

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 21st November 9.00
Discipline of Public Health Meeting Room

Present: Konrad Jamrozik (Convenor), Sandy McFarlane, Nigel Stocks, Judy Magarey, Anne Tonkin, John Moss, Jonathan Newbury (teleconference) and Felicia Matthews (Minutes).

1. Welcome and apologies

Greg Bussell, Janet Hiller and Jenni Caruso

2. Minutes of previous meetings 7/11/07

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

Matters arising

- The HOS reported that Faculty will seek to have our School's requirements treated as a 'special case' in the proposed agreement with ITS should not be discussed again until the end of 2008.
- The HOS has met with local IT support officers and they will discuss the above agreement and notify the HOS if they want to change advice to be reported to the Faculty Executive.
- This School needs to be treated as a special case as it is spread over 8 sites with 4 different landlords. No other School faces that challenge. The nature of the School's work is IT intensive and specialised. This School has different models within the Disciplines and Units. J Moss said we got this far in the negotiations, two years ago, and ITS said they did not have the facilities to take the group on. We are talking about core services, email, etc. It is clear that some of our special services will all stay outside of ITS eg. video conferencing, medical practices.
- The meeting on Monday was to give our IT support officers certainty regarding tenure until the end of 2008.
- ITS have sent a list of staff using IT services and a lot of the people on the list did not sit under our School which is concerning. We need to know that ITS are up to the job.
- S McFarlane said that it was very difficult moving to the Farmers Federation Building with regards to services provided by ITS, there was no flexibility.

Action: The Committee agreed that the HOS will continue to ask Faculty that an IT agreement should deal with our School as a special case and should not be discussed again until the end of 2008, unless informed otherwise by the School local IT support officers.

3. Convenorship of Research & Higher Degrees Committee

- This Committee has two big roles, development and quality of research-related activities and oversight of the HDR students. They are two different tasks.

- There is an issue of grant performance and grant writing skills and the School needs to facilitate mentoring in these areas.
- The School should not add an extra step in the process, such as internal review of grants, unless it is productive. Last year there was a School internal NHMRC review process facilitated by the Faculty, and this assisted junior researchers and those who sat on the panels. The School need to assist those writing many grants and getting few of them.
- A Tonkin is Acting Lead School Postgraduate Coordinator and has met with the discipline Postgraduate coordinators as a Committee on a few occasions. This works well and is necessary, and should not be included in the Research & Higher Degrees Committee.
- The HOS said that there needs to be consistency across the School in regard to expectations among students and of students in the HDR program.
- Annette Braunack-Mayer is currently the coordinator for General Practice and Public Health. This sharing of resources across the School works well, but this arrangement is temporary.
- The Postgraduate Coordinators Committee has managed the process of HDR annual reviews and will hand back over to Annette Braunack-Mayer in January 2008 when the review process should be completed.
- Annette Braunack-Mayer currently does the School Lead Postgraduate Role and is Convenor of the Research & Higher Degrees Committee. We may need to ask one of the Level Es to assist in the Research Committee role. Sandy McFarlane offered his assistance.

Action: The Committee agreed that the HOS will ask Annette Braunack-Mayer to take on the role of Lead Postgraduate Coordinator for another year and Sandy McFarlane will assist with the Convenor of the Research & Higher Degrees Committee.

4. For Discussion:

CEQ Text Comments from 2006 Graduates

- The HOS has received comments from J Moss and Dino Pisaniello. J Magarey has received comments but will give to coordinators after marking is complete.
- This process feeds into some of the quality funding but it is quite hit and miss in terms of response fraction.
- Usually CEQ only get responses from those who have problems, and often the responses relate to issues that are out of Lecturers' or the Discipline's or Unit's control. Students are sent the CEQ in April of the following year after graduation, and it is not important to them at that time.
- The HDR students have to fill out a questionnaire when they submit their thesis.
- There needs to be a better process to combine SELTS and CEQ.

School External Committee Meeting held 8/11/07

- The unapproved minutes from the School External Committee were distributed.
- Sandy McFarlane said that another organisation may have a promise on floor space in the Federation Building.

5. Any other business

HDR Program (from last meeting)

A handout on formalising our HDR Program was distributed for discussion at the previous meeting. The following points were made from discussion at this meeting:

- It is not feasible for off-campus students to have training and experience in all of the points listed.
- It has to be relevant to what they want to achieve. For some the entire list will be relevant, but for others it will not be.
- The points listed are aspirational goals but could cause funding issues. Eg attendance at international conferences.
- One of the things you must fill out when agreeing to supervise a student is the amount of support you are going to provide. Public Health allocate \$1000 per student per year, Nursing allocate \$400 per year. The Discipline or

Unit must also provide a computer, space, photocopier, printing, IT access and access to a telephone line, if the student is on site. Nursing students do not use the space at all.

- Nursing have seven students completing this year. It is difficult to determine when “completion” is. It is different for other universities, as “completion” is when funds are distributed. You cannot compromise on the fact that they have completed until they are reviewed by examiners and completed satisfactorily.
- Allocation of RST funding was discussed.
- The HOS said that there is no consistency across the Disciplines and Units. The Committee discussed what should be expected of students and what the School can offer the student. N Stocks said that he encourages students to build up their portfolio while they are PhD students. Students should be involved in research programs. Papers should be published. Students should be involved in teaching; they learn more and have more knowledge and skills when they teach.
- The Committee thought that it was difficult to formalise the HDR Program at all levels as there seemed to be different streams of students interested in different things, eg those wanting to develop a career in an academic setting, those experienced practitioners wanting to extend their career and those mid-career, but not wanting to work in an academic setting, part-timers and full-timers. Some lack research skills, but have experience in teaching. A Tonkin said that a lot of PBL tutors are PhD students and they attend a two day training program run by the MLTU. The University also offers a course.
- It is becoming very difficult to recruit PhD students. We need to ensure that we encourage rather than cause more hurdles. Part of the completion dilemma may be that we may ask students to do too much.
- Oral presentation, completion and submission of a manuscript for publication and attendance and presentation at national level could be mandatory.
- Students also need training in ethics. This will become part of our core component. Most need some basic education in ethics and to consider ethics early in the program. Nursing teach it in their Masters and Honours programs. The HOS is working on an ethics program with Annette Braunack-Mayer.

Action: **The committee agreed that students need training in teaching skills and the School should fund this.**

The committee agreed that we need to systemise what the School will provide; bearing in mind flexibility offered to the various sub groups in our program. Judy Magarey will provide a nursing postgraduate handbook, to use as a template for a School handbook. The HOS will work further on his paper with Annette Braunack-Mayer.

- PMB for the Middle East Deployment Study, have allocated \$10million funding.

6. Next meeting

Thursday 5th December 2007