

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 1 July 2009 at 9.00am
School Meeting Room, Level 9, 10 Pulteney Street

Agenda No	Item/ Topic	Main points raised	Action/Who	Time Frame
1	Welcome & Apologies	Present: Konrad Jamrozik, Greg Bussell, Rick Wiechula for Alison Kitson, John Moss, Jonathon Newbury, Carol Gannon for Anne Tonkin, Sandy McFarlane, Janet Hiller, Nigel Stocks – Doris Hooper Minute Taker	Apologies:, Rus Nasir Anne Tonkin	
2	Approval of previous minutes 20/5/09	<ul style="list-style-type: none"> • Approved. • Discussed outstanding action items • Acknowledge Honours Queens birthday awards very impressive Heather Schubert, • JH –Re compliance with University Policy Assessment - Students face simultaneous deadlines. • Indigenous Perspectives Item 3.4 3/6/09 Need to check if Rus has responded to the Deputy vice chancellor and Vice President (Academic). 	DH to check if Rus has responded directly	
3.	<i>For Discussion or Action</i>			
3.1	Budget	<ul style="list-style-type: none"> • There was vigorous discussion on the budget papers that were tabled by the Chair for the Month ended March 31 2009 generated as at 11 April 2009. • They were :- <ul style="list-style-type: none"> ➢ Financial Management report – underlying operations ➢ Financial management Report – TIED operations and ➢ Revenue • Overall the budget looks quite favourable • Variations late billing from the Rural Clinical School, • School received 8 Grants last year and it takes time to have these signed off and receive funds. • KJ – discussed projections on page 3 of the budget papers. • JH – raised the question “do we receive any revenue for students on an international scholarship?” KJ still trying to obtain an answer for this. • KJ referred to the recent Performance Report for the Faculty which was open in conceding that its compilation required extensive manual extraction of information from numerous (central) databases within the University. • JM – noted there has been a drop in 88 EFSU • GB - \$1.5 million goes back in tax, plus Faculty taxing any surpluses in Schools. • RIBG has special case has an exemption. • KJ - Problematic there are delays in the systems • KJ - Faculty Secretariat supported from the TIED • KJ - Principal argument with the Centre are the levels of taxation that are imposed on student fees • SMcF raised the question with the SE as to how do 		

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		<p>we have level E's from the School voice a unified opinion that the School pays too much tax.</p> <ul style="list-style-type: none"> • KJ – The projected growth over the next 2 years is not sustainable. • KJ – The School exploring the availability to us of alternative financial models such as that supporting Adelaide UniCare. 		
3.2	Seminar Program for 2010	<ul style="list-style-type: none"> • KJ- noted some very positive comments in relation to the benefits of the School Seminars when he met with all Disciplines recently. • The seminar programs need to have some changes for 2010 • Some of the things that staff noted were:- <ul style="list-style-type: none"> ➢ Too frequent and too many other seminar opportunities. ➢ We haven't the right mix particularly for the HDR students, as there has been poor attendance. ➢ A number of staff attend seminars that are not part of this School. ➢ Diversity is an issue • KJ - strongly encourages HDR students to attend. It should be an expectation. • NS – noted that General Practice seminars have been very popular 		
3.3	Image Library	<ul style="list-style-type: none"> • KJ noted the New Marketing Manager Peter Rochman had resigned from the Faculty. • We had very few visual images in the School for publicity purpose - the School needs to start building an image library • KJ asked the SE to forward any images to Gabriele Matzke. • Images to be placed on the shared S: Drive 	KJ to advise Gabriele of the decision	
3.4	Occupational Health & Safety	<ul style="list-style-type: none"> • There was considerable discussion on OHS&W issues in relation to the pending audit. • The School is under pressure in relation to this audit and another one has been foreshadowed for Spencer Gulf Rural Health. • KJ- needs to confirm what arrangements are in place for SGRH. • JN noted that he has been very active and has OHS&W issues in hand. • There have been discussions between UniSA and University of Adelaide in relation to SGRH. • JN noted that the UniSA is responsible for the Pt Lincoln Hospital site. • GB – suggested that UniSA and UA produce a combined document for OHS&W. • GB working towards an integrated system. • It is an expectation that the OHS&W position be increased to 0.5 FTE from 0.1, but the University has declined to provide the budget for this. • JH - noted there is no telephone on the ground floor, of the SPHCP Building in case of an emergency. • There are still outstanding issues in Medical School South regarding overcrowding and air-conditioning. 	Have OHS+W as standing item on SE	

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3.5	Website	<ul style="list-style-type: none"> • KJ – noted that some time ago there were discussions with Shaun Lancaster in relation to the website redevelopment project. • There has not been a lot of progress on this project due the Apollo Project taking precedence. • The SPHCP has moved to the new format, but still needs some technical expertise to drive the project. • Need to make sure we are not doubling up on information. • DH is responsible for updating some of the local information. • The SPHCP needs someone to drive this project. 		
4	For Mention			
4.1	Revision of Postgraduate courses on offer in 2010	<ul style="list-style-type: none"> • Memo from Deputy Vice-Chancellor and Vice – President (Academic) (item 5.4 from Faculty Board on 19 June 2009) has provided exemption for some courses from the University requirement that postgraduate courses offered in 2010 be 3 units (or some multiple thereof) in value. He has approved temporary exemption for compliance with the above requirement for the following courses:- <ul style="list-style-type: none"> ➢ Courses taught in postgraduate Nursing programs ➢ Courses taught in the Graduate Certificate, Graduate Diploma and Masters in Grief and Palliative Care Counselling programs <p>These courses described above will be offered in 2011 as compliant courses.</p>		
4.2	Project Apollo	<ul style="list-style-type: none"> • It was noted that there are still some problems. • DH has had problems printing pdf files. • Still very slow • Need to establish if the complaints are ongoing or just one-off complaints. • KJ needs to know of any problems, particularly those that are not rapidly resolved. 		
5.	For Noting	<ul style="list-style-type: none"> • Nil 		
5.1	2009 Young Investigators Award (Call for applications)	<ul style="list-style-type: none"> • Call for applications for “2009 Young Investigator Award” - Applications close on 6th July. • The award is aimed at recognising and promoting the outstanding research performed by young investigators, as well as providing an opportunity for young researchers to present their research in a way 		

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6.	Matters Arising	<ul style="list-style-type: none"> • School Planning Day: still working on the documentation from this and further information will be provided at a later date. • <u>Space</u> – <ul style="list-style-type: none"> ➤ 122 Frome Street. There cannot be any exchange of space with Dentistry at present. ➤ JN – asked about 122 Frome Street spaces for his teaching requirements. It was noted that this would be explored further. ➤ JN noted that he would consider moving to 122 Frome Street. ➤ NS – Not large enough for General Practice ➤ GB - Teaching space in the university is inadequate ➤ GB – should explore video-conferencing facilities and explore JN offer re 122 Frome Street. ➤ Problem that the School is geographically dispersed. 		
7.	Significant strategic matters arising from Disciplines and Units	Nil.		
8.	Significant strategic matters arising from School Committees	Nil		
9.	Significant strategic matters arising from Faculty and University Committees	Nil		
10.	Any other business			
11.	Next Meeting: 15 th July 2009	Konrad on leave		

ACTION ITEMS OUTSTANDING FROM SCHOOL EXECUTIVE AS OF 1 July 2009

Action Item	Agenda item+ date	Action	Status
Compliance with University Policy on Assessment (Faculty Exec Dec 08)	3.5- 8/4/09	<ul style="list-style-type: none"> • Submit to School Office hard copy of Faculty compliance checklist for audit. • Needs to be submitted To KJ end of Swot Vac 12th June 09 	Public Health still outstanding
PDR (Professional Development Review) Cycle 2009	4.3- 8/4/09	<ul style="list-style-type: none"> • KJ to Action July - August 2009 	Pending KJ to Action July - August 2009
OHS&W Inspection Report	4.2 – 6/5/09	<ul style="list-style-type: none"> • KJ to write to Virginia Deegan the Director Infrastructure Property & Technology advising her that Frome Street was not given adequate clearance. Also that there had not been any property inspection for the works completed 	Pending
Occupational Health & Safety	3.1 – 3/6/09	<ul style="list-style-type: none"> • Ensure OHS&W as a standing item on the School Executive 	Completed/Reminder
Support for the Mining Industry	3.2	<ul style="list-style-type: none"> • KJ to follow up with in-house experts 	Pending
Recruitment of Additional HDR Students to boost numbers	3.3 – 3/6/09	<ul style="list-style-type: none"> • KJ to meet with Annette Braunack-Mayer in relation to establishing and interactive forum for HDR students, particularly to improve their conversation and technical expertise 	Meeting held 27 th July with Annette/Completed
Postgraduate Coursework and Honours options	3.4 – 3/6/09	<ul style="list-style-type: none"> • It was suggested to in the email from Annette to have a strong school presence with respect to our Honours Programs. Postgraduate Open Night 31 July – Need to promote this event. Suggested Peng Bi to promote this event. 	Peng Bi agreed to promote this event. See email from JM DH has requested Honours coordinators in the Disciplines to respond directly to PB and to advise Peng BI who the coordinators are. Peng Bi has offered to promote for the Disciplines also.
Indigenous Perspectives in core/compulsory courses (email DVC academic 13/5/09)	5.1 – 3/6/09	<ul style="list-style-type: none"> • Heads of Discipline need to identify core or compulsory courses offered in the Faculty that incorporate indigenous perspectives. • Discipline to respond directly to Tara Bates, Executive Officer by the 17th of June so that it can be sent to Deputy Vice Chancellor and Vice-President (Academic) by 22nd June 2009. 	Completed see email from Rus dated 1 July 09
Image Library	3.3 – 1/7/09	<ul style="list-style-type: none"> • KJ has asked the SE to forward any images to Gabriele Matzke • Images then to be placed on the S: Drive 	KJ to advise Gabriele of the decision