



UNIVERSITY OF <sup>TM</sup>  
**KWAZULU-NATAL**

**INYUVESI  
YAKWAZULU-NATALI**

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM (IF) HELD AT  
13H30 ON FRIDAY, 30 NOVEMBER 2012, IN THE VICE-CHANCELLOR'S  
DINING ROOM, ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

**PRESENT**

Reddy, S	Dr (Deputy-Chair & Acting Chair & Health Sciences, Academic Rep.)
Gumbi, S	Mr (Convocation Rep.)
Hansraj, S	Dr (AES, Academic Rep.)
Mukaratirwa, S	Prof (AES, Academic Rep.)
Naidoo, P	Dr (Health Sciences, Academic Rep.)
Simelane, H	Prof (Humanities, Support Rep.)
Potgieter, C	Prof (Management Rep.)
Tewari, D	Prof (Law & Management Studies, Academic Rep.)
Burns, J	Prof (Senate Rep.)

**APOLOGIES**

Amod, R	Ms (Law & Management Studies, Support Rep)
Gani, N	Mr (Support Rep. & Chair, Resigned from Committee)
Jaganyi, D	Prof (Senate Rep.)
Mzizi, L	Ms (Humanities, Support Rep.)
Panday, P	Ms (Health Sciences, Support Rep, resigned from UKZN)
Terblanche, C	Ms (Law & Management Studies, Support Rep)
Sokhela, Z,	Ms (Council Rep.)
Jagesar, Y	Mr (Support Rep.{alternate})
Vithal, R	Prof (Management Rep.)

**IN ATTENDANCE**

Brady, J	Ms (Committee Officer)
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## 1. OPENING AND WELCOME

Dr S Reddy, the Acting Chair of the IF welcomed members and asked them to consider whether or not to continue the meeting as many apologies had been received due to the inclement weather, which had made the meeting inquorate.

After discussion it was agreed that the meeting should continue as scheduled for those members who had made the effort to attend, and that the Acting Chair should report on items in the agenda that she had acted on. She had had a meeting with the Executive Director: Corporate Relations, Ms N Mbadi, on a number of issues arising out of the last meeting of the IF and would report on these.

It was noted that the first item on the agenda was the election of a new Chair. After discussion, the Forum supported Dr Reddy's offer to continue to act as Chair until the first meeting in March. It was envisaged that this meeting would be quorate and a new Chair could then be officially elected.

The question of quorum was discussed and concern was raised that this was often an issue at meetings of the IF. After discussion it was agreed that the Acting Chair would write to members to encourage them to attend meetings as the lack of a quorum made it difficult to attend to matters efficiently.

It was further agreed that members should to notify the Committee Officer timeously if they could not attend meetings, so that their alternate could be alerted to attend in their stead.

**Action: Chair/Committee Officer**

## 2. APOLOGIES FOR ABSENCE

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

## 3. ELECTION OF CHAIR

The e-mail informing of the resignation of the Chair, Mr N Gani, from the Forum, and attached to the agenda as Appendix A, was NOTED.

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It was agreed to postpone the election of a new Chair to the first meeting in 2013, which would hopefully be quorate. Item 1 of these minutes refer.

**Action: IF Members**

#### **4. CONFIRMATION OF THE AGENDA**

The agenda was confirmed with the addition of the following items:

#### **5. CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the meeting held on 14 September 2012, attached to the agenda as Appendix B, were not confirmed as the meeting was inquorate. It was agreed that these minutes would be confirmed at the first meeting in 2013.

#### **6. MATTERS ARISING FROM THE MINUTES**

Matters arising from the minutes were reported as follows:

##### **6.1 Resuscitation of IFs Nationally (Outcome of DHET meeting of IF Chairs)**

The Acting Chair reported that in her discussions with Ms Mbadi they had considered whether or not it would be looked upon unfavourably if the UKZN Institutional Forum took the lead in the drive to resuscitate IFs nationally. The general consensus of the Forum was that this would not be regarded with disfavour, especially if the task was undertaken with some sensitivity. Again the matter of funding for such an initiative was raised. It was proposed that one way to proceed, would be for a member of the UKZN IF to take the lead in liaising with IF Chairs nationally to discuss resuscitation, which could lead to a request for funding being made to either the EMC or Council.

It was further proposed that a videoconference meeting of IF Chairs could cut costs and that HESA could be approached to assist with facilitating contact with IFs nationally. It was agreed to give the matter further thought at the next meeting.

**Action: Dr S Reddy**

##### **6.2 Discussion of Goals for 2011/2012**

The following matters were discussed as part of the goals for 2012:

###### **6.2.1 Review of policies: ( Transformation Charter)**

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The Acting Chair informed the Committee that UKZN had held the official launch of the Transformation Charter during September 2012.

Corporate Relations had been responsible for the University-wide launch. Colleges had also been allocated a sum of money to run their own transformation initiatives. Some members of the IF expressed surprise at this information, as they were unaware of any transformation initiatives being carried out in their Colleges.

It was proposed that before the next meeting the Chair should request a report from Corporate Relations on how the Transformation Charter was being enacted and who within the Colleges was responsible for the Transformation budget within Colleges.

**Action: Dr S Reddy**

### **6.3 Academic Freedom**

#### **6.3.1 Organisation of an Annual Lecture on Academic Freedom: 2013**

The Acting Chair reported that Ms Mbadi had been supportive of both the idea of an Annual Lecture on Academic Freedom and that of a round table discussion. However, again the matter of funding was raised and it was noted that Corporate Relations could fund one or the other initiative, but not both, during the course of a year. It was again proposed that the naming of the lecture might influence funding for the initiative.

Consideration should be given to which initiative to proceed with in 2013, at the next meeting of the Committee.

**Action: Dr S Reddy**

#### **6.3.2 Organisation of a Round Table Discussion on Experiences of South African and African Universities on the issues surrounding Academic Freedom**

This matter is reported under Item 6.3.1 of these minutes.

### **7. WOMEN'S DAY LECTURE**

The motivation to Council for the institution of a UKZN Women's Day Lecture, attached to the agenda as Appendix C, was NOTED. It is envisaged that the motivation will serve at the next Council meeting on 18 March 2013, for discussion.

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The Chair reported that she had met with the Executive Director: Corporate Relations on the Forum's proposal for a UKZN Women's Day. There had been discussion around funding for such an event and Ms Mbadi had undertaken to speak to the Executive Management Committee (EMC) about the matter.

The Forum proposed that in order to generate interest, and perhaps influence funding, it would be valuable to name the Women's Day Lecture after a woman who had made a significant contribution to women's issues. It was further proposed that this could be an individual who had links to the University or perhaps to the region of KwaZulu-Natal.

After discussion it was proposed that members could suggest names of women after whom the lecture could be named, after having given the matter some thought, at the next meeting.

**Action: IF Members**

8. **COUNCIL REPORT: 30 MARCH 2012**

The Council Report attached to the agenda as Appendix D, was NOTED.

9. **IF REPORT FOR INCLUSION IN THE UKZN ANNUAL REPORT: 2013**

Dr Reddy informed the Forum that as Acting Chair she was responsible for drafting the IF Report for inclusion in the 2013 UKZN Annual Report.

After discussion with the Forum it was agreed that Dr Reddy would summarise the IF's activities for 2013 for the report. She would circulate the draft to members for input and approval before submitting the final draft to Corporate Relations on 15 December 2013.

**Action: Dr S Reddy / Committee Officer**

10. **REPORT ON THE SENIOR APPOINTMENTS COMMITTEE RECRUITMENT AND SELECTION PROCESS FOR THE POST OF DVC AND HEAD OF COLLEGE, COLLEGE OF HUMANITIES AND COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

Dr Reddy reported on the process undertaken by the Senior Appointments Committee in the recruitment and selection of the above positions.

She was of the opinion that the interview process followed due policy and procedure and that the appointments that were recommended were based on merit.

**11. CLOSURE**

There being no further matters to discuss the meeting ended at 2h35.

**12. DATES OF NEXT MEETINGS: 2013**

Meetings have been arranged for 2013 as follows:

- 1 March at 13h30 (now postponed to 8 March)
- 18 June at 13h30
- 18 Sept at 13h30
- 26 Nov at 13h30

All meetings will take place in the Council Chamber, Administration Building, Westville Campus, unless otherwise advised.

**CHAIRPERSON.....DATE.....**

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