committee Charter, statute and membership attached to the agenda as Appendix E were NOTED.

It was agreed that a concerted effort be made to fill all vacant membership posts before the next meeting.

6. **MATTERS ARISING FROM THE MINUTES**

6.1 **Resuscitation of the UKZN IF**

These matters were discussed under Items 1 and 1.2 of the agenda.

6.2 **Goals for 2014**

It was agreed that the following would be immediate goals of the IF. Further goals would be determined at the forthcoming workshop.

1. Branding/awareness and marketing of IF
2. Meet with Council Chair
3. Workshop for Planning for 2014/ If turnaround Strategy

6.2.1 **Review of policies**

6.2.1. **Transformation Charter**

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The Transformation Charter (Appendix H of the agenda) and the Report from the College of Law and Management Studies (Appendix G of the agenda) were NOTED.

It was agreed that these matters would be given further consideration after the May workshop.

6.3 Academic Freedom

6.3.1 Organisation of an Annual Lecture on Academic Freedom: For conclusion

The following objectives were NOTED:

- 1) Representatives to suggest possible names for the Annual Lecture on Academic Freedom.
- 2) A motivation with a budget needs to be submitted to Corporate Relations.
- 3) Possible date for Academic Freedom Lecture

It was agreed that the above matters be considered after the May workshop.

6.3.2 Organisation of a Round Table Discussion on Experiences of South African and African Universities on the issues surrounding Academic Freedom: For conclusion

The round table discussion will be arranged after the Annual Academic Freedom Lecture.

This matter will be considered after the May workshop.

6.3.4 University Language Board: Report to Senate (2012/2013)

For noting.

Report attached. (English version) (Appendix I of the agenda)

Report attached (Zulu version) (Appendix J of the agenda)

The reports were NOTED.

7. WOMEN'S DAY LECTURE: For conclusion

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It was agreed that the matter be considered after the May workshop.

8. **GENERAL**

8.1 **Report on the Election of the Chancellor**

The report on the Election of the Chancellor in, attached to the agenda as Appendix K, was NOTED.

8.2 **Report on Selection of Executive Staff**

Mr Baloyi recused himself during the Chair's report on the Selection Committee meetings that she had attended as the representative of the IF, as his appointment had been on the agenda of those meetings.

The report was NOTED and concern was expressed that the requirement for a DVC to have 5 years experience as a full professor was biased against formerly disadvantaged prospective candidates including women of all races.

Dr Reddy said that the above concern had been brought to the attention of the Selection Committee.

8.3 **Report on the VC's School Visits**

The above report attached to the agenda as Appendix L was NOTED.

8.4 **Research Productivity Measures: for discussion**

The following reports were NOTED.

8.4.1 Productivity Measures (Appendix M1 of the agenda)

8.4.2 Research Productivity Challenges (Appendix M2 of the agenda)

8.4.3 Research Productivity – A way forward (Appendix M3 of the agenda)

After brief discussion of the reports it was agreed that Dr Hansraj should write a motivation reviewing the productivity units that impact on staff at UKZN, for discussion at the next meeting, so that the matter could be brought to the attention of the relevant authorities and Council.

Action: Dr S Hansraj

9. DATES OF MEETINGS: 2014

17 June
09 September
25 November

Please note that all meetings will begin at 13h30 and will take place in the Council Chamber, Administration Building, Westville Campus, unless otherwise advised.

CHAIRPERSON.....DATE.....
