**FILM & SCREEN MEDIA STAFF MEETING**

Tuesday 13th February, 2018 15:00 – 17.00

VENUE: Film & screen Media Lab 1, Kane

PRESENT: Ciara Chambers (CC), Abigail Keating (AK), Barry Monahan (BM), Dan O’Connell (DOC), Laura Rascaroli (LR), Gwenda Young (GY – Chair).

MINUTES: Linda Murphy

1. **Chairs’ Business: (All attendance)**

**GY**

* Arrangements for Extern are being made; boards will be held between 5 and 7 June.
* Extern’s 2017 comments and FSM’s response were revisited in view of the 2018 Boards. Issues to be borne in mind include: disparity between grades for continuous assessment and end-of-semester examinations; need for maximum clarity of information on assessment points and grade weighting; need to offer students guidance on alternative forms of assessment. Also, class tests can be used as practice for Summer Exam.
* Staff will attend upcoming MA Graduations; MRes: Congratulations to Dan.
* CAO figures: in spite of a slight reduction application numbers are not a matter of concern.
* ANCHORING OF DISCIPLINE: GY updated staff about latest developments. A meeting was held between HoC and HoS of English, at which the HoC conveyed his plans for the anchoring process; it is expected the HoC will meet the HoS of LLC next, and, following that, the Heads and staff of FSM. Staff expressed the desire to inform the process of decision making. Concerns discussed included how FSM will be shaped by its future anchoring; the need to reflect on FSM’s identity as a discipline that includes a theoretical and a practical component; opportunities arising from the Creative Hub development; curriculum development and quality of student work and student achievement.

1. **Correspondence: (All attendance)**

**BM:** Arrangements for Mexican visit are being made

1. **Minutes of last Meeting**

The minutes will be approved at next meeting.

1. **BA/MA/ERASMUS/PhD (All Attendance)**

**Third Year** (CC): Students expressed some concern over deadlines; they also asked whether they could have some access to the artist in residence.

**Second Year** (LR): Second year feedback was very positive; staff highlighted attendance issues with reps.

**First Year** (BM): Student feedback was largely positive. Issues of poor attendance and issues of plagiarism were highlighted.

**Year Abroad** (AK):Both students abroad and those visiting us for the year are doing well. Six students have applied to go to Leeds next year; the selection will be determined by their results. GY suggested that First Years should be told their marks will determine where they can go for their year abroad. AK will look at courses offered by Keele University as an alternative English-speaking link.

**MA** (GY):Students asked for more guidance on the Reflective Journal/Project. It was proposed to review last year’s description drafted by BM and DoC, with a view to making it broader and cater for all types of project.

**9. Masterclasses and Industry Links (All Attendance)**

* CC updated staff on the organisation of the May symposium on creative practice and planned speakers. LR suggested the symposium could result in a special issue of Alphaville or a dossier. DOC offered to design any artwork for the symposium.
* GY mentioned the possibility of a visit of Katherine Canty.
* ERASMUS+ visiting staff from Valencia was a success.

**8.** **Film Artist in Residence:**

* GY updated staff on plans for artist’s public lecture (7th March). Invitation was sent to the Arts Council. Staff agreed on the opportunity to search for a screenwriter also for next year’s residence. The advert will be published in Mar/Apr.

1. **Teaching and Learning:**

* BM proposed to compile a database listing all films taught on the BA. It will help to plan lectures and avoid duplication, but also highlight gaps in the curriculum.

**10 Research:**

* LR updated staff on work done on the research section of the website. The writing of short narratives and compilation of materials is proceeding in parallel with the redrafting of the website by Barry Reilly. Staff will have an opportunity to send in feedback and suggestions as soon as ready.

**11. Research Seminars:**

* AK: Good feedback was received on the series. Next seminars will be advertised.

**12. Health & Safety:**

* H&S updates were circulated by Barry.

**AOB**

* GY summarised the work of the sub-group on the MA.
* DoC suggested doing a Voxpop on day of Graduation to use as a promotional video for the MA
* GY updated staff on current EU and Non-EU applications for the MA and mechanisms of acceptance.