

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 20th February
Discipline of General Practice Meeting Room
Level 3 Eleanor Harrauld Bld

Present: Konrad Jamrozik (Convenor), Nigel Stocks, Greg Bussell, Judy Magarey (left at 9.30), Annette Braunack-Mayer (proxy for John Moss), Anne Tonkin, Jonathan Newbury, Janet Hiller (arrived at 9.30) and Felicia Matthews (Minutes).

1. Welcome and apologies

Apologies: John Moss, Sandy McFarlane and Jenny Dowling

2. Minutes of previous meetings 6/02/08

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

Business Arising from previous the minutes:

The HOS said, after discussion with Annette Braunack-Mayer, the role of Post Graduate Coordinator is too big a role for one person and this will be resolved as soon as possible. A higher level administration officer will be considered. N Stocks said that the GP Post graduate coordinator role will be taken back by General Practice (Nigel Stocks and Karin Reid). All roles and responsibilities will need to be considered and explained clearly.

3. For Discussion or Action:

3.1 Faculty Risk assessment

This document was in response to a visit from Bob Riley from the Insurance Office to the Faculty Executive Committee, to ask members to think about the risks. It is a resource document only. Members discussed:

- The consequences table is confusing, eg. plagiarism, student complaints, some are infringements are by students, some are infringements by teachers and that may be the problem .
- In regards to health and safety, the stakes are higher.
- There are risks where staff are unavailable to provide teaching for courses. There needs to be some depth to cover the specialist courses.
- The practical application of the document for this School was OH&S.

Action: The Executive did not share some of the perspectives in regard to gravity of particular risks. KJ will feed this back to Faculty Executive.

3.2 School administration

There will be a few changes made over the next few weeks in the School Office:

- Meg Mignone will move to the MLTU on a secondment position as Committee Secretary on Monday 25th Feb.
- Another applicant who was going to replace Meg's position in the School office has turned down the position.
- Other arrangements will be made and a temp may be required.
- N Stocks was concerned that the hub-and spoke model did have a School person located in GP/the Eleanor Harrald Building which was the School link/presence.
- The location of units makes things difficult and HR will be reviewing the current administration model shortly.
- There needs to be a named person designated in the School Office for specific tasks and roles and responsibilities need to be clearer.

Action: the HOS said that the change process will be made clearer by the end of the week.

3.3 Resignation of Convenor, Learning & Teaching Committee

Frank Donnelly has written to the HOS resigning from the Convenor role of the School L&T Committee. Frank will continue with the role until a replacement is found. The HOS thanked Frank for his contribution.

3.4 Australia 2020 Summit

The Vice Chancellor has sent an email requesting volunteers to attend the Australia 2020 Summit which will discuss our nation's long-term plans in Canberra on 19 and 20 April.

- The HOS said we need to nominate rather than ask for volunteers.
- Judy Taylor has been nominated on behalf of UniSA.
- Several other names were considered.
- The committee agreed that nominees should have a senior track record and be a strong advocate.
- Those within the School with international reputations would include Alan Pearson and Janet Hiller, but neither will be available at short notice.
- The Committee agreed that Annette Braunack-Mayer should represent the School and be nominated.

Action: Annette Braunack-Mayer will confirm her availability before being nominated.

3.5 Vice Chancellor Visit 31st March

The Vice Chancellor will be visiting the School on Monday 31st March, which happens to be the same day as the visit from the delegation from Shandong. The HOS has drafted a program for discussion:

- J Hiller suggested AHTA be included and J Moss under health workforce
- The HOS's approach was to include senior academic members of the School.
- J Hiller suggested Shuhong Wang present a discussion on her career and support required as an international student.
- All speakers should be encouraged to focus on a School wide approach and the strengths of the School.
- We need to link it to the University Strategic Plan, which includes postgraduates and international growth.
- It is important to look at the three themes and work along these lines.
- The strong feeling was the quality of the experience of our international students which may lead the need for Level B post in International Education, and this is the chance to work up this case during this visit.

3.6 Measures of Excellence in Teaching

Judy Magarey and Anne Tonkin prepared this draft document that needs to be simplified and be consistent with the Faculty and University strategic plans. The committee discussed the document:

- This document does not have markers like the research document prepared by the HOS.
- There was discussion around HDR completions, but this document is to focus mainly on undergraduate teaching rather than research.

- We need to define quantifiable measures of quality in teaching (and especially quality in learning). These are required when applying for promotion eg. awards, SELTS, but they are pretty weak measures.
- Loads, EFTSs, and contact hours are used at other universities.
- Workload models have been discussed over the last five years, but achieving consensus is challenging.
- The HOS said that once HR is restructured, we will create a School workload model.
- We need some recognition of teaching loads, and they need to be taken into consideration when discussing research quality. HOS said load alone is a blunt instrument – an individual could be teaching badly, and not doing research or service because they are spending time in the classroom.
- The School has collected a teaching census which will contribute to this model.

3.7 School budget model

The HOS discussed the budget.

- The School will keep an eye on the outgoings to increase efficiencies.
- Committee support is not marked but could be included under staff development.
- For the minutes, J Hiller and AHTA would like to thank the School for the new accommodation in terms of financial support and efforts from staff and in particular Denis, the contractor has done a terrific job with all aspects of the relocation.

4. For Mention:

4.1 Clinical trials insurance

The University's policy covers specifically participants in clinical trials. Those conducting trials fall under separate policies for professional indemnity or medical malpractice. Clinically qualified staff are strongly advised to maintain personal professional indemnity insurance as well.

4.2 Asset register

As the University's insurance policies for machinery and equipment can only cover what the University knows about, it is important that lists of assets are kept up to date and shared with the Insurance Office. Thebarton and the SGRHS could be easily forgotten.

4.3 University HR audit for 2008

Topics to be covered in 2008 are: IT issues, succession planning, staff development reviews, and School workload models.

4.4 Publishing in BioMed Central

As the University will not pay for publication in BioMed Central from the library budget any more, the cost of publishing in online open access journals must be included in research costs.

4.5 Building Shutdown for maintenance on weekend 19th and 20th April.

Staff or students will not have any access to the Pulteney Street Building.

4.6 Research on undergraduate Students enrolled in the Faculty of Health Sciences Documentation

5. For Noting:

5.1 Student prizes and scholarships

The University Archivist that the current website listing student prizes and scholarships (see <http://www.adelaide.edu.au/prizes/health/>) will be decommissioned on February 28 2008.

5.2 NHMRC grant applications

There have been two Program Grant applications from the School. There are 15 Project Grant applications being prepared by members of the School with arrangements for internal review by one academic peer and one HDR student in train.

6. Any other business

7. Next meeting

Wednesday 5th March 2008, in the School Meeting Room.