

## MINUTES

### SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

**Wednesday 12<sup>th</sup> November 9.00am**  
**School Meeting Room, Level 9, 10 Pulteney Street**

Attendees: Konrad Jamrozik (Convenor), Judy Magarey, Janet Hiller, Greg Bussell, John Moss, Michel Devine (Proxy for Sandy McFarlane), Jonathan Newbury (teleconference at 9.05), Rus Nasir, Anne Tonkin, Nigel Stocks and Tarryn Muller (minutes).

#### 1. Welcome and apologies

Apologies: none.

#### 2. Minutes of previous meetings 29/10/08

The minutes from the previous meeting were accepted as true and accurate and will be available on the School website.

*Business carried over from previous meeting:*

*Outcome of main grant cycle for 2008*

K Jamrozik contacted the unsuccessful applicants of the grants highlighted to be revised and offered mentor assistance and offered a group of experts to be convened to guide the application. K Jamrozik has had a discussion with Engineering on their grant process. K Jamrozik has been in correspondence with Heather Gibb.

**Action: K Jamrozik to identify and contact a key ARC expert to come and give guidance and advice to whole-of-School.**

*Interim report for Postgraduate Coursework Review*

K Jamrozik approached the key members identified in the last meeting to lead efforts to look at common courses in Postgraduate Coursework and all bar one has accepted to assist with this review.

*Funded GP Registrar Academic Posts*

The application was submitted.

### 3. For Discussion or Action:

#### 3.1 Annual reviews of HDR students - Grant development – Encouragement of participation by HDR students

Annette Braunack-Mayer invited to attend for this item. A paper was distributed on Report of Annual Reviews with HDR students in SPHCP 2008 which were conducted by Annette Braunack-Mayer, Rick Wiechula, A Tonkin and Chris Barton was involved with the CMVH students. The report indicated the number of students on leave, weighted teaching load, FTE enrolment as at November and number of currently employed in the School. The report also highlighted the general trends and a couple of concerns that apply to disciplines across the School.

**Action: School Office to liaise with Graduate Centre about what letters including what instructions are given to examiners of a conventional thesis and are the letters materially altered in relation to Thesis by publication or thesis in mixed format. To be discussed at the next meeting under item heading 'Instructions to examiners of a conventional thesis and thesis by publication'.**

#### 3.2 Course fees

Course fees on Discipline courses was discussed and the continued inconsistencies between courses and variances in competitive market.

#### 3.3 School Incentives Scheme

Discussion followed around the different Disciplines incentives schemes and suggestions on how to encourage people to submit publications.

### 4. For Mention:

#### 4.1. School Christmas Function – tentatively Wednesday 3<sup>rd</sup> December

Proposed invitation to a School Christmas Function for PhD / HDR students was tabled and it was proposed to make the invitation open to whole-of-School staff.

**Action: Was agreed to make whole-of School event and School Office to work through inviting staff and arranging the function.**

#### 4.2. Progress on PDR Cycle

K Jamrozik gave an update on the PDR Cycle and discussed the further work that will be being conducted on the workload model and the Academic individual profile of activity. Encouraging more information is submitted to the School Office on research related data (grants and publications), teaching census and the service audits to enable the data to be gathered which would give a more accurate Academic individual profile of activity.

**Action: Teaching Census to be discussed at the next School Executive, with roll out commencing early December.**

#### 4.3. Meeting with Faculty on MLTU matters

Meeting on Tuesday 18<sup>th</sup> November with K Jamrozik, G Bussell, A Tonkin and Justin Beilby to discuss issues around MLTU matters.

### 5. For Noting

#### 5.1. Appointment of temporary Grants officer (Karina Bria)

Second and third year HDR students were asked who would be interested in becoming a grants officer on secondment and Karina Bria joined the School Office to assist with the partnership grant applications over the next few months and potentially will return for a couple of months early next year to assist with Grant season.

## 6. Reports from Disciplines

### 6.1. Nursing – Judy Magarey

Currently undertaking marking, structured oral assessments for new intake, external examiners coming in a few weeks and Inaugural Graduation Dinner for Bachelor of Nursing.

### 6.2. Public Health – John Moss

- Preparing for University reviews in Master of Public Health and Master in Occupation Health and Safety due in 2009 including half day workshop in a couple of weeks.
- Negotiating with JBI about providing a course in Epidemiology and Biostatistics in Master of Science and Evidence Based Health Care.
- Successful intake of vocational scholarships.

### 6.3. General Practice – Nigel Stocks

Working through finalising the PDR reviews and marking.

### 6.4. MLTU – Anne Tonkin

Major event was the Curriculum Planning Retreat held last week with approximately 60 attendees including a number of key members from the School which a number of positive ideas were raised to be looked into the course changes for the medical program.

### 6.5. CMVH – Michel Devine

- Working on the Simpson Centre which is a new centre looking at Military and Veterans Health which will draw in most of the areas within the Faculty of Health Sciences bring in more formalise group to work on those types of projects being submitted this week.
- Appointing new Academic and Research Fellow.

### 6.6. Rural Health – Jonathan Newbury

Nothing to report.

### 6.7. Indigenous Health Unit – Rus Nasir

Nothing to report.

### 6.8. School Office – Konrad Jamrozik

Nothing to report.

## 7. Reports from Faculty Committees

### 7.1. Faculty Executive Committee – Konrad Jamrozik

Nothing to report.

### 7.2. Faculty Board Meeting - Konrad Jamrozik

Nothing to report.

### 7.3. Faculty Research Committee – Nigel Stocks

Nothing to report.

### 7.4. Faculty Learning and Teaching Committee – Helen Fraser (*To be discussed how to report back*)

Nothing to report.

### 7.5. Faculty Internationalisation Committee – Judy Magarey

Nothing to report.

### 7.6. Faculty Course and Program Approval Committee – Frank Donnelly (*To be discussed how to report back*)

Nothing to report.

**7.7. Postgraduate Coursework Committee – Judy Magarey**

Nothing to report.

**8. Reports from School Sub Committees**

**8.1. School Research Committee – Annette Braunack-Mayer *(To be discussed how to report back)***

Nothing to report.

**8.2. School Learning and Teaching Committee – Helen Fraser *(To be discussed how to report back)***

Nothing to report.

**8.3. School External Affairs Committee - Konrad Jamrozik**

Nothing to report.

**9. Any other business**

**10. Next meeting**

Wednesday 26<sup>th</sup> November, School Meeting Room