

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 6th August 9.00am
School Meeting Room, Level 9, 10 Pulteney Street

Attendees: Konrad Jamrozik (Convenor), J Hiller, Greg Bussell, Jonathan Newbury, Judy Magarey, Rus Nasir, Sandy McFarlane, Nigel Stocks, John Moss, Carole Cannon (Proxy for Anne Tonkin) and Tarryn Muller (Minutes).

1. Welcome and apologies

Absent: none.

2. Minutes of previous meetings 23/07/08

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

Action: K Jamrozik to communicate various perceived difficulties with the new Travel and Entertainment on-line system to Faculty Executive.

3. For Discussion or Action:

3.1 University Copy Centre and Postgraduate students

The issue was raised about the turn around and support provided to postgraduate students in purchasing coursework handbook and the access to the copy centre during limited open hours. Discussion followed:

- Was suggested as to whether the Discipline buys up the handbooks and then deals with the cash handling but was raised that could be quite problematic.
- Nursing said that they use SALMAT to do their coursework printing. They send a CD with the coursework handbook on it but what they also can do is there is an order form in the study guide for the student to send off to get a hard copy if they want to or they can take the CD to a preferred provider and get it printed out.
- In general, the University wants to increase these postgraduate coursework programs then they need to look at how to streamline services as it is a loss to them.

Action: K Jamrozik to raise this matter to the Executive Committee via the Executive Dean.

3.2 Academic Titleholders Event

Public Health raised that they host an event for Titleholders on an annual basis and it was mentioned by F Kalambokas that this might be useful for the School to host a Titleholder event as a whole. Discussion followed:

- Nursing noted that their titleholder events have had very limited successful and does not feel they would attend a whole School event. Nursing keeps them involved via input in the Advisory Committees for the different programs and frequent contact with the coordinators for the programs.
- Public Health noted that they feel titleholders attend their events as they are given the opportunity to have a voice and previously they have given Public Health's Strategic Objectives and given an opportunity to comment on them before they were finalised, asked them for feedback on the relationship between the Discipline and themselves and give them information about new things happening within in the Discipline.
- SGRHS are Preceptor Weekend which is being held in September. There is an advantage in that all the titleholders are in a profession that is directly related to an undergraduate course and are interested to know about education in the course and particularly big picture things about what the course is doing about the workforce.
- Seems there is a case for Discipline specific meetings due to input into programs that Disciplines run.

Action: School Office to look into organising a School-wide titleholder event on an annual basis commencing next year including inviting a prestigious lecturer to speak, with preliminary Discipline-specific meetings of titleholders on the same day.

4. For Mention:

4.1. Submissions for new Institutes and Centres

The submission that is currently being worked on by Christian Gericke, there is the potential of it morphing into an application for a strategic strand of the premiers science fund. We also had a useful open meeting a few Thursday mornings ago about a number of research opportunities that had emerged and identified who would lead particular responses. What was not clear at that stage was the NHMRC partnerships and there is now a document about this scheme on the NHMRC website.

Applications are due a week before Christmas then NHMRC plans to get external assessment in February – March in middle of project grant season.

4.2. University China Scholarship Council Awards paper

The University is continuing to encourage Disciplines to look to China for PhD students and the paper has been circulated. Was raised that it's unclear as to whether the host School/Discipline gets any flow on funding for them as there is a substantial amount of time and work.

Action: G Bussell to look into the cash flow into the School.

4.3. Nomination Form for the 2008 Kerry Kirke Student Award.

Nominations are due by 26th September. Background and nomination criteria circulated and there were a few people raised as possible nominations.

Action: Heads of Disciplines to look at who is eligible and put in nominations prior to the due date.

4.4. SELT Returns

Individual returns should have been received back. Participation fractions that have been seen are between 1/3 – 2/3 by MBBS students. Was raised about the constant issue with SELT's that the course coordinator who might have 10 tutors, the coordinator doesn't get to see the tutor return the HOS does. So if it's hard for the course coordinator to know how the tutor's going.

4.5. Journal Subscriptions 2009 and Book Spending 2008

The School Office was advised that the Library was giving the Faculty \$25,000 more for journal subscriptions and open bids for this. Suggested that the Faculty think about pool for people who are submitting to open access publications for which there is a fee.

Action: K Jamrozik to submit this suggestion to the Faculty.

4.6. Responses for deadlines to School Office

The ERA process raised a number of issues around how the School operates. The ERA call came in the midst of NRHRC rejoinders, University centre applications, school holidays, and some people facing a mountain of reading for grant review panels. The timing was very unfortunate and it was a tight timetable. A fair amount of chasing had to be done from the School Office. With the extensive pattern of travel it is essential that there is adequate cover while senior cover are away and that things don't get left unattended, especially items that have exceptionally tight and important deadlines.

5. For Noting

5.1. Learning and Teaching Small Grants 2008 Round 2 – Call for applications

One out of three got up in the first round. Might be a good idea to go and speak to Marie O'Keefe to ensure that we are on the right wavelength and get some guidance about what is the thinking within the group that is reviewing the applications.

5.2. LCO Meeting – 12 August

As part of Project Apollo, the deal is that central ITS promises \$400,000 worth of service in exchange for transfer of two computing positions from the Faculty into the Centre. We have four FTE dedicated computing officers and a variety of other people who work on a more informal basis doing more system development, purchases, upgrades and website work. There is restructure meeting on the 12th August when more information will be provided. The concern is that the computing staff we have are supporting not only the basic computing function that is the subject of Project Apollo; they also support Adelaide Unicare and MLTU. The hazard for us we appear to have four FTE but in fact the generic function accounts at most for two FTE.

5.3. Open Day – 17 August

Leanne Bragg has convened a very active group to appear in the marquee in Bonython Hall and has been well organised.

5.4. Postgraduate Student Research Expo

Firstly to congratulate Jo Dollard, Nicole Pratt and other honourable mentions, but when K Jamrozik walked around the posters we have no consistent corporate presence. That is something for discussion at the next External Committee. Somehow our challenge is to accommodate what Disciplines what to project but have something constant. If we do come up with some kind of corporate look that we use the University colours because it look a lot better than using multiple colours.

Action: Corporate presence to be discussed at the School External Affairs Meeting.

6. Reports from Disciplines

6.1. Nursing – Judy Magarey

- 6 Students graduated with doctorates this week.
- Visit from the Head of Vietnam Nursing Society last week.
- New Professor position negotiations have been concluded and media release due for next week – Alison Kitson commencing on 5th January.

6.2. Public Health – John Moss

- Preparation of the new 4-year tender for the PBAC.
- Ongoing preparation of the many reports PHERP requires in three monthly intervals.
- Negotiations with the Health Service in Kalimantan province in Indonesia about a group of their Health Services executives coming to Adelaide for a training course funded by the World Bank.

6.3. General Practice – Nigel Stocks

- Some issues have arisen in the MBBS with some students who have been in General Practice.
- Looking at where they might be going in terms of their research.

6.4. MLTU – Carole Cannon

No Report.

6.5. CMVH – Sandy McFarlane

- MEAO Funding on hold until next year.
- Strategic Planning Day yesterday was interesting and they had some productive changes.
- Second round applications to the program grant for NHMRC.

6.6. Rural Health – Jonathan Newbury

- 31 students wanting to come to the country next year (4 International and 27 Australian students).
- About to appoint a new Executive Officer in Whyalla.
- Meeting tomorrow about students in Broken Hill; joint initiative with Sydney and Wollongong.
- Invitation from Drugs and Alcohol Services South Australia to look at issues around 'dry zones' in Pt Augusta and whether one of the long-stay fifth years had the capacity to some of the work and perhaps convert to Honours later.

6.7. Indigenous Health Unit – Rus Nasir

- Looking into support for MBBS students.
- Teaching opportunities to line up what different teaching around Indigenous health and the different courses and possibility some could lead onto others we could do this over time.

6.8. School Office – Konrad Jamrozik

- Making a bid to occupy more space at 122 Frome Street; the central University has asked for a business case that looks at outputs.
- School Office to complete the research component of the workload model and then the PDR process will be rolled out but that will mean that all supervisors may need to be trained or have training updated in terms of the revised PDR process.

7. Reports from Faculty Committees

7.1. Faculty Executive Committee – Konrad Jamrozik

- Institutes and Centres has been a high topic of discussion.
- K Jamrozik will discuss the time and effort that goes into completing the 3 monthly Variance reporting.
- Was also raised the new pay scales for staff specialists and querying whether the State Government is still going to subsidise the difference between the University salaries and hospital salaries now they have reached a major degree of difference.

7.2. Faculty Board Meeting - Konrad Jamrozik

Nothing to report.

7.3. Faculty Research Committee – Nigel Stocks

- Appointment of Mike Brooks to DVC&VP(R).
- Expressions of interest for new University Institutes or Research Centres due 8th August.
- K Jamrozik drafted a paper showing that there has not been an internal Research fellowship awarded in this School or its predecessors within the last 5 years. The Executive Dean has asked for K Jamrozik to meet with Andrew Somogyi to discuss this.

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

Nothing to report.

7.5. Faculty Internationalisation Committee – Judy Magarey

Has not had a meeting since last meeting.

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

Nothing to report.

7.7. Postgraduate Coursework Committee – Judy Magarey

Looking at recruiting a postgraduate coordinator from each of the disciplines that run postgraduate courses to be included in an informal meeting to discuss various matters – Janet Foss and Jenny Reiners. Suggestion from Public Health - Christian Gericke and General Practice - Michelle Sexton or Cate Howell.

8. Reports from School Sub Committees

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

Next meeting 26th August.

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

Will be convened now by Helen Fraser from MLTU.

8.3. School External Affairs Committee - Konrad Jamrozik

Next meeting tomorrow.

9. Any other business

10. Next meeting

Wednesday 20th August, School Meeting Room