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

1. AIMS proposals

Anita informed the committee that the AIMS proposals presented at the April Faculty Education Committee were all approved with the following recommendations:

- PHCM9617 – Contemporary Issues in Ageing – Gary Velan suggested that documentation of group work in PHCM9617 be noted in AIMS.
- 9059 – MPH / MIDI double degree; 8362 – MIDI program revision; 9041 - MHM / MIDI double degree and 9042 - MIPH / MIDI double degree – no suggested changes. Committee asked about streams in MPH but were satisfied that they were not logistically possible or needed for these dual degrees.
- PHCM3004 – Women’s and Children’s Health - It was suggested that SPHCM consult with SWCH to discuss collaboration in designing and delivering this course. Documentation in AIMS of group work in assessment was also recommended.
- GENM0520 – Social Business for Public Health – the committee commended this innovative proposal. No suggested changes

The committee discussed the suggestions of group work components in each course, as suggested by Gary Velan in line with the student community aspect of the 2025 strategy. This is in contrast to the School policy around group work and does not appear as a requirement for all courses, but within a program of work.

Action Points: Ros Poulos and Jerico Pardosi to make required changes to AIMS proposals. Phillip to advise on outcomes of next committee.

2. Summer courses

- Patrick advised the committee via email of updates regarding the summer courses. He will speak to James Wood about the possibility of resting the Modelling course for 2018 summer. He will also speak to Virginia Wiseman about running the Economics course for 2018.
• Anita summarised the meeting with CPHCE staff regarding their summer courses. The outcomes include that HIA will be made available in dual mode in 2018 summer and that online content will be developed for the other courses with the aim of opening to external students in the future. CPHCE staff to meet with Olivia and Lois for initial discussions of changes to the courses.

Action Points: Patrick to follow up with James and Virginia.

3. Course planning
• In Phillip’s absence, 2018 course planning was not discussed.

Action Points: add to agenda for May meeting.

4. Timetable and course management procedure
• This document was approved by the committee.
• It was suggested that key dates for each semester are provided to Program Directors to assist with providing academic advice to students.

Action Points: Phillip to provide key dates to Program Directors prior to start of each semester.

5. Networking for Distance students in capital cities
• All present thought this was a great idea.

Action Points: Follow up at next APC to discuss method of facilitating this.

6. International scholarships
• Anil informed the committee of the Faculty approved scholarships for international students of $10K to be provided through the International Office. This is enough to cover one semester tuition fees.

Action Points: None

7. Special consideration applications
• Anita updated the committee on the recent information required for TEQSA included a description of the requirements of the Program Committee to include approving requests for Special Consideration. It was agreed that this remain delegated to course convenors.

Action Points: None.

8. PG Expo
• In Phillip’s absence, this was not fully discussed.
Action Points: None.

9. AOB
  • David mentioned Office Mix, an add in to Office365, which he is using instead of Adobe Presenter. It was suggested that Olivia provide an update on new technology available to academics at School Board Meetings.

Action Points: Anil to follow-up with Olivia.

There being no further business the committee ended at 3.00pm.