**Minutes — Film and Screen Media Staff Meeting**

**Date: Friday 3 February 2017**

**Venue: Film and Screen Media Auditorium, Kane Building B10B**

**Present: LR; CC; AK; DOC; AP; BM (until Item 7)**

**Minutes: LR**

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| 1. **Chair’s Business** |  |
| LR welcomed CC to her first staff meeting. |  |
| Internal Board Meeting: Marks for Semester 1 were finalized and uploaded. Changes to borderline marks agreed by staff at the Internal Board Meeting of 31 Jan were applied by overriding overall module marks so as to maintain original marks for individual components. Altered marks are highlighted by the system with an asterisk. LR took note of all changes and will circulate to staff for their records. | LR |
| The office is still closed; staff will be kept updated. |  |
| Discipline review: A meeting has taken place between the Heads of School and the Head of College on the recommendations for Film and Screen Media to update the new Head of English. There are no further updates at this time. Further meetings are expected. |  |
| Space: The College Manager has agreed that the FSM space in Kane should not be relinquished until new and more permanent facilities are provided. An interim solution will be identified for adequate office space for FSM, to be made available to staff this summer, while also considering a more a long-term and stable solution within the College plans for new buildings. |  |
| Strategy: The questionnaire on how the FSM strategy fits into the College Strategy was filled in by GY and LR and submitted by the deadline. |  |
| More queries on the practice-based PhD are being received and handled by staff. Substantive questions on practice-based doctorates were raised by GY, BM; FSM’s PhD procedures, including milestones and deadlines, need to be developed. CC will work on a draft policy document on the PhD structure and practices. The draft document will be discussed in due course. | CC |
| LR is co-organising the next ECREA Film Studies section conference on “Multivoicedness in European Cinema: Representation, Industry, Politics”, to be held at UCC on Friday 10th and Saturday 11th November 2017. Colleagues are very welcome to get involved. Draft website: <https://ecreafilmstudies2017.wordpress.com/> |  |
| 1. **Correspondence** |  |
| Communication was received this week from HR that the .5 technician post will be advertised today, 03/02/2017. The ad will be online for 4 weeks. |  |
| Three transition year students have been authorized to attend FSM classes in the week 13–17 February 2017, as agreed with colleagues. They have been given a timetable and their names have been circulated to staff. They are insured by their school. |  |
| Disability Support Service has requested that access to Panopto recording of classes be arranged for an MA student. Barry Reilly has resolved the technical issues and has circulated instructions to staff on how to use Panopto in the Auditorium and the Lab. |  |
| DOC advised that John Gleeson’s *Beautiful Boy* will be screened on RTE on April 3. Once final arrangements have been finalized the event will be advertised via AEU, social media etc. | DOC |
| Dr Josefina Sánchez Martínez (Murcia) has asked to return to UCC for a period of research work in the Summer. LR put in a request for a Visiting Fellowship for her. Sefi will be in Cork from June 19 to July 31, 2017, working on a project on transmedia storytelling as a teaching methodology. |  |
| 1. **Minutes of staff meeting of 21 November 2016: Matters arising** |  |
| A meeting on the Creative Hub organized by Prof Gilson and held on Jan 13 was attended by CC, BM, DOC. It was subsequently decided that a FSM meeting will be organized with a view to drawing a document highlighting FSM’s vision and requirements for the Creative Hub. | LR |
| Both technical and financial arrangements for David Puttnam were finalized and a contract was signed for one year. Puttnam started teaching on 16 January. LR is providing tutoring to students in parallel. |  |
| The first year student survey will be handed out to students by BM, who will then collate responses. Responses will be considered at the next staff meeting. | BM |
| A meeting took place between the Head of Student Experience, Michael Byrne, and LR to discuss the student video about which communication was previously received from Marketing & Communications, as well as a new video made and posted by the same student. It was decided that LR will keep the situation monitored. | LR |
| An Apple Final Cut course will be designed and launched once the .5 technician position has been filled. MA students have been advised that the course will probably run after Easter. Students welcomed this solution, as they will have finished their coursework by then. |  |
| 1. **BA in Film and Screen Media updates** |  |
| * **Year One** |  |
| See **Appendix** for the minutes of the latest staff/student committee meeting.  Feedback from student reps was largely positive. |  |
| * **Year Two** |  |
| See **Appendix** for the minutes of the latest staff/student committee meeting.  Feedback was largely positive. Some concerns were expressed about the perceived lack of practice in Year Two (which DOC had already gone some way to address). LR and DOC revised the S2 syllabus for FX2003 introducing more deadlines and feedback to ensure students do not leave all the practical work till the last week of term.  LR will email the class about complaints of noise levels in the Lab. The other concerns were addressed at the staff/student meeting. | LR |
| * **Year Three** |  |
| See **Appendix** for the minutes of the latest staff/student committee meeting.  Feedback was largely positive. There will be two student showcases, one at UCC and one outside. A small budget will be made available for the showcase (around €200, TBC). A steering committee will meet to discuss the details (BM, CC, DOC, AK)  CC already wrote to students to advise them about upcoming deadlines and about auditions.  CC organized a series of seminars / career guidance sessions for Final Year and MA students; details are being circulated to the class. | Staff |
| * **Year Abroad** |  |
| Erasmus student feedback on the UCC BA was circulated to staff and noted.  The Erasmus students currently at UCC met with AK and reported they are happy and raised no issues with the course.  AK also met 7 second year students who are interested in going abroad next year (+1 next week); some expressed interested in going to Leeds; 2 Lisbon; 1 Barcelona; 2 Amsterdam. Students were asked to make decisions by March in order to meet deadlines.  Clare Murphy gave a very useful presentation to the class on the Erasmus programme.  The link with Valencia will be dropped because modules are not taught through English and we already have active exchanges with Spain.  Alternative work will be assigned to the student who had to return from Lisbon after being in an accident, to make up for the 30 credits he should have taken in S2 at the host university. AK is in touch with the student, who now has to undergo surgery.  Visits by AK to Lisbon and DOC to Leeds were approved by the Erasmus office. | AK  AK/LR |
| 1. **MA in Film and Screen Media updates** |  |
| Very positive feedback was received by LR from Reps. The group are very much enjoying both Mary Noonan’s and CC’s modules, and have expressed their satisfaction of being able to learn from people in the business, with reference to both David Puttnam and Hugh Travers. No issues were raised at this time.  A few applications for next year were received thus far. Two (from China and Turkey) were rejected because the candidates did not reach the minimum requirements. One Chinese student currently on a 2:1 in a recognised university was made a conditional offer.  UCC has signed an agreement with Chinese universities according to which students who obtain an overall 6.0 in the IELTS test are allowed to make up for the remaining .5 by completing the UCC China Summer School. Guarantee was sought and received from the Graduate School and the International Office that this arrangement is only valid for students who achieve no less than 6.0 in the IELTS test, and who successfully complete the Summer School by passing the final test.  An information session on the MA/MPhil for final years will be held on Wed 8 February. LR to send a reminder to the class.  The current administration support arrangements for the MA in Film and Screen Media are being reviewed; staff will be updated. | LR |
| 1. **Masterclasses and Industry Links** |  |
| The Schull FF master class was very successful in spite of low attendance by BA students.  DOC’s proposal that an archive of Schull FF films be maintained at UCC and made available to students was welcomed by the festival organizers.  DOC is organizing the First Year volunteers. It was agreed with the Festival that a group of first year students will be tasked to make a video blog of the festival.  No developments on Cork FF.  The Arts Council Film Artist in Residence agreement comes to an end this year; GY has already been in contact with the Council with a view to renew the agreement, possibly with a different focus. | DOC  DOC |
| 1. **Teaching and Learning** |  |
| A staff meeting will be organised to revise the curriculum for next year in view of the April window for minor changes. It was agreed upon discussion that the following issues will also be addressed at the meeting: consideration of disparities in levels of assessment; standardization of penalties for late submission; possibility of developing more modules joining practice and theory, along the model of FX2003; possibility of introducing a BA (year two?) “masterclasses module”, along the lines of FX6018 Research Methodology at MA level, to increase student attendance and maximize use of staff time and resources. | LR |
| The assessment submission instructions for FSM were circulated to staff in advance of the meeting. DF has queried the requirement to submit two hard copies for essays/written work. Generally there was consent that this is unnecessary, in particular as electronic copies are also submitted. Staff is invited to email LR with any suggestions for revision of the instructions, which may then be approved at the next staff meeting. | Staff |
| The marking procedures memo was circulated to staff in advance of the meeting and reviewed at the meeting. Staff is invited to send in any suggestions/comments on the memo and on the marking criteria, if any, for approval at the next staff meeting. | Staff |
| One case of plagiarism (not by a FSM student) was detected in LL2001 and dealt with as per FSM guidelines. |  |
| Exam questions will need to be drafted for the Summer Examinations. A deadline will soon be communicated to staff. | DF |
| 1. **Research Seminars** |  |
| There were two changes of dates: Dina Iordanova will speak on 4 April; Sian Barber on 20 March.  LR co-organized with Paul Hegarty (French) a seminar by Prof Sarah Cooper (King’s) for 13 February as part of the Visualizing Theory research cluster of the School of Languages, Literatures and Cultures. LR will circulate the poster to staff and advertise and advise MA/PhD students. | LR |
| 1. **Film Artist in Residence** |  |
| FSM to organize a public event for Hugh at UCC. Details will be discussed with Hugh in the first instance. | LR |
| 1. **Date of next Meeting** |  |
| Next staff meeting: 3 March 2017  Meetings will also be organized about the curriculum (in advance of April window for minor changes) and about the creative hub—LR to consult with GY about dates and contact staff. | LR |
| 1. **A.O.B.** |  |
| None |  |

**APPENDIX: STUDENT REPS FEEDBACK**

**First Arts Student Rep Meeting**

**Friday January 27, 10.00**

**Minutes**

**In Attendance:**

**Staff:** Abigail Keating, Barry Monahan

**Student Reps:** Anna Garcea, Róisín Little

Across that board, the group is content with all of the progress in their individual modules, happy with assignment feedback, and generally have nothing to report.

Some anxiety was expressed about the casting process which they will be undertaking next Friday (February 3) for their short films. BM agreed to do a very short session with them to give them some pointers on this, and they were happy with this offer.

There was an issue around complaints made on-line to those who posted the advertisement casting call by a member of the public. This was based on how the roles advertised seemed to discriminate against certain actors on age- and gender-related bases. It was recommended that they be careful in how they respond to this kind of complaint, although by the time of the meeting they seem to have been in communication with the person.

The meeting ended at 10.40.

**BA Second Year Staff/Student Reps Meeting**

**Thursday 2 February 2017, 12noon, Film and Screen Media Office, Kane**

**Present: Dan O’Connell [DOC], Laura Rascaroli [LR], Amy Poland, and Eoghan McGinley**

**Minutes**

* Students are generally happy with Semester 2 modules.
* Students highlighted some overlap between FX2002 Studies in Cinema: Genre and EN2036 American Cinema to 1960. It was noted that some overlap is unavoidable because some important aspects of the subject need to be covered for EN students who do not have a background in film studies. Reps reported attendance from FSM students is low for EN2036 on account of this issue. Students are encouraged to attend and ensure they do not miss out on important material.
* It was noted that some material across the degree is repetitious (Lumière brothers’ *Arrival of a Train* and *Workers Leaving the Factory*). The FSM curriculum will be reviewed for next year and staff will make a note of these suggestions.
* Lab 2 is sometimes noisy and students on occasion can find it difficult to concentrate and work. LR will circulate an email reminding students of rules to use the lab.
* Students would like to have access to microphones in advance of practical video essay work deadlines. DOC suggested this can be organized and microphones be made available for use in the Lab.
* Some students felt the need for more practical teaching on FX2003 Making Digital Media, and welcomed Dan’s practical workshops at the start of Semester 2. While staff is keen to continue with the mix of theory and practice that characterizes this module, they will review the schedule for Semester 2. It is important that students understand that Semester 2 is almost entirely devoted to the practical projects. DOC stressed that work should be carried out by groups throughout the semester and not left till the last couple of weeks. LR and DOC will circulate an updated syllabus including consultation and reporting sessions on progress with projects.
* Students also expressed an interest in taking on some smaller practical projects throughout the year.
* Some anxiety was expressed about the video essay projects. Students were unclear what was expected of them and were unsure how to approach them. LR reminded reps that during the session on the video essay held at the start of the module a number of approaches and examples were discussed, but also that the approaches are potentially infinite and that students were purposefully left free to engage with the assessment as they thought best. The results were overall very good and marks reflected that. Making these videos is a way not only of assessing student knowledge but also of providing opportunities for students to acquire new skills.
* It was noted that some students in FX2007 Special Studies in Screen Mediaare already familiar with Wordpress; however, it was recognized that different levels of proficiency in Wordpress need to be catered for by the lecturer.

LR and DOC, 2.2.17

**BA Third Year Staff/Student Reps Meeting**

**Friday 27th January 2017, 1pm, Film and Screen Media Auditorium, Kane**

**Present: Laura Rascaroli [LR], Ciara Chambers [CC], Liam Horgan**

**Apologies: Kayleigh Haberlin**

**Minutes**

* Thesis work has been outlined as a priority and students and this may raise issues with meeting deadlines for other modules. **CC has sent a reminder to students to be aware of all deadlines and to plan accordingly and has offered to meet with any students with time management issues (31st January 2017).**
* There has been some confusion about the booking of auditions. **CC will send information on the Cork Actors Directory and some tips on organizing auditions.**
* There has been some timetable confusion due to the re-coding of modules and Liam Horgan has circulated this information to students as a reminder of the changes.
* Clarification on the marking scheme for practical work has been requested. **CC will contact Dan O’Connell about this issue and will ask him to circulate a reminder to students that they should show him rough cuts of their on a regular basis for feedback and that they are expected to submit a production log as well along with their practical piece**.
* There have been no problems with booking equipment.
* It was clarified that final year students are welcome to attend the Fastnet Short Film Festival at Schull in May 2017, but should, where possible, allow first and second year students to avail of volunteering opportunities.
* A showcase event for the thesis films has been requested. **CC will liaise with Liam Horgan on booking a venue over two nights to facilitate this event and arrange the production of a screening programme.**
* It has been recommended that staff consider the workload across modules to ensure that assessment tasks appropriately reflect the amount of credits allocated.It was noted that FX3002 Ireland on Screen had more assessment tasks than other modules with 5 credits. There was some apprehension around assessment on FX3008 Special Studies in Film.
* It was noted that on some EN coded modules there was some repetition of content for film students but it was recognized that these modules are taken by a broader cohort from English and therefore some contextual repetition was unavoidable.
* GE3126 German Film in Focus is no longer in the book of modules for Film students.

**CC and LR 1st February 2017.**