

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 7th November 2007
Discipline of Public Health Meeting Room

Konrad Jamrozik, Anne Tonkin, Nigel Stocks, Judy Magarey, Greg Bussell, John Moss, Jennifer Dowling (proxy for Sandy McFarlane), Janet Hiller, Jonathan Newbury (teleconference) and Felicia Matthews (Minutes)

Janet Hiller left the meeting at 0930. Jonathan Newbury was linked up by teleconference at 0945 due to difficulties with telephone access.

1. Welcome and apologies

Apologies from Sandy McFarlane.

2. Minutes of previous meetings 23/10/07

The Minutes of the previous meeting 23/10/07 was accepted as true and accurate and will be available on the School website.

Matters arising

- The Head of School reported that ITS have provided a reasonably attractive package as viewed by the Executive Dean.
- There will be complications with access to Peoplesoft if the School is not maintained by ITS.
- Issues and processes such as AHTA confidentiality agreements will need to be taken into consideration and managed.
- The School would be wait listed for a one year period.
- The phased transition increases the School's vulnerability to departure of local IT staff.

Action: The Head of School will report to the Dean that we remain sceptical and we will need to be convinced

3. School Seminar Program 2008

- The Head of School has attended various discipline seminars.
- The committee was asked if we should consolidate our seminar programs or have an additional School series.
- The Disciplines would continue to operate their own programs for HDR students and the School could run an additional monthly session.
- The venue was discussed as booking rooms for large numbers was quite difficult during teaching times.
- The Head of School suggested two models, late Friday afternoon followed by drinks or morning tea followed by a seminar.
- Speakers could include School staff or visiting researchers from other institutions, with relevance to all disciplines.

Action: The committee agreed that we could use the Robson, first Semester 2008; we will begin with a series of presentations introducing the various groups within the School.

4. Variance Report Sep 2007

- The Faculty is trying to get its budget finalised by the end of November.
- There was discussion around the MLTU *still* in the Faculty, not the School budget as seen by University Finance. There has been a payroll problem of six people's salaries that needs to be resolved with another School. The Faculty previously withheld some money for tutors which has now been allocated to the MLTU contributing to apparent growth of turnover in the MLTU. The promise was that the MLTU would be cost-neutral to the School.
- The School has actually made income where there was no predicted income.
- Every discipline has salary recoveries, cross subsidising core activities from research monies.
- The School needs to manage leave, and ensure leave is taken. Academics have a period of two years to accrue leave, and then it does not accumulate. Florence Kalambokas sent out a request to submit a leave plan for 2008. This will be a plan with lee-way.
- Staff accruing more than 90 days long service leave will be required to take leave.

5. For Discussion

The Head of School asked what are the issues, options and why for the following handouts?

Modus operandi for School Committees

- There is time involved in writing a discussion paper, rather than presenting it verbally. The HOS said that papers give others a chance to contribute and note that the limit is a maximum of two A4 pieces of paper (back to back) for printing purposes.

Title-Holders

- There are approximately 480 title holders in the School.
- HR currently send all titles for renewal (or not) to the School office for Head of School's signature. The Committee agreed that these forms should go directly to the Discipline Head for approval before the School office.
- Title holders are extremely important to the undergraduate Nursing program and without them the clinically focussed program would not work.
- There needs to be some attention to quality assurance in teaching delivered by title holders.
- Nursing hold workshops on assessment if title holders are involved in any marking, in an attempt to get uniformity. The course coordinator is involved with the clinical title holder during assessments/markings.
- In the UK, GPs who teach or do research get additional funding through government institutions. We do not have the funding for them to come in for a two day workshop and pay them. General Practice does have a teach-the-teacher workshop on a weekend, but only 15 GPs would attend. They get a \$100 allowance per session for taking a student in their practice, but this is not significant and the points allocated to them from the College are no incentive for training.
- The only way we get feedback is from student feedback. It is not the most optimal system.
- SGRHS have a teach-the-teacher weekend every year and tend to move them to different towns. Feedback so far has suggested that the course be made shorter with smaller groups. The student evaluation is quite extensive because there are funds available for this purpose.
- Public Health have approximately 30 title holders. They are senior public health personnel who may come in for a seminar and are included in strategic planning, and most appreciate the opportunity to give feedback.
- Clinical Title Holders could contribute to training and supervision of HDR students.
- Gabriele Matzke has collated a list of clinical title holders who have published and we need to get them more actively involved in research.

- The School has a wish list for title holders, what is their wish list for us? How do we know we are keeping them happy?
- GP will be planning a cocktail event to acknowledge their input.
- They should be made aware of the MBBS Curriculum Conference each year. This is a good chance for them to have input into the curriculum and it has a good attendance.
- Nursing have had a bbq that has been poorly attended.
- Some title holders never receive any material from the university and we need to work out what gets the best return.
- As part of the school planning, we should have a whole-of-school event to which title holders are invited.
- Public Health title holders appreciated giving input rather than drinks.

Action: The Committee agreed that renewal forms should go directly to the Discipline Head for approval before the School Office and we need to determine what criteria should govern a positive recommendation for renewal and the expectations of our title holders.

Gabriele Matzke to send a list of title holders to each Discipline Head for review.

Teaching Resource

- The view from the School Office is we would prefer not to do internal financial transactions for teaching/tutorials.
- Individuals appointed to academic posts have a responsibility to teach. The difficulties arise in relation to research staff and HDR students who wish to teach.
- Any teaching undertaken should be viable; the course needs to generate enough money to pay for itself.
- The Head of School asked if we work on an honour system.
- MLTU has teaching contribution from four schools and this is their responsibility to teach into MBBS.
- Some staff teach PBL without any payment.
- The problem Public Health have is finding people with the skills and they are worth payment.
- The manager may not approve staff within their Discipline without funds as it becomes complicated with staff not on core funding.
- HDR students are potential teachers and the School needs to look at this opportunity to increase the School's capacity.
- An Effective Supervision Workshop for Academic Staff will be run for the School on **February 12 and March 11 2008** and we need to make the most of this.

Action: Having aired the issues, we will try a quid-pro-quo system in the first instance.

HDR program

This item will be discussed at the next meeting.

6. Any other business

Nil

7. Next meeting

Wednesday 21st November at 9.00