**Present:** Anil Singh Prakash, David Heslop, Reema Harrison, Patrick Rawstorne, Phillip Raponi  
**Apologies:** Anita Heywood, Padma Narasimhan, Husna Razee and Holly Seale.

1. **Closing the loop on Moodle**  
   Phillip advised the committee that the Head of School wanted clarification on why so few of SPHCM courses had advised students what changes had been made to the course taking into account the feedback received via catei/myexperience. Phillip advised the committee that only 5 courses had done this. The reason so few courses has provided the feedback was the timing in regard to this new process which was announced just prior to S1 2017 starting. Going forward all SPHCM courses will be expected to provide this information to students on Moodle. Olivia to co-ordinate the “closing the loop” this for S2 2017.  

**Action Points:** Phillip to advise Olivia Rajit to ensure all S2 2017 courses provide feedback to students on what changes have been made to the course going by student feedback.

2. **Summer courses**  
   Phillip advised the committee that we need to finalise the list of Summer courses for 2017/2018. Patrick advised the committee that he had spoken to James Wood re resting his Predictive Modelling course due to low enrolments for the last few years. He seemed to be on board with this but Patrick would follow up with James to confirm. Patrick had also spoken with Virginia Wiseman in regard to running her Health Economics in Developing Countries course. She was not overly keen on running the course in Summer 2017/2018. Patrick would follow up with Virginia to see whether she could be convinced to run the course. Phillip also advised that Virginia's course would have to be developed for online as well.  

**Action Points:** Patrick to follow up with James and Virginia re their Summer courses. Phillip to email the draft timetable to Summer course convenors to finalise the dates for courses.

3. **Course planning 2018**  
   Phillip advised the committee that we needed to finalise a preliminary list of courses to be taught in S1 and S2 2018. The courses are exactly the same as 2017 with a few changes:  
   - **PHCM9617 Contemporary Issues in Ageing** is a new course that will be offered for the first time in S1 2018 by Ros Poulos.  
   - **PHCM9609 Rural and Remote International Health** will move from Summer to S1.
It was noted that this meant the number of electives being offered in S1 is quite high when there are quite a few core courses offered. There was a discussion about potentially merging courses and culling courses. It was agreed that culling courses was quite difficult with course convenors reluctant to agree to this. Anil suggested that we look at courses with low enrolments (in both modes of study) over the past 3 years as a way of starting the conversation. Phillip suggested that when he puts together the draft of courses in 2019 in the UNSW 3+ model that we can look at these courses with low enrolments. All agreed this was a good way forward.

**Action Points:** Phillip to collate data on courses with low enrolments over the last 3 years and to draft a schedule of courses to be offered in the UNSW 3+ calendar in 2019.

4. **Networking for Distance students in capital cities**

   Phillip raised the idea of holding networking drinks when staff were visiting capital cities around Australia to attend conferences. All present agreed this was a great idea. Phillip will be attending the Australasian Pharmaceutical Association of Australia conference in December in Brisbane and Anil recommended that this be a pilot for networking with our external distance students in Brisbane. David mentioned he was attending a conference in October in Brisbane and was also happy to do something with our distance students.

   **Action Points:** No further action needed at this point but to be followed up closer to the time.

5. **AOB**

   Patrick raised the issue of the 2017 Federal Budget and the consequences for the school. He advised the committee that the APA scholarships for HDR candidates would be allocated to candidates and they could choose which institution to attend. Similarly CSP places for postgraduate students would be allocated to the student and they could choose the institution they wanted to attend. All agreed this could have serious ramifications for the school.

   Anil advised the committee that herself and Phillip met with BRIDG to discuss enrolment numbers. It seems that there is some confusion with the rep 12 report we have been using to monitor enrolments with EFTSL being used instead of student heads.

   There being no further business the committee ended at 2.40pm.