




WCCN Governance Structure

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All Change requests should be submitted to WCCN

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2021/12/21	Rebranding	Dr T M Bock
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SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



1. SCOPE

This policy applies to all students and learners registered at the Western Cape College of Nursing

2. GUIDING PRINCIPLES

The policy aims to clarify the Governance structures of the WCCN

3. RELEVANT POLICIES AND LEGISLATION

3.1 Relevant Acts and Regulations

- Higher Education Act no 10 of 1997

3.2 Relevant Institutional Policies

- Vision & Mission
- Institutional Statute

4. GOVERNANCE STRUCTURES COUNCIL

4.1.1 Functions of the Institution Council

- 4.1.2 Subject to Section 27 of the Act, any other law and this Institutional Statute, the Council is the highest governing structure of the Institution and is therefore the highest decision-making body of the Institution, with regard to administrative, quality educational, and financial matters.
- 4.1.3 The Council through its Executive Management Structure, which is headed by the Principal of the Institution shall be responsible for the management and administration of the Institution. Its responsibilities include:
- 4.1.3.1 determining the mission, objectives, goals, strategies, and policies for the progress of the Institution.
- 4.1.3.2 ensuring an environment conducive to efficient, effective, economical, and ethical attainment of these goals.
- 4.1.3.3 maintaining and ensuring a financially secure, healthy, and viable environment and accounting for all decisions taken at the Institution, including the submission of the required reports and documents to the Department / MEC.
- 4.1.4 The Council subject to the policy determined by the MEC of the relevant funding authority and with the concurrence of the Senate of the Institution, will determine the language policy of the Institution, must publish it, and make it available on request.
- 4.1.5 The Council must after consultation with the CSRC, provide for and establish a suitable structure to advise on the policy for student support services within the Institution.
- 4.1.6 The Council may establish committees in terms of section 29 of the Act, to perform any of its functions and may co-opt persons who are not members of the Council onto such committees.
- 4.1.7 The Council may delegate in terms of section 68 in terms of subsection (7) of the Act any of its responsibilities to any committee in subparagraph 7.1.5 or any individual member of such committee, but the Council shall not be divested of the responsibility for the performance of such functions.
- 4.1.8 The Council may delegate the responsibility of performing any of its functions to the Institutional Forum, but the Council shall not be divested of the responsibility for the performance of such

functions delegated to the Institutional Forum.

- 4.1.9 The Council must in a manner determined by the relevant Administration, keep proper records of all its proceedings. These must include:
 - 4.1.9.1 proper accounting records of all assets, liabilities, income and expenditure; and
 - 4.1.9.2 any other financial transactions of the Institution as a whole, of its structure, and of other bodies operating under its auspices.
- 4.1.10 The Council shall submit estimates of expenditure and audited statements for the funding of the Institution to the relevant Administration in the manner and at the time prescribed by the Administration.
- 4.1.11 The Council shall in consultation with the relevant Administration and the Senate, determine the admission criteria for the students into the Institution.
- 4.1.12 The Council shall in consultation with the Senate and Administration determines:
 - 4.1.12.1 The fees payable by the students
 - 4.1.12.2 The number of students who may be admitted to a program or part thereof in terms of the prescripts of SANC,
 - 4.1.12.3 The minimum requirements for re-admission to study at the Institution, and for refusal of re-admission of a student who has failed to satisfy the minimum requirements for re-admission.
- 4.1.13 The Council shall make recommendation to the Administration on the appointment of academic staff, after consultation with the Senate on appointment criteria for teaching and professional appointment.
- 4.1.14 The Council may allow reasonable use of the College facilities for community social and college fund raising purposes.
- 4.1.15 The Council may authorize organized student activities.
- 4.1.16 The Council will establish the Senate of the Institution and incorporate the mission and vision of the Senate as part of its own Constitution.

4.2 Composition of the Council

- 4.2.1 The Council, as contemplated in section 27 of the Act, must consist of not more than thirty (30) members, made up of:
 - 4.2.1.1 The principal;
 - 4.2.1.2 Three (3) vice-principals;
 - 4.2.1.3 Three (3) persons appointed by the Minister of Health Western Cape Government Health to represent the health service sector, one (1) whom shall represent the Directorate People Development, one (1) the Directorate Labour Relations and one (1) the Directorate Finance;
 - 4.2.1.4 Two (2) persons appointed by the Minister of Health Western Cape Government to represent the education sector, and who are not members of the employees of the Institution;
 - 4.2.1.5 Three (3) members of the Senate elected by the Institution Senate and who must be from the health service sector;
 - 4.2.1.6 Four (4) academic employees of the Institution, elected by such employees;
 - 4.2.1.7 Two (2) students elected by the CSRC;
 - 4.2.1.8 two (2) employees other than academic employees elected by such employees of the Institution;
 - 4.2.1.9 One (1) person elected by the Institutional Forum of the Institution, other than the members

- already present on the Council to represent the Institutional Forum;
- 4.2.1.10 Six (6) persons from any of the following constituencies nominated by the institutional statute of the Institution and appointed by the MEC of the relevant funding authority (Western Cape Government Health) and who are not employees of the Institution:
- 4.2.1.10.1 two (2) persons from a Community Organization with specific knowledge of Public Health;
- 4.2.1.10.2 two (2) persons from the State Legal Services;
- 4.2.1.10.3 two (2) persons from the Business Sector with specific knowledge of finance;
- 4.2.1.11 One (1) person elected by the alumni of the Institution from among the alumni and other than the members already present on the Council;
- 4.2.1.12 Two (2) representatives from Labour Organizations / Trade Unions;
- 4.2.1.13 The Composition of the Institution Council should be such that at least 60% of the members should be persons who are not employed by or students of the Institution as subject to the Act;
- 4.2.1.14 The two (2) student representatives from the CSRC, with reference to subparagraph 4.2.1.7, will serve on the Council for a period of one academic year whereafter new representatives will be elected from their ranks to serve on the Council. The student representatives elected to serve on the Council shall be from the ranks of second (2nd) year and onwards;
- 4.2.1.15 The two (2) representatives from the labour organizations / Trade Unions, with reference to subparagraph 7.2.1.12, will be from organizations/unions as recognised by the employing authority and will be representing the stakeholder grouping and not their individual organizations/unions.

4.3 Committees of Council

- 4.3.1 The Council may establish Committees to perform any of its functions and may appoint persons, who are not members of the Council, as the case may be, as members of such committees. The Council appoints:
- 4.3.1.1 An Executive Committee;
- 4.3.1.2 An Audit Committee;
- 4.3.1.3 A Finance Committee; and
- 4.3.1.4 Such other Committees as may be required.
- 4.3.2 The composition, manner of election, functions, procedure at meetings and dissolution of a Committee and a Joint Committee are determined by the Institutional Statute and Institutional Rules.
- 4.3.3 The Council is not divested of responsibility for the performance of any function delegated or assigned to a Committee under this section.
- 4.3.4 The Council and the Senate of the Institution may jointly nominate Committees, to be known as Joint Committees, to perform functions that are common to the Council and the Senate
- 4.3.5 At least 60 % of the Members of a Committee must be persons who are not employees or students of the institutions.
- 4.3.6 The Chairperson of a Committee may not be an employee or a student of the college.

5. THE SENATE

5.1 Functions of the Senate

- 5.1.1 Subject to section 28 (1) of the Act, the Senate of the Institution is accountable to the Council for the academic and research functions of the Institution and must perform such

other functions as may be delegated or assigned to it by the Council.

- 5.1.2 Pursuant to the provisions of subsection 8.1.1, the Senate shall be responsible for making recommendations to the Council on all academic matters with due regard to the criteria laid down by the:
 - 5.1.2.1 South African Nursing Council;
 - 5.1.2.2 South African Qualification Authority (SAQA).
- 5.1.3 The Senate shall submit to the Council the following:
 - 5.1.3.1 A copy of the minutes of each Senate meeting;
 - 5.1.3.2 Recommendations for the institution or abolition of courses subject courses, posts or Departments at the Institution;
 - 5.1.3.3 Recommendations with regard to clinical facilities most suitable for practical experience;
 - 5.1.3.4 Recommendations with regard to the admission and re-admission criteria;
 - 5.1.3.5 Recommendations for the number of students to be admitted;
 - 5.1.3.6 Recommendations regarding academic personnel needs of the Institution;
 - 5.1.3.7 Recommendations on any matter referred to it by Council.
- 5.1.4 The Senate shall submit the curricula of all educational programmes offered at the Institution to the Council for ratification.
- 5.1.5 The Senate shall submit the rules prescribing the requirements for all educational programmes to SANC for approval.
- 5.1.6 The Senate shall submit proposals for the appointment of moderators, for evaluation strategies, to the Council, for approval.
- 5.1.7 The Senate may accept credits gained by a student at another approved Higher Education Institution.
- 5.1.8 The Senate shall encourage and approve research, as well as academic and educational publications under the auspices of the College through the appropriate institution structures.

5.2 **Composition of Senate**

- 5.2.1 Subject to section 28 (2) of the Act, the Senate of the Institution must consist of:
 - 5.2.1.1 The Principal of the Institution who shall be the Chairperson of the Senate;
 - 5.2.1.2 The Vice Principals, one of whom shall be the Vice- Chairperson on a rotational basis;
 - 5.2.1.3 All Heads of Departments / Subject Head;
 - 5.2.1.4 All Clinical Educators,) of whom one (1) person shall be the Provincial Clinical Placement Coordinator;
 - 5.2.1.5 Eight (8) persons elected from within the academic personnel of the Institution that are additional to those members already on the Senate;
 - 5.2.1.6 Two (2) members of the Council appointed by the Council;
 - 5.2.1.7 Two (2) representatives from the Province representing the Department appointed by the Department;
 - 5.2.1.8 Five (5) Professional Nurses (PN) nominated by the respective health services and who represent the interest of the Department of which:
 - 5.2.1.8.1 two (2) PNs must be from the Facility-based District Health Services;
 - 5.2.1.8.2 two (2) PNs from the Provincial Hospital Services (Metro and Rural representative respectively);

- 5.2.1.8.3 one (1) PN from Central Hospital Services.
- 5.2.1.9 Two student representatives who must be from the ranks of second year and onwards elected by the central SRC;
- 5.2.1.10 Any additional member(s) of staff from the College as may be by resolution of Senate and approved by the Council, be declared as members of the Senate:
- 5.2.1.10.1 The majority of members of the Senate must be academic employees of the Institution;
- 5.2.1.10.2 There must be sufficient representivity to ensure that all grades or ranks of teaching staff at the College are represented.

Committees of Senate

- 5.3.1 The Senate may from time to time establish such Committees as it may deem necessary, each consisting of such number of persons as it may determine, whether they be members of the Senate or not. The Senate may appoint an Executive Committee.
- 5.3.2 The composition and functions of the Committees are determined by the Senate.
- 5.3.3 The Senate may delegate or assign any of its responsibilities to any such committee or any individual members of such committee, but the Senate shall not be divested of the responsibility of the performance of such function delegated or assigned to a committee or individual member of such committee.
- 5.4 Joint committees of council and senate
- 5.4.1 The Council, in consultation with the Senate, appoints such joint committees of the Council and the Senate as may be necessary for the performance of particular tasks.

6

FACULTY BOARD

6.1

Functions of Faculty Board

- 6.1.1 Faculty Boards are appointed by the Senate to regulate the activities of the respective faculties of the Institution.

6.2

Composition of Faculty Board

- 6.2.1 The composition of a Faculty Board is as determined by the Senate.

6.3

Meeting procedure of Faculty Board

- 6.3.1 The Council's meeting procedures are applicable with the necessary changes to meetings of the Faculty Board.

7

THE INSTITUTIONAL FORUM

7.1

Functions of institutional forum

- 7.1.1 Subject to section 31 of the Act, the Institutional Forum of the Institution shall advise the Council and the Executive Management on all issues affecting the Institution including but not limited to the following:
 - 7.1.1.1 implementation of Higher Education Legislation and National and Provincial Policy;
 - 7.1.1.2 Race and gender equity policies;
 - 7.1.1.3 selection of candidates for senior Departmental Head positions
 - 7.1.1.4 codes of conduct, mediation and dispute resolution procedures; and
 - 7.1.1.5 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
 - 7.1.1.6 Performs such functions as may be determined by the Council.

7.2 Composition of the Institutional Forum

- 7.2.1 The institutional forum of Institution must consist of a representative or representatives of the:
 - 7.2.1.1 Executive Management;
 - 7.2.1.2 Council;
 - 7.2.1.3 Senate;
 - 7.2.1.4 Academic Employees;
 - 7.2.1.5 Employees other than Academic Employees
 - 7.2.1.6 CSRC
 - 7.2.1.7 Administrative and Support staff
 - 7.2.1.8 Any other additional persons as may be determined by the Council
- 7.2.2 The number of persons as contemplated in subparagraph 7.2.1 and the manner in which they are elected may be determined by the Council.
- 7.2.3 The Council must:
 - 7.2.3.1 consider the advice given by the Institutional Forum; and
 - 7.2.3.2 provide written reasons if the advice is not accepted
- 7.2.4 The terms of office and vacancies of persons as contemplated in subparagraph 7.2.1