

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 10th October at 10.30
Discipline of Public Health Meeting Room

Present: Konrad Jamrozik (Convenor), Judy Magarey, Greg Bussell, Chris Holton (proxy for Nigel Stocks), Janet Hiller, John Moss and Carole Gannon

1. Welcome and apologies

Apologies from Jonathan Newbury, Sandy McFarlane, Michel Devine and Jenni Caruso.

Congratulations to Michel on the safe arrival of her new baby.

2. Minutes of previous meetings 27/09/07

It was advised to delete the following sentence:

"This change would supersede the present research proposals in MBBS 4"

With this change, the minutes were accepted as true and accurate and will be available on the School webpage.

3. Appointment of Deputy Head

K Jamrozik nominated Prof Janet Hiller as Deputy Head and Janet has accepted the role.

4. Identification of emerging leaders in teaching for possible move to teaching-focussed contracts

This was raised at the Faculty Executive. There was discussion around teaching focussed contracts adopted by the University of Queensland and whether the University of Adelaide should make this move. Concerns included:

- How to measure the quality of activity?
- Will the promotion benefit teaching and exclude research?
- Complication may come in with HDR supervision. Is it in the student's best interest to have a supervisor on a teaching focussed contract?
- This may be the only way for some to gain promotion.
- There was some reluctance to nominate as it may be a disadvantage.

K Jamrozik asked for approximate numbers for nominations from HODs and Units, and he will feed back concerns to the FEC.

5. Nomination (to Maree O'Keefe) of individuals to undertake modules of the Grad Cert in Higher Education with subsidy from Faculty

A document prepared by Frank Donnelly supporting School staff to undertake the Grad Certificate and encouraging continued places funded by the Faculty was tabled for discussion:

- The Faculty has supported two or three people to undertake the Grad Cert and the proposal from Maree O’Keefe is to spend the same amount of money but support more individuals to complete single modules.
- K Jamrozik asked members if this School would be happy to match the Faculty with the funding and support our staff from learning and teaching fund. The Committee agreed.
- This could be factored into staff development as spare time for staff is always an issue.
- Greg Bussell asked what areas would benefit from it and should we approach those staff.
- The Assessment and Evaluation module would benefit all staff.
- This could be linked when creating new programs.

K Jamrozik proposed to sign off the first applicant, a nominee from General Practice. The Committee agreed.

A paper prepared by Frank Donnelly on Course Experience Questionnaire (CEQ)/GDS responses was tabled for discussion:

- The document proposed several points to create a School structured approach to the coordination of CEQ/GDS.
- Historically, response fractions are terrible and this is something that we should follow with our own graduates.
- Graduation activity all comes from somewhere else within the university.
- Those who teach never see this information.
- In terms of evaluation, the Americans withhold results until it is done, however this is dangerous.
- Last time we looked it was not possible to identify the program/students and that was totally useless.
- Maree O’Keefe has set up a cohort of student evaluation, but results will not be available for a few years.
- This is about how the University evaluates the Faculty and how they allocate their funding.
- We should have some active measures to encourage our students to participate.
- It does raise an issue for us about Alumni in all programs. One way of boosting responses was if we had a well oiled alumni machine we would write to them as a School, warning them that they are about to get the GDS, please fill out and return.
- It is also important to track for international marketing.

The Committee agreed that this will be discussed at the School External Committee.

6. For noting:

- Mechanisms for responding to queries on School quarterly financial reports

The School will receive quarterly reports with specific items highlighted to “explain”. Finance are about a month behind in rolling it out. **The Committee agreed that where there has been a substantial variation, this is to be kept documented and easily accessible.**

- Change of telephone numbers to 8313 xxxx

The University purchased 6000 8303 xxxx nos, which are running out. There is the option to purchase 10,000 8313 xxxx nos. and the University has asked our opinions on whether to change all nos or have both. J Moss informed the Committee that Phil Ryan had a strong opinion on this and will approach to give more advice. Changing all nos. means changing stationery which is time consuming and costly. Having different nos. is confusing eg. Flinders Uni. Should we question if the University could purchase other 8303 xxxx numbers from other companies? The Committee did not have a shared view. **K Jamrozik will take this response back to the FEC.**

7. Any other business

AHTA has been allocated space in the Farmers Federation Building, Frome Street. The space is on the top floor; there is no adequate space for meeting, kitchen facilities, or entrance area and will need refurbishment. K Jamrozik

has approached the Faculty to provide funding for this. Tracy Merlin and Florence Kalambokas will take over organising and will need floor plans and room data sheets.

Florence Kalambokas is organising costing up for shared Nursing and General Practice reception area.

PHIDU is not happy with moving from Pulteney Street. K Jamrozik has been asked to chair the Management Committee of PHIDU and has accepted the position.

K Jamrozik has received an application for Clinical Title Holder status and asked the Committee how these are processed. There is a review being undertaken at the moment by the Faculty and the disciplines have very different policies and expectations of the roles. Gabriele Matzke will prepare a list of all School Title Holders as part of the Research Publication review. K Jamrozik will review the process with Sue Graebner and Andi Sebastian before signing off on any new positions.

An OHS issue is ongoing regarding air-conditioning in the Bice Building. K Jamrozik said that Dino has a person who could be appointed by the School and G Bussell agreed that this could be factored into the budget. The position needs to be funded and reviewed from time to time.

K Jamrozik has requested that Chris Barton take over Honours coordination across the School. Janet Hiller said that Public Health already have their process in place which will go ahead and K Jamrozik agreed that process will be messy for a while as there are very different approaches across the School for the same award. The aim will be to achieve uniformity. Chris Barton will prepare a report for the beginning of Semester 1 2008.

G Bussell reported that the SEL salary cap is \$5.3 million, for 48 weeks. All new positions have been included in this. EBA rises have been included until September 08. Severance pays will need to be paid by the School and we are going to take this on with the Faculty. Florence Kalambokas is doing a leave management plan as untaken leave will be paid by the School.

8. Next meeting

TUESDAY 23rd October at 11.30.