Present: Patrick Rawstorne, Holly Seale, Abrar Chughtai, Phillip Raponi, Padma Narasimhan
Apologies: Nick Osborne, Husna Razee, David Heslop, Reema Harrison

1. **Induction Sessions in Residential Week**
   Phillip asked the committee to clarify what content would be covered in Induction Session in the Residential Week and whether the 2 sessions could be merged to ensure consistent information would be delivered. The following was discussed as possible content for the Induction Session:
   - Introduction from Program Directors
   - What support the Learning Centre provides
   - Research Projects and Internships
   - Pathways to a PHD
   - Articulating between degrees

   All agreed for the sessions to be merged.

   **Action Points:** Merge the two induction sessions into a single session and Phillip to email David and Reema in regards to what content they would like to include to the session.

2. **S2 2017 Course Enrolments** – Adv Epi, PH Aspects of Mental Health, Ethics & Law in Public Health
   Phillip advised the committee that some action had taken place for the courses with low enrolments.
   - **Advanced Epidemiology** – the internal class has been flipped with students listening to recorded lectures online and then attending 6 tutorials to discuss the lecture content throughout the semester;
   - **Public Health Aspects of Mental Health** – the internal class has been cancelled;
   - **Ethics and Law in Public Health** – Phillip advised the committee that Rose had been in contact and wanted to cancel her internal class as there were only 7 students enrolled. The committee agreed to this. Rose was also keen on creating a new course on International Ethics. The committee agreed that this might mean her enrolments decrease and whether there was demand for this. Rose to be advised to hold off on this for the time being and if she could demonstrate demand for the course then she could submit a proposal later in the year.
Action Points: The internal class of Ethics and Law in Public Health to be cancelled. Phillip to action accordingly and to advise Rose to hold off on the creation of a new course in International Ethics for the time being.

3. SPHCM PG Offerings in the UNSW3+ world – 2019 onwards – update
Phillip advised the committee that he had received some feedback from staff in regards to the UNSW3+ calendar following the School Board presentation. The list of courses for 2019 needs to be emailed to staff for a final opportunity to provide feedback. It was decided that Infectious Diseases Intelligence was more suited to Term 2 once students had completed Current Challenges in Infectious Diseases. Bioterrorism could be moved to Term 1. Mark Harris needs to be emailed about the Primary Health Care courses and how they will fit in the new calendar. It was agreed that Summer be kept free for staff wanting to run professional development courses but that GENM courses could be taught during this period. Phillip will also email Husna separately about GENM courses.
Action Points: Phillip to circulate the DRAFT list of courses to all course convenors for final opportunity for feedback. Phillip to contact Husna re GENM courses. Patrick to contact Mark Harris re Primary Health Care courses.

4. Summer 2016/2017 and Summer Participants (non-students)
Phillip advised the committee that the Summer timetable had been finalised and published. The school needed to have a discussion about participants (non-students) registering in Summer courses. The numbers of participants has been low and decreasing in recent years. There seems to be a lot of confusion with this cohort of students and it generates a lot of unnecessary work. It was decided that Bioterrorism and Infectious Diseases Intelligence would allow non-participants due to high numbers but that they would not be allowed in other Summer courses.
Action Points: Phillip to update the website and communicate this to summer course convenors.

5. School Advisory Committee
The School advisory committee will meet on 3 October 2017. The school will be required to do a presentation of where we are at in regards to our PG programs and ask the advisory committee to provide comments. Each program will be required to present and it would be good to send information to advisory committee members in advance of the meeting. It was decided to discuss this further at the next meeting.
Action Points: this issue to be carried over to the next meeting.