Present: Nick Osborne, Patrick Rawstorne, David Heslop, Reema Harrison, Abrar Chughtai, Phillip Raponi, Padma Narasimhan, Husna Razee, Anil Singh Prakash.

1. SPHCM PG Offerings in the UNSW3+ world – 2019 onwards – update

Phillip advised the committee that the UNSW3+ office have advised the SPHCM AQC committee that courses without exams could potentially be offered as 12-week courses (ie as they are currently offered) without the need to amend the teaching pattern to 10 weeks to fit in with UNSW3+. We are waiting for a confirmation email from Shane Griffin the head of the UNSW3+ office in regard to this. Some staff indicated that they were keen to move the final assessment forward to allow this to work effectively as teaching would now take place in the study period and some of the exam period. There was some concern noted if courses were offered in a 12-week teaching period and the rest of the university was operating in a 10-week teaching period whether this would disadvantage ourselves in regards to room bookings and lecture recordings.

Action Points: Phillip to contact Scheduling Manager in regard to any disadvantages to teaching 12 weeks in UNSW3+ 10-week teaching period. Phillip also to map out specialisations following 2019 calendar to ensure there were no issues.

2. Master of International Health Management

Anil wanted to discuss how CSP places would work with this joint degree with ASU to commence from S1 2019. Phillip advised the committee that there was still some uncertainty how this would work and he has already contacted Sarah Dunbar on this issue. It was noted that there were further discussions taking place with the PLuS Alliance office in regard to offering the MIHM as co-badged degrees (so students would receive testamurs from both institutions). It was also noted that the research project and internship should be offered as electives as part of this degree.

Action Points: Phillip to follow up with Sarah Dunbar re CSP places for this degree.

3. ELISE Tutorial and Quiz

Phillip advised the committee that the ELISE tutorial and quiz was now compulsory for all new PG students at UNSW. Some staff noted that there was a penalty for not completing the quiz but no-one was clear what this was.
Action Points: Phillip to follow-up with the Medicine outreach librarian in regard to the penalty for not completing the ELISE Tutorial and Quiz.

4. Session for International Students
Phillip raised the idea of running a separate welcome session for the new International Students. It would be over a lunchtime and staff from Student Development International (SDI) could present to the students about support services available. All agreed in principle with the idea.
Action Points: Phillip to organise the session and invite program directors to attend as well.

5. School Advisory Committee
There was a general discussion in regard to the School Advisory Committee and what program directors need to prepare for the first meeting in October. The following issues were discussed:
- Who will chair the meeting and provide administrative support?
- What will be the agenda items for the first meeting? The following were mentioned as potential agenda items.
  - Rationalising courses/program content
  - Current trends
  - What can we do to make our alumni more work-ready?
- The name of the committee should be amended to the Program Advisory Committee which accurately reflects the aims and objectives of the committee.
- We need to articulate how the program advisory committee fits in with the existing committee structure in the school.
- Documentation to be forwarded to the program advisory committee in advance of the meeting could include Biennial Report, Prospectus, enrolment statistics etc
Action Points: Phillip to check with Raina who will chair the committee and provide administrative support. This item to be added as a standing item to the agenda.

6. AOB
Induction Session - Phillip asked the committee members for feedback in regard to the new format of the induction session and meet and greet events. All agreed that the sessions went well but that the meet and greet needed to be more sectioned off in Wallace Wurth as it was not clear who was a SPHCM student and who wasn’t.

There being no further business the meeting closed at 3.00pm.