

## MINUTES

### SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

**WEDNESDAY 15<sup>th</sup> August at 9.00**  
**Discipline of Public Health Meeting Room**

Present: Janet Hiller (Convenor), Jonathan Newbury (telephone), Judy Magarey, Nigel Stocks, John Moss, Carolee Gannon, Konrad Jamrozik, Gabriele Matzke (minutes)

In attendance: Florence Kalambokas

#### 1. **Welcome and apologies**

Apologies: Anne Tonkin (leave), Carole Gannon proxy, Annette Braunack-Mayer, Michel Devine, Sandy McFarlane and Felicia Matthews.

J Hiller welcomed Konrad Jamrozik our Head of School to the meeting.

J Hiller welcomed Gabriele who was taking the minutes for Felicia.

J Hiller announced that Greg Bussell, was still on sick leave expected to return next week.

#### 2. **Minutes of previous meeting 1 August 2007**

J Magarey advised that there was an error in the minutes under section 4. The error had already been picked up and corrected.

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

#### 3. **Matters arising**

J Hiller there was no noted actions.

J Hiller will report on the administration structure later in the report.

#### 4. **Internationalisation Committee (Judy Magarey)**

J Magarey brought up points of interest discussed at the Internationalisation Committee meeting.

New Code of Practice International Students - Mark Hopps, Quality Compliance Officer advised that there has been a change to the code of practice to the management of international students which came into effect in July 2007. The university has said that they will not be implementing some until the end of this year semester 1 2008 because they cannot do it mid year and this has been accepted. So the operational elements of the education services for overseas students of ESOS aims to protect consumer rights. There is a website you can go to for further information. Mark wanted to highlight some of the changes to it and it governs marketing, publications and information that can be given out to students and how that has to be carried out. Audits will be carried out so you need to ensure that what you promised is what you offer. It also governs formalisation of enrolment and how

education agents deal. The revised code separates immigration and education so staff can not give any advice at all or answer any questions on immigration but refer to the appropriate people. Students must be given all available information to make an informed decision. They will also look at compliance of students with visa requirements and this will be handled by the University central. This is a government Code of Practice.

The University will be responsible for rules regarding students and support services offered by the University. Students must stay in programs for 6 months. Apparently the faculty can let them out of their course but they can not choose to leave. Students no longer have to be enrolled full time. They can over load for one semester and under load for another semester but must finish their programs in the set time. That is if the program allows that to occur. Up to 25% of the program can be studied on line or through flexible learning and this really does influence the Discipline of Nursing. They must be enrolled in at least one on campus course. They will require academic review each semester which will be time consuming. There will be a template to fill out for each international student. The reason for the template is to identify students that are making unsatisfactory progress and students at risk and it will have to be done on every student. A student at risk is one defined as failing 50% of the course. DEST may cancel the visa. There is a possibility of what they call a 'soft review' in semester 1 and a hard review in semester 2.

Judy will send the information to be attached to minutes.

Mark Hopps is also happy to come and talk to disciplines and schools about these changes. He also has a PowerPoint presentation which he will put on the website of the international office.

Discussion was held about concerns and the implications on the School as a whole with the new Code coming in to effect for all international students both undergraduate and postgraduate.

J Hiller advised that she would ask Felicia to make up a suitable time and put this in everyone's calendar so that we can meet to discuss the implications of this new Code of Practice on the school. Ask Mark Hopps to attend and Frank Donnelly is to be included in this meeting.

### **Postgraduate Coursework Committee**

There was discussion about feedback from the Programs Approval Committee and the fact that they do not give any formal feedback and you only hear if your proposal is not accepted.

The student workload model that came through quite a while ago there is a memo from Fred McDougall that there is no formal compliance in the 2007 academic year and that the university Teaching and Learning Committee will further consider that during 2008.

December Graduations will probably continue.

There is a working party for threshold student's satisfaction surveys reports and recommendations. Particular questions are going to be seen as significant. Judy will circulate a discussion paper on this topic to the committee members.

### **5. Review of Psychology Programs**

The Psychology Programs are under review. This will affect our Bachelor of Health Science Programs in Public Health and Janet Hiller will look more closely into this and the implications it will have for Public Health and the School.

### **6. Budget**

A summary position was tabled at the meeting. Janet Hiller advised that the School is in the process of reviewing accounts in the General Ledger and project accounts that have no activity or that had small amounts in them would be closed. Janet Hiller suggested that the school will put the money from project accounts that are less \$1000 into a School account and that the amounts of greater than \$1000 will remain within the disciplines.

The School also wanted to ensure that all PhD/HDR students have access to money through their own project accounts and Florence Kalambokas was currently working on setting up project accounts for each of our higher degree students. There was concern raised with regards to the different amounts students are allocated across Disciplines and this will be raised with Annette Braunack-Mayer, the School Postgraduate Coordinator.

Carole Gannon advised that the MLTU were still not on the school budget listing. Janet Hiller will follow this up with Chris Soteriou, Faculty Finance Manager.

Judy Magarey advised that we needed to ensure we regularly invoice JBI (Joanna Briggs Institute) for Alan Pearson's salary to make sure this project account showed a true reflection of the budget balance. Greg Bussell had been looking after invoicing the Joanna Briggs Institute on a monthly basis to reimbursement Alan's salary expenditure.

Nigel Stocks suggested that we might be able to put any monies committed for future expenditure that was required to be carried over, into an interest bearing account.

To be followed up by Janet and Florence (and Greg Bussell). Janet Hiller will further investigate this option on behalf of the school and she will report back to the committee.

## **7. Report from Head of School**

Janet Hiller reported a meeting had taken place regarding computer support in line with the changes that are being implemented by ITS. Janet advised that she was currently looking at computer support for the as decision is to be made by the end of September 2007, whether or not the School use ITS support or stay as is and use the In-house ITS support.

The MLTU and CMVH use Macs and we may need to look at replacing them with PCs. They also have teaching suites where students log on to the system so we need to obtain clarification as to who we contact should problems arise in these areas. Janet Hiller will contact ITS to see how they manage Macintosh computers. Konrad Jamrozik suggested that it might be useful for us to obtain a report as to what the University ITS support offer under their provisions. It was suggested that the School stay with the current arrangements for this next Tri annum after which a cost analysis will be conducted.

Due to the computing officer's current heavy workload, Janet Hiller agreed to circulate a notice in her weekly news, notifying staff all requests for computer support must be done through an email.

Janet Hiller reported on her concerns in regard to the space issues in the School. The main area of concern being the Public Health Research Office in the Bice building where staff are working under very cramped conditions. This area needs to be looked since it does not comply with OH&S space per staff as set out in the university requirements. We are looking at relocating staff to another building as soon as further investigations have been made by the school with the 3<sup>rd</sup> floor of the CMVH building being a possibility.

## **8. Reports from Disciplines**

*John Moss, Public Health*

An issue has arisen with international students who are studying cross institutional at the University of South Australia. Advice from the DVCA, Fred McDougall in regard to how we deal with this problem of international cross institution students. Should you have any enquiries please contact John.

*Judy Magarey, Nursing*

The Flexible Learning Administration Officer has resigned at the end of September and we need to fill this position as soon as possible.

Judy Magarey has been nominated and accepted a position as convenor of the Nurses Board of South Australia.

Bachelor of Nursing entry condition change with a higher in education pathway now being offered. Open Day will be held on Sunday 26<sup>th</sup> August.

*Nigel Stocks, General Practice*

Three new staff have commenced in the Discipline of General Practice: Daniel Blakely is the new admin assistant for the Primary Care Respiratory Unit, Vanessa Ryan is a new lecturer level A and Paul Aylward is a half-time lecturer level B.

Simon VanLintand Karin Reid received \$5,000 from the RACGP's Integrative Medicine Research Grants in 2007. The efficacy of plant-based omega-3 (n-3) long-chain polyunsaturated fatty acids (LCPUFAs) supplementation in participants with reduced bone density (osteopenia). Dr Bastian Seidel and Katherine Duszynski received a RACGP cardiovascular grant (\$21,381) for the Development of a reliable, validated instrument to assess patients' conceptual knowledge of CVD in Primary Care: The Brief-CVD-Knowledge-Test. This will help towards the completion of Bastian's PhD.

The DGP has reconstituted its research committee to include all academics and senior project officers. It will have a small budget to seed research projects and support staff.

*Carole Gannon, MLTU*

Staff are currently working on timetabling and course planning for next year. We are looking at employing a project officer to assist us in the unit.

*Jonathan Newbury, Rural*

Annie Phillips has been appointed as the Mental Health academic. He used to work for Country Health SA in the Mental health area.

Yaitya Purrana are not currently represented on this committee and it is important that an indigenous health representative be present. Jenni Caruso would like to be involved in the school executive. Janet Hiller advised that she would follow this up with Jenni and invite her to be present at the School Executive Meeting until such time as the official documentation was finalised.

#### **10. Report from Sub Committee**

John Moss went to last meeting where they discussed IT. We need to obtain more information before committing ourselves.

#### **11. Any Other Business**

Janet Hiller advised that she was going to China on Friday. Nigel Stocks will be Acting Head of School this week.

Nigel Stocks has submitted the School's context and impact statements for review by the Public Health Shadow Panel in 2 weeks.

#### **12. Next Meeting to be advised**

Meeting closed at 10.50 am.

Action	Responsibility
Query monies committed for future expenditure that was required to be carried over, into an interest bearing account.	J Hiller, F Kalambokas and (G Bussell)
Invite Jenni Caruso to the committee	J Hiller