



**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM HELD AT 13H30
ON FRIDAY, 28 JUNE 2013, IN THE COUNCIL CHAMBER, ADMINISTRATION
BUILDING, WESTVILLE CAMPUS**

PRESENT

Dr S Reddy (Health Sciences Academic Representative & Chair)
Dr S Hansraj (CAES Academic Representative)
Mr N Mabusela (Student Representative)
Mr M Mdhluli (CAES Support Representative)
Ms C Musto (Union Representative)
Dr P Naidoo (Health Sciences Academic Representative)
Ms C Terblanche (CLMS Support Representative)
Mr C Thomas (Humanities Support Staff Representative)
Professor D Tewari (CLMS Academic Representative))
Ms Z Sokhela (Council Representative)

IN ATTENDANCE

Mr N Zuma (Registrar's Representative)
Ms J Brady (Committee Officer)

ABSENT WITH APOLOGIES

Professor J Burns (Senate Representative)
Professor C Potgieter (Management Representative)
Prof G Kamwendo (Senate Representative (alternate))
Dr LL Lalendle (Senate Representative)
Mr L Mofokeng (CLMS Academic Representative (alternate))
Professor S Mukaratirwa (CAES Academic Representative)
Dr G Mazibuko (Health Sciences Representative)

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REPORT ON PROCEEDINGS

The Chair welcomed those members present and declared the gathering open. She thanked members for accommodating the shift in dates from 18 June 2013 to 28 June 2013 to allow staff to conclude tasks associated with the mid-year examinations.

However, she further noted that it was not possible to proceed with the agenda that had been circulated, as the meeting was inquorate. She proposed that some time be given to discussing methods to make the IF more visible within the University, which would hopefully assist it to carry out its mandate as outlined in the University Statute. The point was made that staff and students seemed to be largely unaware of the existence of the IF and its mandate, with the result that few if any items were submitted for the agenda. The Chair reported that she had been engaging with the Executive Director (ED): Corporate Relations on a number of IF issues, one of which was the development of a website for the IF, or inclusion of the IF on the current University website. Unfortunately the ED: Corporate Relations had recently resigned so she was unable to report on the status of the initiatives shown above.

The Deputy-Chair of the IF commented that a lack of visibility for IFs seemed to be a national problem, as he had tried to contact IF Chairs to discuss the resuscitation of IFs and out of a total of 17 Chairs had only been able to get details of three of them. It had subsequently turned out that of those three Chairs, the details of two of them had been incorrect:

After further discussion on how to raise the profile of the IF at UKZN, the following was AGREED:

1. The Chair would write to the Vice-Chancellor requesting him to write a communiqué to the University community advising them of the existence of the IF.
2. The Chair would write to the academic DVCs, Deans and Heads of Schools, asking them to give representatives some space to raise the existence of the IF at their School Boards and/or College Management Committee meetings.
3. The Chair would write to members of the IF reminding them of their role and responsibility to liaise with their constituencies and determine whether there were matters that should be brought to the attention of the IF.

Some attention was given to the kinds of agenda items that could be brought to the attention of the IF. Amongst others, members proposed the following as future possible agenda items:

4. Promotion Criteria according to Senate norms – Review of the same
5. Superannuation and UKZN Retirement Age

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6. Student/Staff Ratio
 7. Research Productivity Norms
 8. The attraction and retention of academic staff
 9. Performance Management Moderations
 10. Transformation initiatives.

There being no further matters the Chair thanked members for their input and closed the meeting at 14h27.

Chairperson.....Date.....
