



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

INYUVESI  
YAKWAZULU-NATALI

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM HELD AT 13H30  
ON MONDAY, 7 SEPTEMBER 2015, IN THE COUNCIL CHAMBER,  
ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

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**PRESENT**

Dr S Hansraj (Chair & Academic Representative, CAES)  
Dr A Matthews (Academic Representative, CAES)  
Mr T Makhanya (Union Representative)  
Dr G Mazibuko (Academic Representative, Humanities)  
Mr A Marimuthu (Union Representative)  
Mr T Singarum (Support Sector Representative)  
Ms D Stone (Deputy Chair & Support Staff Representative, CLMS)  
Mr C Thomas (Support Staff Representative, Humanities)  
Mrs A Williamson (Management Representative)

**APOLOGIES**

Professor M Singh (Council Representative)  
Professor C Potgieter (Management Representative)  
Professor G Kamwendo (Senate Representative)  
Professor K Kirkman (Support Staff Representative, CAES)  
Professor H Wissink (Senate Representative)  
Professor D Jaganyi (Acting Registrar)  
Dr F Ruffin (Academic Representative, CLMS)

**ABSENT WITHOUT APOLOGIES**

Mrs B Letsoalo (Council Representative)  
Mrs F Bulman (Convocation Representative)  
Mr A Young (Convocation Representative)  
Dr N Mthiyane (Academic Representative, Humanities)  
Mr DS Mosana (Student Representative)  
Mr P Phewa (Student Representative)

**IN ATTENDANCE**

Ms J Brady (Committee Officer)

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**1. OPENING AND WELCOME**

The Chair welcomed members and declared the meeting open. He proposed that as the meeting was inquorate the minutes would be provisionally confirmed at this meeting and then either circulated to members for ratification, or included in the November 2015 agenda .

**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 of interest made by committee members.

**4. CONFIRMATION OF THE AGENDA**

The agenda was confirmed as circulated, with no additions or subtractions.

**5. MINUTES OF MEETING**

1. The minutes of the meeting held on 30 September 2015, attached to the agenda as Appendix A, were confirmed as circulated.
2. The minutes of the meeting held on 26 May 2015, attached to the agenda as Appendix A, were confirmed as circulated.

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

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

Consideration was given, at this point, to the best way for the IF to engage with Council. The following means were suggested:

1. The Chair could call for a formal meeting with the Chair of Council.
2. The IF could make a formal submission to the entire Council.
3. IF could request the Registrar to ensure that there was a standing item for the IF to report to, or engage with, Council.

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It was agreed that the IF Chair would engage with the Registrar in this regard, once the appointment of a permanent Registrar was finalised.

**Action: IF Chair**

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

### **7.1 Publicising the IF**

The Chair informed the Committee that some progress had been made with developing a web presence for the IF with the assistance of Corporate Relations.

He undertook to liaise with the Executive Director : Corporate Relations to expedite the matter and report back at the next meeting.

**Action: Dr S Hansraj**

## **8. NEW MATTERS**

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

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

The proposal for review of principles and processes for closure of disciplines attached to the agenda as Appendix D, was NOTED.

This matter queried the process that had been followed in closing the disciplines of Afrikaans, German and Italian.

After intense and prolonged discussion, it was unclear what process had been followed, if any legitimate process at all.

It was proposed that further information be requested from the relevant persons and School/s, before a decision could be made about what path to follow in resolving the matter.

**Action: Dr A Matthews**

### **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, research and learning*

The proposal for the revision of Senate norms for research productivity and postgraduate supervision, attached to the agenda as Appendix E, was NOTED.

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It was noted that the UKZN PU system for the evaluation of research productivity and the current Senate norms for postgraduate supervision have been repeatedly contested, for various reasons, by academics since 2010. Some of the reasons for this contestation are that: research of large collaborations is not recognized; collaboration is discouraged; quantity is valued above quality and Senate norms are unrealistically high for many disciplines. Some of the results of the unhappiness caused by these UKZN norms is that academics leave the institution for employment elsewhere, students lose experienced and gifted lecturers/teachers and the institution suffers reputational damage.

Serious consideration was given to the matter and it was noted that the DVC: Research had been tasked with looking into Senate norms for research productivity and postgraduate supervision with a view to improving matters. It was proposed that he (Dr Blackledge) be invited to a meeting of the IF to give a brief report on progress on the matter, before a submission was made to Council by the IF.

**Action: Dr S Hansraj**

### **8.3 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;*

The submission from Dr Matthews, on the enhancement of academic democracy at UKZN, attached to the agenda as Appendix F, was NOTED.

The proposal was, to find a mechanism/s for academics to bring matters of import before Senate, without going through the CAAB, and / or the IF. The proposer was not aware of any other body/ies through which academics or groups of academics could make proposals to Senate.

Consideration was given to the proposal, and it was recommended that Dr Matthews seek wider consultation on his proposal/s before resubmitting to the IF for discussion.

**Action: Dr A Matthews**

### **8.4 Proposal for an Institutional Forum Representative on Council**

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

The proposal for an Institutional Forum Representative on Council, attached to the agenda as Appendix G, was NOTED.

After consideration of the proposal and discussion thereof the Committee agreed that the IF Chair would write to the Chair of Council, once an

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appointment had been made, making a request for representation for the IF on Council.

**Action: Dr S Hansraj**

It was noted that the University Statute gave Council the prerogative to co-opt non-voting members, so an IF representative could be co-opted as a member of Council.

It was further noted that the inclusion of an IF representative, would allow the IF to better advise Council on matters affecting the institution.

## **9. MATTERS FOR INFORMATION/NOTING**

### **9.1 Senior Appointments Committee (SAC) Matters**

#### ***1.Feedback on the post of Registrar and the post of Executive Director: Strategy Coordination, Physical Planning and Governance***

It was noted that an offer had been made for the post of Registrar and that after the short-listing process one candidate had been interviewed for the post of Executive Director: Strategy Coordination, Physical Planning and Governance (ED: SCPP&G)and had been deemed to be not appointable.

A further search would take place for a suitable ED: SCPP&G, after the advertisement had been revised so that the requirements are less stringent.

#### ***2. Review of SAC Process – Formation of a task team of IF to make input***

The Chair informed the Committee that Council had called for a review of the processes for the appointment of Executives and the IF was required to give input. It was proposed that the a small task team of two or three people be formed to consider the matter. The Chair would write to the Committee requesting volunteers for the task team.

**Action: Dr S Hansraj**

## **10. GENERAL**

There were no matters under General.

## **11. CLOSURE**

There being no other matters the meeting ended.

## **12. MEETING DATES - 2015**

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The next meeting of the Committee will be held at 13h30 on Monday 23 November 2015.

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

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