

## MINUTES

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

**THURSDAY 13th September 9.00**  
**Discipline of General Practice Meeting Room**

Present: Konrad Jamrozik (Convenor), Judy Magarey, Nigel Stocks, Jenni Caruso, Tiger Leaton (proxy for Anne Tonkin), Greg Bussell, John Moss, Jonathan Newbury (telephone) and Felicia Matthews (Minutes).

#### 1. Welcome and apologies

Apologies: Anne Tonkin, Sandy McFarlane and Michel Devine.

Professor Konrad Jamrozik was welcomed by the Committee to his first School Executive Committee as Head of School.

#### 2. Minutes of previous meetings 30/08/07

J Newbury requested the sentence added:

*Professor Justin Beilby will consider conscripting enough students to meet the target if necessary.*

With this change, the minutes from the previous meeting were accepted as true and accurate and will be available on the School website.

#### 3. School of Population Health and Clinical Practice Vision

The Committee discussed the confidential document entitled "School of Population Health and Clinical Practice: Strands of a vision". Important points made included:

- We still have a way to go in how we think about the School and there is no way of reaching or difficult to measure "growing acceptance" of the School
- The targets may not be completed by the end of 2007, but will be in train.
- We need to look at collaborations to increase our effectiveness across disciplines and involve external relations.
- There needs to be a balance between life and work and all staff have a sense of belonging to a School and a Discipline and have contributed and been given opportunities.
- It is important to create and maintain good relationships within the School and Discipline.
- Changes around the University funding model are starting to play out across the University and will enhance opportunities for the School.
- Changes in administrative issues of the School will need to be played out before making improvements.
- One important point left out of the document is who is responsible for what.

#### **4. Research Process within the School**

The Committee discussed the document "Research Process" diagram distributed.

- It is a very simple process about generating resources; spotting the opportunity, hiring resources and then have systematic attention to outputs, eg RQF, Higher Degree completions, publications.
- There was concern that we are duplicating tasks, eg publications collection. However the University does not have one central process or system to gather this information for the School and accuracy is a concern.
- It was suggested we use the word 'implementation' rather than 'execution' in the diagram.
- Should we be linking with someone from the Faculty about entrepreneurial income? Chris Soteriou is more concerned with core funding, rather than finding money. We will hold meetings with Vada Osborn from the Research Branch and Elaine Stead from ARI to go through school contract work. There are three streams: core funding, grants and consultancy.

#### **5. Structure for major committees within the School**

The Committee discussed the proposed structure for major School Committees.

- Each group has a strategic role and should be making clear decisions, and having a process to make sure that happens and then move onto the next task
- Any committee at School level has an Executive Officer, for follow-up to ensure tasks are being carried out within required timeframes.
- We need to consider having an external advisory committee that meets less frequently and if chosen wisely they may spot or send opportunities our way.
- Do we have a Clinical Title Holders Committee who meets once a year?
- It was suggested the HOS be listed at the top of the diagram rather than Executive Group.
- The HOD/Units will continue to meet.

The Learning and Teaching Committee

- Members should be program coordinators rather than discipline representatives.
- The Committee's primary business is about development, quality and evaluation of teaching.
- It would need to do a teaching census every year as we have inequalities in teaching loads; in the medium to longer term with need to get something closer to equity.
- Important to focus on teaching development, and have PhD students involved in teaching.
- There was concern about measuring teaching loads amongst disciplines as there are many different levels of involvement in education and the census has been carried out by the Faculty twice previously.
- It was agreed that SGRHS, General Practice and Public Health wanted to increase their teaching involvement in MBBS and we need to coordinate various efforts to bring about change.
- This committee's immediate request is to complete a teaching census.

The Research & Higher Education Committee

- This committee will remain very much as is.
- There needs to be terms of bringing on juniors and collaboration to be a strategic role.

The Internal Committee

- This committee will be coordinated by Nigel Stocks and Florence Kalambokas and manage processes and procedures to help the implementation of research and teaching including HR, budgetary requirements, IT, space, OHS, etc. For example geographical location should not make any difference to logging on, printing etc.

The External Committee

- This committee agreed that Konrad Jamrozik convenor this committee with Greg Bussell.

## **6. Any other business**

The Head of School Welcome will be held on Friday 21<sup>st</sup> September and Konrad will present a shared view on what we are trying to achieve as discussed at this meeting.

There may be more space available on Level 9 and we have alerted the Faculty to this.

The HOS will visit Whyalla and Port Lincoln, SGRHS.

The HOS will meet with Chris Soteriou next week. The committee asked for the following:

- Transparency in budgets
- Clarity in processes and timelines
- Flexibility with levies
- Resolution of the difficulty in knowing true level of commitments.

## **7. Next meeting**

**Thursday 27<sup>th</sup> September**