

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 20th August 9.00am
School Meeting Room, Level 9, 10 Pulteney Street

Attendees: Konrad Jamrozik (Convenor), John Moss, Judy Margery, Nigel Stocks, Greg Bussell, Jonathan Newbury, Carole Cannon (Proxy for Anne Tonkin), Sandy McFarlane, Janet Hiller and Tarryn Muller (minutes).

1. Welcome and apologies

Apologies: Rus Nasir.

2. Minutes of previous meetings 06/08/08

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:

Travel and Entertainment Arrangements

K Jamrozik wrote to the Executive Dean and also briefly spoke at Faculty Executive regarding the perceived difficulties with the new Travel and Entertainment system. A new issue has been raised since the last meeting regarding the cards and acquitting the cards. Currently, some of the groups within in the School have someone local to arrange the travel and the School Office acquits the travel. It has been proposed these be formally designated 'travel arrangers' who both arrange travel and acquit the cards held by several members of the same research group. This represents a transfer of task from the School Office, and would need local resources, while also potentially increasing the risk for receipts being mismatched. It runs counter to the Travel and Entertainment system as a self service system (despite the inherent cost of senior staff acquitting their cards). K Jamrozik proposed that only Level E's can delegate acquittal of their card to a nominated person and that everyone else acquits their own cards.

Action: Agreed that Level E's can delegate their acquittal to a nominated person and that we would continue through this learning phase and re-examine the issue at a later date.

Academic Titleholders Event

Work in progress and the School Office are looking at this being arranged for next year.

Postgraduate Student Research Expo

The School's corporate look was raised at the School External Affairs Committee and work is being undertaken in regard to this. The need is for a consistent policy, even if the policy includes a different 'presence' for different audiences.

3. For Discussion or Action:

3.1 Re-banding of School postgraduate programs

Currently all of our coursework masters are not in the high clinical band in terms of fee structure. This issue of banding arose due to a particular PhD student who is going to incur some laboratory expenses. Current policy is to encourage PhD students to consider carefully the total costs of their proposed projects, with extraordinary costs normally being provided by the supervisor. Only exceptionally would coursework students be permitted to embark on a dissertation that would incur additional costs.

Action: An extraordinary case, involving a continuing PhD student of a former staff member, will be dealt with by the School Office and Discipline concerned.

No change to sub-clinical banding of postgraduate coursework programs because this would be prejudicial to competitiveness with programs at other universities.

3.2 Budgetary Position

This is also going to be discussed at the whole-of-School Seminar after today's meeting. The budget is tight and there is a very large amount of leave tied up in the University's central leave fund. It has been suggested that some individuals have taken leave and not submitted forms.

Action: Heads of Disciplines will follow up anyone who has taken leave to check that a leave form has been submitted. F Kalambokas to send an updated local leave report to the Heads of Disciplines. Funding of casual teaching for next year to be reviewed.

3.3 Workload Model

K Jamrozik tabled a draft workload model paper which brings together the three elements of research, teaching and service activity. This also included a table detailing the level specific expectations around research. Discussion followed:

- ERA banding to be replaced as a measure rather than the average impact factor.
- The HDR load to be based on UA enrolled students, with Rural School to be looked at as an exception to the rule.
- Panel supervision to be based on 50:50 for two supervisors but 60/x in the case of 3 or more supervisors.
- Some provision required for final students undertaking Doctor of Nursing by coursework.
- Provision also required for Research Masters, six-month Research Component students.
- Honours students and coursework masters based on 0.5 for a year, except Nursing and Rural Health honours based on a 1 (notwithstanding that Faculty appears likely to converge on 1 Semester of coursework plus a 1 semester treatise)
- DEST papers (peer review papers) and book chapters should be included (junior staff in some research traditions should be encouraged to write peer-reviewed papers rather than books or book chapters).
- Double expectations for grant income and outputs for people in 'research only' roles.
- Allowance for HOD with their administrative work; HOS will experiment with a 0.4 FTE for all HOD in the workload model.

Action: K Jamrozik to amend the workload model to included the comments in time for the PDR cycle.

3.4 School Newsletter

To be discussed at the next meeting.

4. For Mention:

4.1. AUQA request for further information

AUQU coming second week September and K Jamrozik has been requested to meet with the panel.

5. For Noting

5.1. New Professor of Nursing

Professor Alison Kitson, new Professor of Nursing will be commencing on the 5th January 2009.

5.2. New Executive Officer of SGRHS

Mark Whitfield, new Executive Office for Rural School, will be commencing on the 1st September 2008.

6. Reports from Disciplines – Held over to subsequent meeting.

6.1. Nursing – Judy Magarey

6.2. Public Health – John Moss

6.3. General Practice – Nigel Stocks

6.4. MLTU – Anne Tonkin

6.5. CMVH – Sandy McFarlane

6.6. Rural Health – Jonathan Newbury

6.7. Indigenous Health Unit – Rus Nasir

6.8. School Office – Konrad Jamrozik

7. Reports from Faculty Committees – Held over to subsequent meeting.

7.1. Faculty Executive Committee – Konrad Jamrozik

7.2. Faculty Board Meeting - Konrad Jamrozik

7.3. Faculty Research Committee – Nigel Stocks

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

7.5. Faculty Internationalisation Committee – Judy Magarey

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

7.7. Postgraduate Coursework Committee – Judy Magarey

8. Reports from School Sub Committees – Held over to subsequent meeting.

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

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

8.3. School External Affairs Committee - Konrad Jamrozik

9. Any other business

10. Next meeting

Wednesday 3rd September, School Meeting Room