



**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM, HELD AT 13H30
ON 8 MARCH 2013 IN THE VICE-CHANCELLOR'S DINING-ROOM,
ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

PRESENT

Dr S Reddy (Health Sciences Support Rep & Chair)
Dr S Hansraj (CAES Academic Rep)
Mr B Hlope (Management Rep (alternate))
Mr N Mabusela (CSRC President & Student Rep)
Mr M Mdluli (CAES Support Rep)
Ms NA Mngadi (Student Rep)
Ms C Musto (Union Representative)
Dr P Naidoo (Health Sciences Academic Rep)
Professor S Nadar (Management Rep)
Ms C Terblanche (CLMS Support Rep)
Professor D Tewari (CLMS Academic Rep)
Mr T Sinagarum (Support Sector Rep)

IN ATTENDANCE

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

ABSENT WITH APOLOGIES

Professor C Potgieter (Management Rep)
Ms Z Sokhela (Council Rep)
Dr L Llalendle (Senate Rep)
Prof G Kamwendo (Senate Rep (alternate))
Mr L Mofokeng (CLMS Academic Rep (alternate))

1. OPENING AND WELCOME

The Acting Chair welcomed members and declared the meeting open. She requested members to introduce themselves and their constituencies before the meeting commenced.

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As the meeting was quorate the Forum chose to continue with the election of a permanent Chair and Deputy Chair, as the first order of business as indicated in the agenda.

2. APOLOGIES FOR ABSENCE

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

3. ELECTION OF CHAIR

It was noted that the elected IF Chair, Mr N Gani had resigned from the Forum in May 2012 due to work commitments, necessitating the election of a new Chair. Dr Saras Reddy had acted as Chair up to and including this meeting.

Two prospective candidates were elected, viz, Dr Saras Reddy who was the current Deputy Chair and Acting Chair and Mr Mandla Mdhuli, the new Support Sector representative from the College of Agriculture, Engineering and Science.

After due process, Dr S Reddy was elected as Chair and Mr M Mdhuli, Deputy Chair. Both candidates accepted their new positions and undertook to perform their duties to the best of their ability.

4. CONFIRMATION OF THE AGENDA

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

10. Election of new Chancellor

5. CONFIRMATION OF THE PREVIOUS MINUTES

1. The minutes of the meeting held on 14 September 2012, attached to the agenda as Appendix A, were confirmed as circulated.

Proposer: Dr P Naidoo

Secunder: Professor S Hansraj

2. The minutes of the meeting held on 30 November 2012, attached to the agenda as Appendix B, were deferred until the meeting on 18 June 2013, so that the item on Schools could be included.

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6. COMMITTEE CHARTER, STATUTE AND MEMBERSHIP

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

6. MATTERS ARISING FROM THE MINUTES**6.1 Resuscitation of IFS nationally: Outcome of DoHET meeting of IF Chairs**

(Item 6.1, 30.11.12)

The list of IF Chairs attached to the agenda as Appendix D, was NOTED.

The Chair reported that she had not had time to contact the Chairs of the IF due to work commitments and requested assistance from the Committee as there were many IF Chairs to contact, and the task would prove too time-consuming were she to complete it on its own.

After discussion it was agreed that the newly elected Deputy Chair, Mr Mdhuli be tasked to contact IF Chairs with a view to opening discussions about reviving Institutional Forums nationally. He could draw on the assistance of members if necessary

During discussion the following points were made:

1. The visibility of the UKZN Institutional Forum should be one of the main goals for 2013. The mandate should be widely publicised so that the call for agenda items which is distributed on the LAN one month prior to every IF meeting could attract a wide range of concerns from the University community.
2. The proposal that a dedicated webpage be created for the IF was supported. The Chair undertook to contact Corporate Relations to arrange a photo-shoot of the IF for publication in the UKZN online and / or print publications. Articles on the IF could also be published in these media.
3. It was also proposed that a communiqué be distributed to the University, from Corporate Relations or the Vice-Chancellor, informing staff and students of the existence of IF and what its functions are within the institution.
4. The Chair undertook to write a motivation from IF to the VC requesting the communiqué, and support for the webpage initiative and other publicity initiatives.

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5. Other means of publicizing the IF were the social media such as the University's pages on Facebook and Twitter, to which the students had access between 4pm and 7am daily.

During discussion on publicising the work of the IF the following points were made:

6. The Chair commented that a report on the IF was part of the UKZN Annual Report and this could be drawn to the attention of staff and students.
7. All IF minutes were published on the University Innerweb, which can be accessed by staff. The issue of confidentiality of minutes arose and it was agreed that by and large all minutes should be made available to the University community, and sensitive, confidential issues should be marked so, so that these could be removed from the documents before they were disseminated to the public. It was noted that the IF minutes were already posted on the Innerweb as a matter of course and were therefore available to staff.
8. College Representatives should consider giving a quarterly report on the work of the IF at School Board meetings and other forums, using the confirmed minutes as a guideline.
9. The comment was made that staff and students were largely unaware of the existence of the Forum.

Members were generally in agreement that the Forum needed a larger on-campus presence in order for it to fulfil its tasks satisfactorily and gave their support to the implementation of the above initiatives during 2013.

Action: Chair/Committee Officer/ College Representatives

6.2 Goals for 2013

6.2.1 Review of policies

Transformation Charter

The Transformation Charter attached to the agenda as Appendix E, and the student presentations on the Charter, arising out of the video conference between students at UKZN and the University of Stellenbosch, attached to the agenda as Appendix F, were NOTED.

College representatives were requested to inform the Forum of what initiatives had been undertaken in their environments to make the Transformation Charter a "living document".

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Ms Terblanche reported that the Graduate School of Business had elected to hold small group discussions and some class assignments had been set on the Transformation Charter.

Professor Nadar reported on the Gender Studies video-conference seminar. She said that students at UKZN and the University of Stellenbosch had engaged with each other to discuss their institutional Transformation Charters and interesting discussion had arisen, which was reported in Appendix F of this agenda. It had emerged that the UKZN Transformation Charter had yet to be translated into isiZulu, which news greeted with serious concern by the Forum. Professor Nadar said that she had contacted the Executive Director: Corporate Relations in this regard who had assured her that the project to translate the Charter was in hand.

The Chair said that she would write to the Executive Director: Corporate Relations, expressing the Forum's concern and requesting information as to when the Charter would be translated into isiZulu. She also proposed that the Charter be published on the University website.

Action: Dr S Reddy

Mr Mdhuli reported that the College of Agriculture, Engineering and Science had constituted a Transformation Committee, chaired by the College DVC and with representation from all Schools and the Support Sector, which was mandated with driving the transformation initiative within the College. They had already had a successful "Transform your Space" drive in the College at the end of 2012, which aimed to encourage the creation of spaces where staff and students could meet to develop a more collegial atmosphere.

The Chair requested representatives to ascertain whether they had similar Transformation Committees within their College, suggesting that these would be appropriate forums from which to report on transformation initiatives.

Action: College Representatives

6.3 Academic Freedom

6.3.1 Organisation of an Annual Lecture on Academic Freedom: 2013

The Chair proposed that the Forum submit a recommendation, accompanied by a budget, to Council, proposing that an Annual Lecture

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on Academic Freedom, be included in the University calendar from 2014. She suggested that the proposal include a date, and that the Lecture should deal with the notion and essence of academic freedom, and what it represents. It is envisaged that this position would then become a platform from which academic issues could be discussed.

The Chair said that she would write a motivation and circulate it electronically to members, before submission to the next Council meeting. Mr Zuma said that the matter could also serve at the proposed special meeting on 23 May 2013. See Item 10 of these minutes.

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

It was noted that the round table discussion/s will be arranged to take place after the Annual Academic Freedom Lecture.

6.4. The Issue of Confidentiality at UKZN

(Item 9.1, 14.09.12)

The Chair gave a brief background to the item and apologised that she had not met as yet with the Registrar to ascertain what measures are in place at the University for maintaining confidentiality. She undertook to meet with the Registrar and report back to the next meeting.

Action: Dr S Reddy

7. WOMEN'S DAY LECTURE

It was noted that the the motivation for the Women's Day Lecture had been referred back to the Committee for action by the EMC rather than Council.

The Chair expressed her consternation at this measure and undertook to liaise with the person/s who had referred the item back and report back to the next meeting. The Committee supported this measure.

Action: Dr S Reddy

8. COUNCIL REPORT: 30 MARCH 2012

The Council Report for 30 March 2013, attached to the agenda as Appendix G, was NOTED.

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

The Institutional Forum Report for inclusion in the UKZN Annual Report, attached to the agenda as Appendix H, was NOTED.

10. ELECTION OF VICE-CHANCELLOR

Mr Zuma informed Forum that the term of the current UKZN Chancellor, Dr Zweli Mkhize came to an end on 30 June 2013. In terms of the revised UKZN statute, the IF was required to hold a special meeting prior to the Council meeting on 10 June 2013, to make recommendation to Council on the new Chancellor.

A call for nominations would be distributed by the Registrar’s office and the meeting would take place after nominations had been received.

A proposed date of 23 May 2013, was agreed on, for the special meeting.

It was further agreed that the Committee would finalise arrangements with members once the nominations process was under way.

Action: Committee Officer

11. DATES OF NEXT MEETINGS: 2013

Meetings have been arranged for 2013 as follows:

(Provisional special meeting on 23 May 2013, to elect the Chancellor).

- 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.

CHAIR.....DATE.....