

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

WEDNESDAY 18th July at 9.00
Discipline of Public Health Meeting Room

Present: Janet Hiller (Convenor), Nigel Stocks, Judy Magarey, John Moss, Annette Braunack-Mayer, Frank Donnelly, Anne Tonkin and Felicia Matthews (minutes).

1. Welcome and apologies

Apologies: Sandy McFarlane, Jonathan Newbury

2. Minutes of previous meetings 5/07/07

The last SEC minutes were accepted as true and accurate and will be available on the School webpage.

3. Matters arising

The School of Medicine has produced a booklet listing projects and supervisors offered in the disciplines which will be available to prospective PhD students at the **Post Graduate Information Open Night on Friday 3rd August**. Anne Tonkin will be, and Chris Barton may be attending and will represent the School. It is aimed that a document similar to the School of Medicine's will be produced for this evening. **A Tonkin and F Matthews will work towards this.**

The CMVH review was held in the first week of July. **J Hiller will approach Sandy McFarlane to give feedback to this Committee.**

A Tonkin reported that she had seen the results of the MLTU voice survey; hence J Hiller did not need to follow up.

4. Post Graduate Coursework Committee (Judy Magarey)

Feedback from the Postgraduate Coursework Committee:

Alison White, from the International office, discussed online applications to be implemented for second semester 2008. The system will allow applications and related documents such as IELTSs, advanced standing, scholarships to be viewed online and comments made. The benefits are turn around time, access, reporting and tracking of offers. In the long term it will be extended to all post graduate entry.

The Committee looked at the policy on parallel teaching programs (teaching undergrads and post graduate together). Public Health used to offer these programs but there is the occasional issue with Public Health Law and combined degrees with the undergraduates. There is a request form/policy to be exempt that needs to be sent to the DVC.

The mixing of international and local students which seems to be discussed at multiple committees.

The MBA and PG Expo is taking place on Thursday 7 September 2007 in the Adelaide Town Hall from 12 noon to 7pm. The committee sought names of representatives from each Faculty to assist on the booth for 1-2 hours each.

J Magarey was asked to express concern from Dino Pisaniello about IT outage and this issue has been highlighted to the Faculty and from there to the Academic Board.

The Post graduate teaching website has been updated. Please contact Mark Andersson with any suggestions.

5. Strategic Plan (Janet Hiller)

The Strategic Plan will be discussed at the end of the meeting if time permits.

6. Budget

J Hiller has forecasted Public Health numbers for their budget, and put in very modest targets, as in the past unrealistic targets have been set and the University profits from those targets regardless. Public Health's international numbers were high because of AusAid students, but this may not continue to grow. Public Health and Nursing have applied for more Commonwealth funded places. Stuart Matthews, the Faculty Executive Officer, gave advice on allocating a limited number of CGS places. J Magarey reported that Stuart has given her the number of individuals in each program that equals 1 FTE and it is a different conversion for different programs and disciplines. J Hiller commended Stuart on his understanding on why you have a difference in numbers from Peoplesoft to Datawarehouse, (program load versus teaching load) and suggested that Stuart can walk people through this as it has such an implication for budgets.

J Hiller and Florence Kalambokas have met with Justin Beilby, the Executive Dean, to discuss implementation of an efficient School wide administrative model. The model will not be discipline based, but geographic. Justin Beilby stated that the Faculty will be under financial pressure for the next six months and the budget will be managed at a School level. N Stocks said that efficiencies come when you have fewer people doing the same job or change jobs and that is what we should be heading towards as moving staff and taking staff away does not create efficiencies. J Hiller reported that Florence Kalambokas will establish the administration model for the School.

The Committee agreed that it was important to establish levels of delegation. For example signing of leave forms should remain with line managers for professional and academic staff, and the Head of School should approve Head of Disciplines forms. All HR paperwork must be forwarded to the School.

The committee noted that the interim financial statement provided by the University system did not provide sufficient information to accurately monitor the schools' financial position. Forward commitments are not displayed.

7. Report from Head of School

J Hiller congratulated staff in our School who have been successful with gaining establishment grants; Anne Wilson from Nursing will receive funding of \$14k and Karin Reid from General Practice will receive \$9k.

J Newbury was sent a letter from the Department of Health and Ageing (with a copy sent to J Hiller) with regards to all University Departments of Rural Health issues including evaluation, payments, KPIs, financial reports and budgets and obligations for 2007-2008.

J Hiller was sent SELT results for the School but does not include the MLTU. **F Matthews will inform CLPD that the MLTU is part of the School.** There was some discussion about the experience medical students have on rural and GP placements. It is clear that there are challenges with resourcing in practices and that students have different practical experiences and N Stocks is aware of these issues. There were clear issues around the nursing students experience of Human Biology. F Donnelly said that when their learning is in context, their opinions change later in the course. This is a well recognised issue in a nursing course, as the Science component is taught by Science lecturers not Nursing staff.

J Hiller emailed an IT report to all HODs for comments, which will be addressed at the next Faculty Executive Committee on Friday 20th July. It may have major ramifications our School. Our School has invested in IT and we do not want to change it because our disciplines have very specific needs. J Moss reported a cost analysis was carried out and the committee decided on a School based service rather than ITS. F Donnelly said that there were a number of issues, for example back up and licensing arrangements, not mentioned in the report. **J Hiller will report these issues to the Faculty Executive and state that we now have a consistent School management approach and need to be reassured that we would not be disadvantaged by any changes in policy.**

The Cancer Council SA sent J Hiller a letter regarding reviewing the current cancer research activities and funding across SA. F Matthews sent an email to all HODs requesting names of staff involved in cancer research that has made a research-related contribution to a cancer-related publication within the last three years. **This list needs to be sent to the Cancer Council by Monday 23rd July.**

There has been no report from Jane Knipe, OH&S advisor, or Justin Beilby regarding the renovations or the OHS issues with noise.

8. Reports from Disciplines

MLTU - Anne Tonkin

The MLTU have been involved in PBL training and have had some high quality people from General Practice and Public Health doing the training. The request for internal PBL tutors for 2008 had a poor response from Schools and A Tokin thanked our School for putting forward possible tutors for next year. Of the 600k that was allocated to casual tutors in the past, approximately 100k will go to Schools and the remainder will go back to casual teaching and will be managed by the MLTU. N Stocks said that Lubims have advertised nationally for GPs to employ in their practices, and some GPs are interested in doing research and teaching, which could be explored further.

Anne Tonkin has been awarded the Carrick Award for Learning and Teaching in Higher Education. Some of the funding will be used to employ casual research assistants.

No other reports from disciplines.

9. Report from Sub Committee (Annette Braunack-Mayer and Frank Donnelly)

School Learning and Teaching Committee – Frank Donnelly

The Faculty Learning and Teaching Committee will meet next week.

The University International Committee said the School needed an international committee and J Magarey disagreed. F Donnelly suggested that Internationalisation could fit in the L&T committee. There was discussion around creating yet another committee as J Magarey reported that Rick Weichula is on two committees, the PCG meeting and the R&HD committee which both discuss similar issues. A Braunack-Mayer agreed in part. The R&HD committee is not working as it needs higher senior academic members and there is some duplication, but there are people on the PGC committee who need to be there. F Donnelly reported that there are 202 international medical students across the School and this number adds weight. J Hiller said that we may need to separate the medical students, but focus on post graduate. N Stocks said that MLTU have the skills and expertise in this area and F Donnelly had approached Helen Fraser for Nursing, but the resources were not available to support other international students. This Committee agreed that it would be beneficial to have a School resource

The Executive Committee agreed that for now these issues can be embedded in the L& T Committee. The Associate Dean (Students) does provide services to distressed students but the MLTU provide ongoing care that does not require a committee. The International committee talks mostly about recruitment. A Braunack-Mayer reported that the issue was discussed at the R&HD Committee and the group thought that we managed the Higher Degree by research international students well and students may benefit from across School interactions.

This committee agreed that Internationalisation will be incorporated in the current School committees and will review the Terms of Reference for each committee.

The School R&HD Committee – Annette Braunack-Mayer

A Braunack-Mayer reported a shared database across the School for post graduate details would cost \$30k to create through the Data Management and Analysis Centre however Rick Russell, Dean of Graduate Studies, said the Graduate Centre will do data dumps on a six monthly basis until the University creates the new database.

On request from the Faculty Committee, disciplines have been asked to enrol in students in Masters rather than PhDs. JMagarey said that it appears that some schools are enrolling students who do not meet the criteria for PhD and then roll them over and Nursing had a prospective student who was forbidden to do this. **J Magarey will email A Braunack-Mayer the details to follow up further.** A Tonkin said at the Post Graduate Coordinators meeting that this was routine for the MLTU. It helps with students who may struggle to complete a PhD.

10. Report from Faculty Executive Committee

No report given.

11. Any other business

J Hiller asked for feedback on the following new policies (to be emailed):

- Research and Consulting Activities (Academic Staff) Policy;
- Practice of a Discipline (Academic Staff) Policy;
- Teaching as an External Activity (Academic Staff) Policy;
- Community Activities Policy

12. Next meeting WEDNESDAY 1st August 9.00

Create a booklet for Post Graduate Information Open Night	F Matthews and A Tonkin
Report on CMVH Review	J Hiller and S McFarlane
Inform CLPD that the MLTU is now in this School	F Matthews
Report issues to the Faculty Executive on the IT report	J Hiller
Sent list of Cancer-related research staff to The Cancer Council SA	F Matthews
Follow up prospective Masters/PhD student	J Magarey and A Braunack-Mayer
Review draft policies	All members