

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

WEDNESDAY 23rd MAY

Room 1-23 Eleanor Harrald Bld

Present: Janet Hiller (Convenor), John Moss, Judy Magarey, Greg Bussell, Annette Braunack-Mayer, Anne Tonkin, Michel Devine (proxy for Sandy McFarlane), Frank Donnelly, Jonathan Newbury (video conference) and Felicia Matthews (Minutes)

1. Welcome and apologies

Apologies: Nigel Stocks

2. Minutes of previous meetings 9/05/07

J Newbury was unable to link to the video conference unit for the last meeting. He would like Christine Knox to be added in the last minutes as the SGRHS OH&S rep.

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

3. Matters arising

Open Day

F Matthews reported that Open Day will be held on Sunday 26th August. The Discipline representatives attended the first Open Day meeting held by Faculty on 22nd May. J Hiller suggested that Greg Bussell attends these meetings in future to represent the School. There was discussion around the nature of the communication passing on to high school students as it has been poor in the past; UniSA provides professional information and marketing on their Open Day. The group agreed that the University of Adelaide marketing team should take on the coordination of the event as a whole University to provide some professionalism and consistency. J Hiller asked if a Discipline rep could give feedback on the meeting and J Magarey said that Julie Sauniere from Nursing could provide this. G Bussell said that Nicky Bennett (GP rep) had given feedback from the last open day that may be useful. Gillian Laven will be the SGRHS rep. No representative from Public Health attended the meeting. The MLTU will not be involved.

School OH&S Officer

As agreed at the last meeting J Hiller invited He Wang to be the School OHS Officer, he said that Dino Pisaniello would be more suitable with his experience and that he would be taking study leave next semester or next year. Dino Pisaniello emailed J Hiller stating an existing staff member who is appointed to this role would need a new job description, to allow for 1-2 days/week as OHS Officer. J Hiller also received email from Chris Holton, the GP OH&S rep concerned of no value of importance being placed on the issue. Chris Holton has drafted Terms of Reference. The Committee agreed that a School OH&S Committee was not necessary and the report by Ganyk Jankewicz should be available on the website. He Wang declined the position, but he will be approached again.

4. New and Existing Course Proposals

F Donnelly reported that changes are in the process, with related paperwork generated so courses are approved in a streamlined manner. JMoss said that there is an 11 page document to be filled in for every course.

5. Post Graduate Coursework Committee feedback (Judy Magarey)

J Magarey reported:

- In 2008 every program that doesn't have graduate attributes need to develop them.
- The University is encouraging summer semester courses. J Hiller said that the first course of a degree program is held in the summer semester, it is often difficult to get students up and running on MyUni and library and other facilities are not often available.
- The Faculty Post Graduate website is being updated by Mark Andersson.
- There has been advice from the University regarding ad hoc processes for extensions for students; Discipline can be flexible but the process needs to be made clear and consistent in student handbooks.

6. Library matters

J Hiller chairs the Faculty Library Committee and reported that the budget is moving from a Discipline allocation to School level. F Donnelly is the School library representative. It was agreed that F Donnelly can manage this task through the L&T committee.

7. Report from Head of School

J Hiller reported that there have been a few interesting developments in the space of a week:

The OH&S issues discussed above.

J Hiller has and will meet with all HODs about budgets for the year.

A Braunack-Mayer has emailed School Researcher Committee members requesting a summary of the research strengths within their discipline to create a school list describing our research areas of interest. For example Public Health lists Health Services Research (particularly Health Technology Assessment), Maternal and Child Health and Environmental Health Research strengths within the School as a whole (not disciplines). This will encourage and let externals know about strengths in areas of research. G Bussell said that Konrad Jamrozik had requested a writer to bring it all together which Greg is working on. J Magarey suggested that there may be staff in JBI who may be able to do this. The Faculty research secretariat has a marketing officer who could also be approached. **J Hiller will follow up and inform Andrew Somogyi.**

J Hiller announced that as Acting Head she felt strongly that any academic post should include teaching as essential and part of the selection criteria. All academic appointments should have representation outside the discipline and for high non-academic positions during the selection process. The Committee agreed that this should be standard procedures when appointing in the School.

J Hiller received a letter regarding the opportunity for PBL teaching in 2008, with funding provided to the School. A Tonkin said that there was \$600,000 available and this is to replace casual tutors. It was agreed that the School L&T committee should prepare a coordinated response. Teaching commitments have decreased and this should be brought up again and the expectation should be that all staff in an academic position should be teaching, as part of their role. Phd students should also be taking on teaching. **The committee agreed that a response will be organised through the Learning and Teaching committee and the letter should be sent to all staff as we need to engage people more broadly in School activities.**

8. Reports from Discipline

Nursing – Judy Magarey

Grad Diploma in Mental Health Nursing, has had difficulty being accredited, and has now been recommended and will go through in July with five fulltime students already on the books.

Nursing have been advised to put in a bid for 10 extra undergrad students next year.

Public Health – John Moss

Submission of the Bachelor of Health Science review has been sent off.

9. Report from Sub Committee

School L&T Committee – Frank Donnelly

- The second draft of TOR is near to complete.
- F Donnelly clarified the governance of the committee and it was agreed that it reports to the SEC.
- Helen Fraser will now represent MLTU on the L&T committee.
- There have been significant changes across the University including the adoption of Bologna model of 48 hour workload and curricula restructure so that all component courses within the University have a three unit (or multiple of) value. Public Health Inquire II and Public Health Sciences II will be effected and Vivienne Moore is aware of these changes.
- F Donnelly will be away from 25th May until 25th June and will ask for another committee member to chair the next meeting.

School R&HD Committee – Annette Braunack-Mayer

The Discipline Post Graduate coordinators group met for the first time on 23rd May to discuss responsibilities to cover during A Braunack-Mayer's absence. ATonkin will take over as the School Lead Post Graduate Coordinator and at a discipline level, J Hiller will cover from September onwards. The group looked at draft budget and numbers of student load. The group will meet bi-monthly.

RQF

Andrew Somogyi has forwarded a list of panels and groupings with a short time to respond. People are nominated and coordinated to write the content statement for their group. Janet suggested moving Anne Hayes to the School level to drive this process as the School needs to take this seriously and look at the groups. J Moss said that Anne Hayes is coming to an end with Public Health work and we need someone to run this process now. The committee also discussed a person who is already in a similar position within the University. The Committee agreed that it needs a core document to engage in Public Health and Health Services and this should be carried out at a central faculty level. ABraunck-Mayer said that it is not driven centrally but it can't be driven at a school level, it needs to be University wide. J Hiller to approach Andrew Somogyi for someone who is already working in the position, or Yvonne Miles.

10. Report from Faculty Executive Committee

Nigel Stocks attended the meeting and did not report.

11. Any other business

Christian Gericke is the School representative on the Policy and Finance Committee.

The School office space is moving slowly.

J Moss said that we need to include the budget as regular agenda item. The Committee agreed.

G Bussell has been meeting with ARI, and encourage that all School contracts go through ARI. J Hiller said that this should be discussed in the future.

J Hiller said that privileges of Clinical Titles need to be assessed when appointing.

12. Next meeting

THURSDAY 7/06/07 FROM 10.00-12.00

J Hiller will be O/S for a couple of weeks in June and during this time Annette Braunack-Mayer will be Acting Head.

Action	Responsibility
Greg Bussell to attend the Open Day meeting	G Bussell
Reports from Discipline re Open Day feedback	G Bussell/J Magarey
OH&S Officer position	Head of School
OH&S report to be available on the School website	F Matthews
Simple list of research strengths within Disciplines	A Braunack-Mayer
Approach a member of staff to market school strengths	J Hiller
Coordinate a response on PBL teaching in 2008	L&T Committee
Forward letter/email to all School staff	F Matthews
Appoint senior administrator to coordinate RQF	HOS