



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

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YAKWAZULU-NATALI

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM, HELD AT 13H30  
IN ROOM M111, 1<sup>ST</sup> FLOOR, "M" BLOCK, ON WEDNESDAY, 6 APRIL 2016**

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**PRESENT**

Ms D Stone	Acting Chair & Support Staff Rep, CLMS
Prof C Potgieter	Management Representative
Prof Brij Maharaj	Senate Representative
Prof H Wissink	Senate Representative
Mrs F Bulman	Convocation Representative
Mr A Marimuthu	Union Representative
Dr A Matthews	Academic Staff Representative (CAES)
Dr R Govinden	Academic Staff Representative (CAES) alternate
Prof P Morojele	Academic Staff Representative (Humanities)
Prof HG Kruger	Academic Staff Representative (Health Sciences)
Mr D Arumugan	Support Staff Representative (Humanities)
Dr F Ruffin	Academic Representative (CLMS)
Mrs D Stone	Support Staff Representative (CLMS)
Dr S Pillay	Support Staff Representative (Health Sciences)
Mr S Ngidi	Student Representative
Prof K Kirkman	Support Staff Representative (CAES)
Mr T Singaram	Support Sector Representative

**APOLOGIES**

Mr S Mokoena	Registrar ( <i>in attendance</i> )
Mrs A Williamson	Management Representative

**IN ATTENDANCE**

Ms J Brady	Committee Officer
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**1. OPENING AND WELCOME**

Ms D Stone, the current Deputy-Chair of the IF, undertook to Chair the meeting whilst the election of a new Chair was underway.

**2. APOLOGIES FOR ABSENCE**

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

**3. DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict/s of interest and the meeting was duly constituted.

**4. ELECTION OF CHAIR**

As the term of office of the former IF Chair (Dr Sudan Maharaj) had ended on 31 December 2015, the first order of business for the meeting was to elect a new Chair.

Professor P Morojele and Professor G Kruger were nominated to stand for election.

After completion of the voting process, Professor G Kruger was elected as the incoming Chair of the Institutional Forum.

**5. CONFIRMATION OF THE AGENDA**

The agenda was confirmed with no additions or completions.

**6. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2015**

The minutes of the meeting held on 23 November 2016, attached to the agenda as Appendix A, were unanimously confirmed.

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

The Committee Charter, Statute and Membership attached to the agenda as Appendix B, were NOTED.

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

### **8.1 Proposal for the review of Principles and Process for Closure of Disciplines**

*Ambit: 1 (a) the implementation of the Act and the national policy on higher education.*

Dr Matthews reported that he had not had the time to find out from Dr Alant what processes had been followed in closing the disciplines of Afrikaans, German and Italian, as he had been on sabbatical during the past year. He had only come onto campus to attend meetings.

Professor Potgieter clarified that in closing down those disciplines due process had been followed and disciplines had been disestablished according to UKZN policies and procedures, and all minutes of relevant meetings were available for scrutiny.

The matter had been referred to Senate after concerns had been raised by some academics and there it had been deemed to be a College matter.

It was agreed that this matter could now be closed.

### **8.2 Proposal for the Revision of Senate Norms for Research Productivity and Postgraduate Supervision.**

*If ambit: 1(e) fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching and research*

Professor Matthews explained, for the benefit of new members, his concern that there was no way for academics to place matters on the Senate agenda for discussion, unless it was through the College Academic Affairs Boards, which often did not guarantee that matters raised there would reach Senate. He mentioned the Senate norms for Research Productivity and Postgraduate Supervision which were a source of unhappiness for some academic staff.

However it was noted that a Task Team headed by the DVC: Research had been appointed to investigate the matter and it was envisaged that the results of these investigations should be submitted to IF once they became available.

During discussion the point was made that DHET viewed Institutional Forums as important bodies for Universities to reflect on and consider important issues and the point was made that it was concerning that there was silence around important national issues

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at UKZN and that no new matters were submitted to the Forum for this agenda.

Members of Committee were advised to familiarise themselves with the ambit of the Forum, as stated in UKZN Statute so that IF could advise the Council on matters affecting the University, on behalf of its constituency.

#### **8.4 Enhancement of Academic Democracy at UKZN**

*IF Ambit: 1 (e) fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning.*

It was noted that the IF was concerned about opportunities for more democratic inclusion and involvement in the decision-making processes at the University.

It was agreed that Professor B Maharaj and Dr A Matthews should be mandated to draw up a brief proposal on how to enhance academic democracy at UKZN.

**Action: Prof B Maharaj/Dr A Matthews**

Comment was made about the request that the IF had some representation on Council. Also mention was made of the proposal to allow academics a way to place a matter on the Senate agenda. The suggestion goes against the devolved model at UKZN.

#### **8.5 IF Involvement in Task Teams**

##### **8.5.1 Retirement Age Task Team**

The matter of the revised retirement age from 60 years to 65 years had served before the Council meeting on 7 December 2015. In view of the various processes that are taking place at Council currently a final decision on the matter has yet to be reached.

##### **8.5.2 Task Team on Equity and Transformation Policies**

It was noted that because of work commitments Dr Ruffin was no longer able to act as convener and scribe for this Task team.

After discussion it was agreed that Professor Morojele, would take over from Dr Ruffin and that the proposed members of the Task team would be Professor Potgieter, (if available) Mrs Williamson, Mrs Bulman and the Registrar.

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**9. GENERAL**

There were no matters under General and the meeting ended at 15h35.

**10. MEETING DATES - 2016**

22 June  
05 September  
21 November

Members will be advised of the venue/s closer to the meeting dates.

**CHAIR.....DATE.....**