



DEASA MINUTES OF THE BUSINESS MEETING

addressing the

THEME “DEASA AT THE CROSSROADS: CHALLENGES AND OPPORTUNITIES”

held at the

UNISA FLORIDA CAMPUS

on

18 MARCH 2007

**THE MINUTES OF THE 41ST DEASA BUSINESS MEETING HELD AT UNISA
FLORIDA CAMPUS, ROODEPORT SOUTH AFRICA
18TH MARCH 2007
09:00 – 12:00**

AGENDA

1. Chairperson's Opening remarks and Welcome.
2. Apologies.
3. Adoption and extension of the Agenda.
4. Minutes of the Zimbabwe Bi-Annual General meeting: 22nd October 2006
 - 4.1 Corrections
 - 4.2 Approval
5. Matters Arising from the Minutes
 - 5.1 Review of the Strategic Plan – Dr. H. Nokongo-Nielsen
 - 5.2 Database Proposal – Dr. J. Hendrikze
 - 5.3 OSISA/DEASA/NADEOSA Collaboration – Dr. Mbambo-Thatha & Mr Maenzanise
 - 5.4 DEASA Annual Report – Dr. D. R. Tau
 - 5.5 Evaluation of CDEP – Dr. Mohapi
 - 5.6 Regional Open School Consortium – Mr. T. Thutoetsile
 - 5.7 DEASA Library Consortium – Mr. J. Maenzanise
 - 5.8 DEASA Case Study book – Ms E. Nonyongo & Ms A. T. Ngengebule
 - 5.9 SADC-CDE and DEASA proposed working relations- Chairperson
 - 5.10 SADC-CDE on-line Course on Financial Planning – Mr. T. Thutoetsile
6. Executive Reports:
 - 6.1 Chairperson's Report
 - 6.2 Honorary Treasurer's Report
7. New matters
 - 7.1 Budget for Learner Support Study
 - 7.2 Report on the Pan Commonwealth Forum 5
 - 7.3 In-coming Executive Committee
 - 7.4 Acknowledgements
8. Next DEASA Meeting and Conference

1 CHAIRPERSON’S OPENING AND WELCOME REMARKS

In his welcoming remarks, Chairperson, Prof. Mosoma explained the purpose of the 41st DEASA Conference and Bi-Annual General meeting as to review and consolidate the Association’s Strategic Plan. In doing so, he hoped members would argue against points but not against one another with the aim of coming up with a plan that reflect a clear direction to the association.

2 APOLOGIES

Mr. J. Beukes	Namibia
Dr. P. Kurasha	Zimbabwe
Mr. S. Seutloali	Lesotho
Dr. D. Jele	Swaziland
Dr. Z. M. Ngoitama	Swaziland
Zambia	
Mozambique	

3. ADOPTION AND EXTENSION OF THE AGENDA

The meeting adopted the agenda with the items 7.1, 7.2, 7.3 and 7.4 as additions.

4. MINUTES OF THE ZIMBABWE BI ANNUAL GENERAL MEETING 22ND OCTOBER 2006

4.1 CORRECTIONS

The following corrections were made to the Minutes:

4.1.1 Dr. Hendrikz’s name to be spelt correctly throughout the minutes.

4.1.2 The names of Namibian colleagues to be included in the attendance list.

4.1.3 The task team leader for Goal 2 is Dr. O. S. Tau.

4.1.4 The name of Director SADC-CDE spelt “Thutoetsile” not “Thutoitsile”

4.1.5 The task team leader for goal 5 is spelt “Makhakhane” not “Magagani”

4.2 ADOPTION OF THE MINUTES

The meeting adopted the Minutes as the true and the correct record of the proceedings of the 40th DEASA Bi-Annual General meeting.

5. MATTERS ARISING FROM THE MINUTES

5.1 REVIEW OF THE STRATEGIC PLAN

The Honorary Treasurer, Dr. Nekongo-Nielsen, congratulated the members for working hard to review the Strategic Plan over the past two days. She reported on the ultimate issues regarding the finalisation of the plan.

1. Designing objectives and activities that are SMART (think of Bloom's Taxonomy)
2. Deadline to all strategic goals submissions to Namibia: 31 March 2007.
3. Namibia sends back the combined document to members on 11th April 2007 for final corrections.
4. Comments back to Namibia on 18 April 2007.
6. Namibia sends the final document to the DEASA Executive on 24th April 2007.

5.2 DATABASE PROPOSAL

The task team leader for Goal 3, Dr. Hendrikz started his presentation by explaining his duty regarding the DEASA website as agreed in Zimbabwe. He described his task as to clean the website. He exhibited the cleaned website. After cleaning the website, he sent mail to all country representatives requesting them to collect correct information from member institutions and forward it to him for the purposes of updating the website. The information has not been received. He encouraged members to provide the requested information about their respective institutions as the failure to do so will result in some slots of the website being removed. To do so members could only fill in the template shown on the website and sent it to him.

RESOLUTION:

The meeting resolved to supply the information requested by March 31 2007 and the task team leader to remind them a week before.

The meeting also suggested that;

- A hyperlink is formed between institutional websites and DEASA website to avoid duplication.

- To include a mechanism of checking how many people have visited the website.
- The old Strategic Plan is archived.
- Announcements can include those from member countries.
- We should have a note from the chairperson congratulating Frances Ferriera on her new appointment at CoL.

5.3 OSISA / DEASA / NADEOSA COLLABORATION

The task team leader for Library and Information Services committee, Mr. Maenzanise gave the report as he and his committee have been requested by the 40th bi-annual general meeting. He began his report by giving the highlights of the OSISA/DEASA/NADEOSA workshop held in August 2006 South Africa. The task team believe it is possible to provide access to resources. However there are problems regarding free access especially with open education resources: how free it is? Is it acceptable among institutions? How do we sustain? The main idea is to produce quality, but how do we maintain the protection of produced material and encourage creativity. He reported that the committee had looked into the implications of the problems.

The task team leader concluded his report by presenting a project proposal that is included in the DEASA Strategic plan for adoption. The proposed project includes seeking funds to build capacity for champions so that they can understand how to implement open education resource (OER) initiatives.

RESOLUTION:

The meeting congratulated the presenter for good work done.

- The meeting requested the copy of the working document to be circulated to member institutions to gain support. The Secretariat to ensure circulation.
- The committee to distribute the document by March 31, 2007 through country representatives.
- Institutional responses should be submitted to the Library and information services committee by 30th April 2007.
- The champion of the committee (Dr. Sukati) to consolidate the report to the Executive Committee.

5.4 DEASA ANNUAL REPORT

Dr. Tau reported that the Annual Report for 2005-2006 has been

consolidated by BOCODOL. However, BOCODOL feel that they cannot shoulder the production costs.

RESOLUTION:

The meeting requested Dr. Tau to prepare a budget, seek 2 more quotations/invoices from other institutions. The Executive Committee to compare costs as invoices are presented and make a decision.

5.5 EVALUATION OF CDEP

Dr. Mohapi was requested in the previous DEASA meeting to evaluate Certificate in Distance Education for Practitioners (CDEP). In her written report circulated during the meeting, she reported that she was asked to submit the proposal to COL to solicit funding in order to evaluate the programme. She was then awaiting COL's approval of the proposal. The plan is to carry out a fieldwork in Botswana, Lesotho, South Africa and Swaziland. She plans to evaluate the programme in the following manner:

- Secure representatives from the four countries.
- Country representatives to nominate a representative to communicate directly with Dr. Mohapi before proceeding with the field work.
- DEASA member institutions to provide Dr. Mohapi with support and cooperation in performing the task.
- All member institutions to provide Dr. Mohapi with relevant information that they believe will contribute to the improvement of the programme.
- Correspondence with Dr. Mohapi must be forwarded to dm.mohapi@nul.ls

RESOLUTION:

The meeting nominated the following names per country to work with Dr. Mohapi:

Lesotho:	Dr. Mohapi – the Evaluator
Botswana:	Dr. Lekoko
South Africa:	Mrs Ntuli
Zimbabwe:	Prof. Chimedza
Namibia:	Mrs Beukes
Swaziland:	Mr Mkhwanazi

5.6 REGIONAL OPEN SCHOOL CONSORTIUM

The Director of the SADC-CDE started his report by giving the highlights of the consortium. As a result of problems that countries (Tanzania, Botswana, Malawi, Namibia, etc) are experiencing at the Secondary school level – a great number of school going children are out of school. Members in the region felt that they have to work together and solve this common problem. They formed an open schooling consortium that will seek funding and develop learning materials on identified priority areas. He reported that COL has expressed interest to fund materials development workshops and the experts have advised that the proposal should be in before the end of their financial year. The funding proposal has been submitted to the Finnish Embassy and the consortium is hoping for a positive response. Hewlett Foundation has also been approached for funding.

5.7 DEASA LIBRARY CONSORTIUM

The task team leader (Mr. Maenzanise) reported that very little progress has been achieved. The problem was that member librarians failed to attend the meeting on the 15th March 2007. As a result the committee was not formed to discuss issues relating to the consortium. Only 5 people turned up, the majority of which were from South Africa. Botswana was represented by Ms Maphakwane of BOCODOL; South Africa by Dr. Mbambo-Thatha from UNISA; Zimbabwe by Mr Maenzanise from ZOU; and other librarians from South Africa.

RESOLUTION:

The meeting resolved that member countries not represented to supply the names of their representatives in this committee by 23rd March 2007.

Swaziland forwarded the name of Mr. P. Biswalo while Lesotho and Namibia will send the names of their representatives not later than the 23rd March 2007.

5.8 DEASA CASE STUDY BOOK

The editors (Ms Nonyongo and Ms Ngengebule) of the DEASA learner support case study book reported that the document is ready for publication with UNISA Press. They thanked institutions for submitting the cases. However, there were some institutions who did not submit. Those institutions, together with NAMCOL were given an extension to submit their case studies by 31st March 2007. The extension was made due to the fact that NAMCOL now has a new director who might not have been aware of the deadline. A former

CDEP student encouraged members to submit their chapters and ensure that their case studies are included in the future publication. The present book does DEASA a disservice since it is outdated and students regard the text as very important for a sound and accurate understanding of ODL in the region.

5.9 SADC-CDE AND DEASA PROPOSED WORKING RELATIONS

The Chairperson reported that the MoU has been given to the Mr Piper, the legal expert at UNISA to study and make recommendations. The Director SADC-CDE on the other hand reported to have also presented the document to SADC-CDE Board during the meeting held in Lesotho on the 9th March 2007. The Board has also made comments. These will be considered against the UNISA viewpoint and finalised by the Executive.

5.10 SADC-CDE ON-LINE COURSE ON FNANCIAL PLANNING

The Director of the SADC-CDE reported his disappointment to DEASA members for their failure to respond to the advertisement. Following the DEASA Executive Committee meeting of the 20th January 2007, the deadline was extended with the intention of attracting more responses from members as only one member applied. The question is whether to give SAIDE the tender at the quoted rate or to consider other options. The options to be considered include using the materials on Financial Planning prepared by COL. Members present felt that they need capacity building and they should not be denied the opportunity just because they did not respond to the tender. Their failure to respond might have been brought about by the fact that there is no expertise among member institutions. There is a need to build capacity in developing on-line learning materials. The meeting encouraged the Director to consider using COL courses as members believe have been developed in ODL style.

6 EXECUTIVE REPORTS

6.1 CHAIRPERSON'S REPORT

The chairperson's report covered the period between the October 2006 conference and March 2007 conference especially the issues discussed during the committee meeting of January 2007.

6.1.1 ATTENDANCE OF EXECUTIVE COMMITTEE MEETINGS

He began his report by expressing his concern about the country representatives not attending the executive committee meetings. Non- attendance at these meetings hampers the progress of the association, as members present sometimes are not able to make executive decisions. Deferred matters to the next meeting that might suffer the same fate since a similar non-quorum status will prevail. He appealed to the members of the executive to constantly attend the meetings, as they are important for the survival of the Association.

6.1.2 DEASA SECRETARY

Ms. Madalane who was the Secretary of the Association had not been able to do her secretarial duties due to her recent busy work schedule that did not allow her to attend the previous conferences and meetings. There had also been a change in portfolios at UNISA making her retention difficult. It was noted that some communication about this situation should have been extended to the wider membership.

In her absence Ms Kolosoa was co-opted to take the minutes during Harare executive committee meeting. The executive committee was impressed with her abilities in minute taking and requested to Dr. Lesoetsa, the Rector for Lesotho College of Education (LCE), and permission for Ms Kolosoa to serve as the Secretary in the Association. Lesotho College of Education offered the services of Ms Kolosoa as the Secretary to the Association. The chairperson concluded this point by thanking the Rector and the management of the Lesotho College of Education for this support to the Association.

6.1.3 LOAN TO ZIMBABWE OPEN UNIVERSITY

Three members from ZOU have been robbed and all their belongings taken by thieves upon their arrival, Thursday night, 15th March 2007. In an attempt to make life manageable for the Zimbabwe delegates during the conference, the Executive Committee has agreed to advance a loan of R15 000 to Zimbabwe Open University. A contract has been drawn between DEASA and ZOU and the debt repayment date is 30th April 2007. Prof. R. Chimedza signed the contract on behalf of ZOU. The meeting approved this action as necessary under the circumstances.

In the same robbery incident the chairperson reported that the registration fee collected during the Zimbabwe conference in October 2006 was stolen. The delegates were supposed to have

hand delivered the money as it could not be transferred from the Central Bank of Zimbabwe or be taken out of the country last October due to Zimbabwe's strict financial border regulations. The registration money stolen amounts to R3 800. ZOU undertook to arrange for the rest of the registration fee to be transferred later.

6.1.4 JOINT LEARNER SUPPORT CONFERENCE

The Executive Committee is working on a plan to host a joint learner support conference between UNISA and DEASA. The conference will look at the learner support elements for the whole region. The aim is to strengthen the present learner support and come up with the learner support model that might be suitable for the region.

6.1.5 FOCUS OF BI-ANNUAL GENERAL MEETINGS

The Executive Committee proposed that the focus of the Association's bi-annual general meetings should change in line with the re-modelled strategic plan. The committee believes that the bi-annual general meetings are becoming expensive as other members of the SADC are joining the Association.

The Association is now going to work through the standing committees and there is need to create a forum where these committees are going to work and report.

Following this rationale, the committee therefore proposed that the September bi-annual meeting be a SADC wide conference where members are asked to submit papers in an attempt to pursue research and scholarship during the Association's conferences. The March meetings could still be carried out in member countries as agreed by the committee. The March meetings take place as extended Executive Committee meetings where champions and working committee leaders meet and focus on the DEASA business – reporting on the Strategic Planning priorities and accounting for progress.

6.2 HONORARY TREASURER'S REPORT

6.2.1 FUNDRAISING PROJECTS

The Honorary Treasurer, Dr. Nielsen, began her report by highlighting the resolutions from the Harare conference on fundraising ideas. The meeting approved the fundraising activities and two of those have been

implemented -the golf shirts and the dinner gala. She exhibited the golf shirt that has been designed and paid by the finance sub committee member from Lesotho, Mrs Khabele for the purposes of selling and fundraising. The golf shirt is priced at R140. She requested members to order indicating sizes and quantity before the end of the conference as ordering in advance would allow timely production of the golf shirts.

6.2.2 SUBSCRIPTION FEES

The Treasurer reported that only 5 members have paid subscription for the financial year 2005-2006. The deposit slips have been faxed to her but she is having difficulty identifying them, as the member institutions did not write their names across the face of the deposit slips. Members were requested to re-fax the slips and write the names of the institutions on them. She then distributed hard copies of the invoices to member institutions and asked them to respond as soon as possible by paying.

6.2.3 FINANCIAL REPORT

Due to the change in the office of the Executive Secretary, the Treasurer gave the following financial report that is not audited:

The registration and gala dinner fee collected from the 41st DEASA Bi-annual conference is R6 675. The bank statement balance shown on February 28th 2007 stands at R163 870.54

7. NEW MATTERS

7.1 BUDGET FOR THE LEARNER SUPPORT RESEARCH STUDY

Dr. O. S. Tau, task team leader for the research task team presented a budget that would enable members to implement the DEASA Winning Research Proposal. The meeting congratulated Dr. Tau on the good work done. She was however requested to maintain consistency in currency used in the budget. The easiest would be to express expenditure in US\$. The total budget amounted to P612 000.00 (Six hundred and twelve thousand Pula).

7.2 REPORT ON PAN COMMONWEALTH FORUM 5(PCF 5)

The Director of the SADC-CDE was nominated as the representative of the Southern African Development Community region to the organising committee of the PCF 5 to be hosted by the University of London – UK in

2008. In his report the Director highlighted the thematic areas. He informed members that they should visit the COL website for full details and start preparing for this conference as soon as possible.

7.3 THE IN-COMING EXECUTIVE COMMITTEE

According to Article 15 (4) of the Association's Constitution, the term of office of the old executive committee has come to an end. Before the meeting adjourned, the chairperson requested members to give the names of the country representatives to serve in the new DEASA executive committee. The following names were forwarded:

Namibia	Dr. D. Mowes
Swaziland	Dr. S. W. C. Sukati
South Africa	Prof. D. L. Mosoma
Lesotho	Dr. M. Maruping
Zimbabwe	Dr. P. Kurasha
Botswana	Dr. D. R. Tau

Mozambique and Zambia were not represented and the names of their representatives will be forwarded later.

7.4 ACKNOWLEDGEMENTS

The meeting acknowledged the following DEASA members on their achievements in recently acquiring PhD qualifications. This portrays the seriously desired professional image and character of DEASA through its members in terms of their expertise, experience and qualifications.

Dr. D. R. Tau
Dr. R. Lekoko
Dr. R. Masalela
Dr. R. Shalyefu

The meeting congratulated Mr Murangi on his new position as the director of NAMCOL, while his predecessor Ms Frances Ferriera, is now an employee of COL.

8. NEXT DEASA MEETING AND CONFERENCE

According to the Harare meeting decision, Zambia was supposed to host the September 2007 meeting. The Chairperson advised Swaziland to get ready in case Zambia experiences problems. In the meantime the executive committee will follow up and investigate the readiness of Zambia to host, reporting back accordingly.

9. CLOSING REMARKS

In his closing remarks the chairperson thanked everyone for making the 41st DEASA conference a success through their inputs and discussions. He thanked South Africa (the host country), the convenor and the convenors of the various sub-committees for planning and executing decisions that contributed to the conference being a success. He congratulated DEASA members for good work done – the reports were tabled and the strategic plan reviewed. He finalised his remarks by wishing everybody a safe journey back home.

The 41st DEASA Bi-Annual General meeting and Conference adjourned at 1205 hrs.

Consolidated Attendance Register

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