

Academic Affairs Council
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Stellenbosch SRC 2015/16

Term report 1

September 2015 – November 2015

Academic Affairs Council
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General overview

Personal reflection

Starting out I felt as if I knew what to expect, but I soon realized that this portfolio was deemed to be more work than what was eluded to. Between all the emails and endless initial meetings it took me a few weeks to find my feet. Admin wise I am 100% undercontrol, but building a good foundation within the committee has been a bit of a struggle, especially after the protests started. I realize that the committee suffered by not having a teambuilding experience early on. There seems to be some tension towards me, but I'm sure with effective communication all issues will be handled. I can only hope that in the new year after our teambuilding, the members will have a better understanding of their role within the committee, not just expecting me to handle all issues or provide all the information.

Portfolio overview

The Academic Affairs Council (AAC) of Stellenbosch University is the representative student body that takes care of the academic affairs of students in an environment that is devoted to excellence. We form part of the Students' Representative Council (SRC) and specialise in terms of academics. The activities of the AAC are aimed at representing students and promoting academic interests as well as facilitating the participation and development of students in the academic domain and in this manner serves as a key link between the faculty committees.

The AAC consists of two representatives from each of the faculties of Stellenbosch University (excluding Military Science). The chair represents the body on the Student Representative council (SRc). The AAC's sole mandate is to protect and represent the academic affairs of undergraduate students. Due to the nature of the AAC's role on the campus, members serve on a variety of committees of the University. This gives the AAC an important role in policy-making and decision-making structures of the university.

Portfolio responsibilities overview

The AAC, in cooperation with faculty committees, serves as a support structure to undergraduate students. We assist students who encounter problems within the academic domain, this includes:

- academic complaints
- language issues
- test or timetable clashes
- problems with lecturers, mentors, tutors or tut classes



Committee overview (i/a)

1. Senate

Representative:

Nonkululeko Radebe (vice-chair)

Purpose of the committee?

Senate runs under chairmanship of the Rector.

The senate of a public higher education institution is accountable to the council for the academic and research functions of the public higher education institution and must perform such other functions as may be delegated or assigned to it by the council. The function of Council is contained in the Statute of the University of Stellenbosch.

Meetings held?

Quarterly for 2 ½ hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

2. Institutional Forum

Representatives?

Chanté du Toit (ISR)

Ludwe Mtakati (NSC)

Purpose of the committee?

The forum runs under chairmanship of an elected member of the IF.

The Institutional Forum (IF) is one of the University's 3 main statutory bodies - the other two being the Council and the Senate. The IF of the US was initiated in August 1999 in accordance with the requirements of the Higher Education Act (Act 101 of 1997). Meetings of the IF are open to any interested party.

The functions and powers of the IF are laid down in section 31 of the abovementioned Act:

(a) the IF must advise the Council on issues affecting the University, including—

(i) the implementation of the Act and the national policy on higher education;

(ii) race and gender equity policies;

(iii) the selection of candidates for senior management positions;



(iv) codes of conduct, mediation and dispute resolution procedures; and

(v) the fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning; and

(b) the IF must perform such other functions as determined by the Council.

Meetings held?

Quarterly for 2 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

3. Academic Planning Committee (APC)

Representative?

Danielle de Klerk (ISR)

Purpose of the committee?

The APC runs under chairmanship of the VR(T&L). It is a fixed committee of senate and handles the program and calendar changes. This committee also ensures that the academics offered remains of a high standard.

Meetings held?

Quarterly for 4 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

4. Committee for Learning and Teaching (CLT)

Representative:

Mkululi Nompumza (ESC)

Purpose of the committee?

This committee runs under chairmanship of the VR(T). It is a fixed committee of senate and handles matters relating to teaching and learning. This committee must ensure that the teaching management plan is applied and consider policies that can affect teaching and learning.



Meetings held?

Quarterly for 4 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

5. Committee regarding Bursaries and Loans

Representative?

Nonkululeko Radebe (vice-chair)
Thulani Hlatswayo (BASC)

Purpose of the committee?

This committee runs under chairmanship of the VR(T&L). It is a subcommittee of the APC and reports via the APC to senate. The committee handles issues relating to bursary and loans. The main focus is to approve:

- new bursaries and loans,
- the budget for bursaries and loans
- the granting of scholarships and loans to students.

Meetings held?

Quarterly for 3 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

6. Quality Assurance

Representative?

Daphne Wabule (ASA)

Purpose of the committee?

This committee runs under chairmanship of the VR(T&L). It is a subcommittee of the APC. It ensures that the quality of all areas is up to standard.

Meetings held?

Quarterly for 4 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.



7. Library Committee

Representative:

Lynshay Julies (TSC)

Purpose of the committee?

This committee runs under the chairmanship of the VR(Research). It is a review committee and does not have real decision-making power.

Meetings held?

Quarterly for 3 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

8. First Year Academics Committee

Representative:

Lerato Melato (JV)

Purpose of committee?

This committee runs under chairmanship of the VR(T&L). It is a subcommittee of the CLT. This committee deals with issues that ensure the success of first years. It considers initiatives for implementation to better the support for first year students. It also comments on policies that affect first year success.

Meetings held?

Quarterly for 3 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

9. Timetable Committee

Representative:

Tayla Boucher (EBSK)

Purpose of the committee?

The committee's chairman is the head of timetables and is responsible for the firm establishment of the following year's timetable and is a subcommittee of the CLT.



Meetings held?

Once a semester for 2 hours

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC.

10. Welcoming Program Committee (WPC)

Representative:

Fanelesibonge Ndebele (JV)

Purpose of the committee?

The committee runs under chairmanship of the Director of the Centre for Studentstructure- and communities. It plans and ensures that a distinctive and coherent welcoming programme is available for all first year students.

Meetings held??

Once every semester for 2 hours.

Role as representative?

Ensure that students voice/input is heard, Be prepared, Be informed and Report to SRc and AAC. Evaluate the program and make suggestions for implementation.

11. Student Wellness Forum

Representative:

Gerhard Meyer (TSC)

Purpose of the committee?

The committee runs under chairmanship of the Director of Student Communities. Its purpose is to examine issues affecting students wellness on campus. Issues here include safety, physical union, emotional well-being and health.

Meetings held?

Quarterly for 3 hours.

Role as representative?

Ensure that students' academic are taken into account and to be aware of campus activities and initiatives that might influence students' academic.

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Portfolio Priorities

Engrave and hand out academic trophies.
Send out requests for membership fees.
Get clarity on the language policy.

How can the portfolio be improved?

This portfolio can be improved by starting the year on a good note, with members being open to build good working relationships amongst each other at the teambuilding weekend. I think that once we get to know each other better, the better we will be able to understand each other.



Responsibility overview

Responsibility 1: (Please state your responsibility here)

Overview of responsibility

The academic trophies need to be engraved and handed out to the respective hostels and/or PSO's.

Desired outcomes of responsibility

The trophies must be ready to be handed out at SU Leads.

How can the execution of this responsibility be improved?

The outgoing chairperson should start the process of requesting the names of the hostels/PSO's that need to be engraved onto the trophies.

Responsibility 2: (Please state your responsibility here)

Overview of responsibility

Membership fees must be requested from all faculty committees.

Desired outcomes of responsibility

Fees are paid before the end of the first term.

Outcomes achieved with responsibility

Not yet achieved, waiting on a few payments.

How can the execution of this responsibility be improved?

The Chairperson can send out weekly/monthly reminders to those faculties with fees still outstanding.

Supplementary Responsibilities

Supplementary responsibilities are responsibilities that are day to day, but not major enough to be defined individually.

Overview of Supplementary Responsibilities

Answering all queries sent to the AAC within 24 hours.

Schedule bi-monthly meetings.

Communicate constantly, members should know what other members are busy with.



Supportive Information

Relevant contact information

AgriScience:

Acting Dean: Prof D Brink

021 808 4737

db@sun.ac.za

Economics & Management Science:

Dean: Dr S du Plessis

sadp@sun.ac.za

Education:

Dean: Prof M Robinson

021 808 2257

opvoed@sun.ac.za

Engineering:

Dean: Prof JH Knoetze

021 808 4204

jhk@sun.ac.za

Law:

Dean: Prof CS Human

Dean Secretary: 021 808 4853

yolandi@sun.ac.za

Science:

Dean: Prof L Warnich

021 808 3071

lw@sun.ac.za

Theology:

Dean: Prof NN Koopman

Dean's Office: 021 808 2142

mariekeb@sun.ac.za



Budgetary overview

Have not received it yet

Project overview (i/a)

Project 1

US Leadership Camp

The camp aims to prepare student leaders for the coming term. The AAC, SCs, VR and HK's as well as mentors attend the camp. Several sessions are offered and focus on the needs of each of the structures as determined by the students themselves.

This term was the seventh camp that the AAC attended.

The camp requires many arrangements, and the chairperson should be prepared to make these arrangements him/her self. You are usually responsible for organizing the sessions and the housing of the SCs. Ask for the preliminary program in advance at the Center for Student Affairs so you can make the necessary arrangements for all SCs.

Project 2

Secretary

The secretary of the AAC is responsible to assist the chairperson with administrative and other arrangements. The secretary is an employee of the ABR, entitled to all benefits and allowances as an elected member but he/she does not have voting power. The chairperson is accountable to set up a contract (verbal and written). For more information see the AAC constitution.

So I appointed Miss Adelé Johannisen. She remains the secretary for the full term and her services will be suspended if she is not a registered student of the university and/or if she falls under academic pressure. She will then be obliged to relinquish the position. She is responsible for taking minutes and distribution thereof, as well as the internal communication of the AAC.

Project 3

Report

The AAC constitution requires that the chairperson must report quarterly to the AAC regarding the finances and the use of the funds. That does not mean they have a say in how it is used, but they deserve to be kept informed. The EC is often approached about the finances. They must always ask the chairperson about the finances if they are unsure.



Project 4

ABRi-system

The ABRi-system (ABR Information System) is a system that was put into place two years ago. Each residence receives an AAC member who acts as their ABRI member. This ABRI member is responsible for dealing with complaints and or academic issues within the residence. The ABRI system provides more personal working relationship between the ABR member and HK's Academy. The idea for the ABRi system is to work more closely with clusters and mentors.

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Addendums

Addendum 1: AAC Members Details

Addendum 2: Budget

Addendum 3: Strategic Planning