

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 26th November 9.00am
School Meeting Room, Level 9, 10 Pulteney Street

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

1. Welcome and apologies

Apologies: Janet Hiller and Rus Nasir.

2. Minutes of previous meetings 12/11/08

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:

Outcome of main grant cycle for 2008

Action: K Jamrozik to contact key ARC expert (identified as Graham Hugo) and invite him to come and give guidance and advice to whole-of-School.

Instructions to examiners of a conventional thesis and thesis by publication

Action: School Office to liaise with Graduate Centre about what letters including what instructions are given to examiners of a conventional thesis and are the letters materially altered in relation to Thesis by publication or thesis in mixed format. To be discussed at the next meeting.

School Christmas Function – Wednesday 3rd December

Invitation has been distributed to whole-of School staff and the School Office has been organising the function including rsvp's.

3. For Discussion or Action:

3.1 Summary data from 2008 Workload model

K Jamrozik tabled a summary from the Workload model exercise based on 2007 data indicating work undertaken in the categories of teaching, research, service and overall activities of Academics within the School. The data, based on information that was returned, showed a high percentage of total potential hours of work undertaken. K Jamrozik also raised the importance of staff submitting their data in order to show convincingly that the School has very limited capacity for growth in activity without provision of additional resources.

3.2 Census of teaching and service for 2008

Draft census of teaching and service for calendar year 2008 was distributed and discussed with Heads of Discipline.

Action: School Office to incorporate feedback into the census prior to it being distributed to Academic staff this week for populating and return by mid December. Recalibration of the census to be conducted over next few years.

3.3 Development of a 4G educational portfolio - Ngee Ann initiative as a stepping stone

K Jamrozik raised with Justin Beilby and ARI the need for venture capital and developing a highly flexible set of educational offerings, using Ngee Ann as a pilot for this.

Action: The School Office to continue work on this development.

3.4 Relationship with Shandong Province

Justin Beilby has just returned from Shandong and advised that they are keen to receive proposals from the School and to follow up initiatives that have been submitted to the University previously.

Action: School Office to work through resubmitting initiatives with Shandong Province before Christmas shutdown.

4. For Mention:

4.1. Feedback from Program Advisory Group regarding MEBHC and Conversion course in Nursing

Birgit Lohmann's new committee had provided feedback on two proposed programs. Copies provided to J Magarey on the conversion course in Nursing and to Nathan Manning on the Master of Evidenced Based Health Care.

4.2. Infrastructure costs related to contract research

In discussions between K Jamrozik, G Bussell, Rob Chalmers and Justin Beilby, they were forewarned that a rationalisation and revised instruction will be implemented. The basis of the calculation will be the fee that goes to the host unit and if that host unit want to put in a small strategic fund it needs to be included in the main package. Two quotas of 10%, one for the Discipline and one for the Faculty, will be applied to the whole amount with 2.5% of each 10% to come into the School to cover costs the School pays.

4.3. School's assumption of responsibility for Medicine Learning and Teaching Unit

In working through the budget for 2009, the School has assumed complete responsibility for the Medicine Learning and Teaching Unit. The School must not allow the financial situation of MLTU to deteriorate. K Jamrozik has also set in motion with the Faculty that each of the four member Schools in the MBBS should provide one of the year coordinators, physical co-location of the Unit and getting Higher Degree Students to tutor and be mentored in this role (first semester unpaid and additional semesters paid).

Action: - Greg Bussell and F Kalambokas to meet with A Tonkin regarding MLTU accounts.
- SEL, Budget and end of year financial position to be added to the next agenda.

4.4. Partnership grants

Working through several partnership grants. Karina Bria has been seconded into the School Office to provide assistance.

5. For Noting

5.1. Inaugural graduation ceremony for Bachelor of Nursing

J Magarey's has the upcoming inaugural graduation ceremony and is nearly finished marking.

5.2. Head of School colloquium with the Vice-Chancellor

K Jamrozik is attending a colloquium between Heads of School and Vice-Chancellor on 12th December, principally around the budget model.

5.3. Outcomes of scholarship applications

There was a good outcome for Scholarship applications for the School we received two full International scholarships and a fee waiver for a third candidate.

5.4. Submission of Simpson Centre application

Michel Devine led preparation of the Simpson Centre application for a University centre in military and post deployment health.

6. Significant strategic matters arising from Disciplines and Units

- Project Apollo appears likely to result in loss of one LCO position and this should precipitate a reappraisal of the School's approach to its IT infrastructure and how that particular team organises itself.
- SEL is still being discussed with Faculty as the School Office has transferred as many people to tied as can managed and there is still a substantial gap.
- Nursing working on the Singapore proposal which is due in by Monday.
- Nursing advertised for Coordinator for Undergraduate position for one of the years and expression of interests being received for the tutor positions.
- CMVH working on partnership grant with defence around mental health.

7. Significant strategic matters arising from School Committees

Nothing to Report.

8. Significant strategic matters arising from Faculty and University Committees

Nothing to Report.

9. Any other business

Congratulations

School Executive congratulated Anne Tonkin and Peng Bi who were promoted to Professor and Associate Professor respectively.

Space at Frome Street

Access to keys, ITS requirements, etc are a matter of urgency as need to get work completed by Christmas.

Action: K Jamrozik to contact Virginia Deegan regarding access to Frome Street space and commencement of fit outs.

10. Next meeting

Wednesday 10th December, School Meeting Room