

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 1st October 9.00am
School Meeting Room, Level 9, 10 Pulteney Street

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

1. Welcome and apologies

Apologies: Janet Hiller and Rus Nasir.

2. Minutes of previous meetings 17/09/08

The minutes from the previous meeting were accepted with some minor changes requested by J Moss and will be available on the School website.

Business carried over from previous meeting:

School Seminars

A request has been submitted to book the Robson Lecture Theatre on the first and third Tuesday afternoons commencing in February next year.

Coursework Fees for 2009

K Jamrozik has spoken to Justin Beilby regarding the Coursework Fees increase for 2009. K Jamrozik and J Moss to discuss the possible implications of going to CSP in MPH and whether this will change out-of-pocket costs to potential students.

International Scholarship Rankings

Annette Braunack-Mayer is currently working on the International Scholarship Rankings to be submitted by the due date of 10th October.

3. For Discussion or Action:

3.1 Postgraduate Alumni University Medal Nomination

K Jamrozik circulated the Postgraduate Alumni University Medal rules for nomination and asked the Heads of Disciplines for suggestions of potential nominees from the School.

Action: Two potential nominees were identified and the relevant Heads of Disciplines will coordinate the nomination to be submitted.

3.2 Staff Establishment List for 2009

F Kalambokas has meetings scheduled over this week with General Practice, Public Health, Nursing and MLTU to discuss their requirements for the Staffing Establishment for 2009. Requirements for 2009 are based on current Staffing Establishment list, with a 3.5% increase for Enterprise Bargaining and a 3% Faculty capping. Discussion followed:

- MLTU struggling due to increased student numbers and under-funding of core workload.
- Lack of transparency of the MBBS workflow and funding model.
- Recommendation from the Grief and Palliative Care review to increase the staffing.
- Vacancies which are unable to be advertised due to lack of funding.
- School Structure to accommodate staff back filling each other.
- Base position for next year with Enterprise Bargaining, increments and likely promotions is estimated at 5.5% more than the current staff establishment cost across the Faculty. This implies an efficiency dividend of 1.75%.
- MBBS committee work not being recognised and in terms of resources made available to the School.
- Increased workload for coordinators in the Undergraduate Nursing program.
- Implications of new clauses regarding additional costs in the new Clinical Placement Memorandum of Agreement with Nursing and Midwifery Undergraduate program.
- Implications from staff functioning at higher levels than currently paid.
- Some economics might be made through onsite HDR students teaching for a semester as training for their teaching skills.
- The Faculty's Staff Establishment list would be more helpful if tied and operating sectors were separated to show salaries are drawn from the operating sector and therefore which staff have a core responsibility to contribute to teaching.

Action: - K Jamrozik to go to Faculty Executive and discuss the issues.

- **F Kalambokas to finalise discussions with the Disciplines and update the spreadsheet to submit to Faculty for consideration by the due date of 10th October.**

3.3 Review of Qualitative Course

K Jamrozik tabled a Review of Qualitative Course report which identified the points that Anne Wilson, Annette Braunack-Mayer and Teresa Burgess found when they were asked to look at the Masters level Postgraduate Qualitative Course a couple of months ago. Discussion followed:

- There appears to be important variation in the range and level of Academic skills among students taking the course, which can create some dissatisfaction within the course.
- Possibly due to the fact that there are students undertaking Certificate, Graduate Diploma and Masters awards within the same course.
- There are wider, more fundamental issues about the Postgraduate courses, how we put them together in sequences, how we engage and keep the students engaged, how they feed into Research thesis whether it Masters or PhD level and to what extent have different Disciplines in the pre-existing structure solved the same problems in somewhat different ways. Might some restructure on a whole-of-School basis gain certain efficiencies and indeed better education programs?

Action: School Office to arrange key members to get together for an afternoon later in year to look at the situation and try and find possible solutions for 2009.

4. For Mention:

4.1. 2009 Insurance Program Renewal

F Kalambokas is currently collecting the information from the School Heads of Disciplines for the review and requested information in relation to externally funded and arranged travel, University vehicles, personal and private property used for the benefit of the University (excluding laptops and phones) to be forwarded to her as soon as possible.

5. For Noting

6. Reports from Disciplines

6.1. Nursing – Judy Magarey

- Forum for Mental Health Curriculum Development on Thursday and Friday.
- Joint seminar with the Texas Christian University being held on 7th October.
- A current Doctoral student has won a Rising Star award in Malaysia, one of six awards given in Malaysia to Nurses.
- Ohio Faculty coming to talk about Retrieval Nursing early next week.

6.2. Public Health – John Moss

Nothing to report.

6.3. General Practice – Nigel Stocks

Nothing to report.

6.4. MLTU – Anne Tonkin

In Faculty's Learning and Teaching second round of small grants 3 / 14 applications were approved and all three were from MLTU.

6.5. CMVH – Sandy McFarlane

Invited to go the second stage as a University Centre for Defence and Veterans' Health.

6.6. Rural Health – Jonathan Newbury

Nothing to report.

6.7. Indigenous Health Unit – Rus Nasir

Absent from meeting.

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

No recent meeting.

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

K Jamrozik met with Helen Fraser who has accepted the invitation to be the School's representative.

7.5. Faculty Internationalisation Committee – Judy Magarey

Next meeting today.

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

No recent meeting.

8. Reports from School Sub Committees

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

The first of the Wednesday School Seminar series Research workshops has taken place and a call is going out about topics for next workshop on Wednesday 15th October.

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

K Jamrozik met with Helen Fraser who has accepted the invitation to be the new chair.

8.3. School External Affairs Committee - Konrad Jamrozik

No recent meeting.

8.4. School Internal Committee – Florence Kalambokas

The committee met on 11th October. The terms of reference and responsibilities regarding IT, HR, OH&S, Finance and administration responsibilities were discussed.

Action: Agreed that Tim Schultz should consult with K Jamrozik before the next meeting scheduled for 3rd December.

9. Any other business

10. Next meeting

Wednesday 15th October, School Meeting Room