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

**Date: 21st November 2016**

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

**Present: LR (Chair); AK; DOC; DF (Minutes); AP; BM (until Item 6)**

**Apologies: —**

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| 1. **Chair’s Business**
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| LR opens the meeting talking about the budget. A similar budget to last year’s one has been submitted for this year. |  |
| LR announced that the UCC PG Fair will take place on 17 January 2017. FSM has requested a desk and Aoife O’Neill has agreed to be student ambassador. The MA flyers will need to be updated and ordered. A schedule for manning the desk will be drafted. | LR/DF/Staff |
| 1. **Correspondence**
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| An email was received from Prof. Jools Gilson concerning proposed times and dates for a meeting with Music, Drama & Theatre Studies, Film & Screen Media, Digital Arts & Humanities, Creative Writing and History of Art regarding the establishment of a creative hub. GY and LR will endeavor to attend; all staff are welcome to attend. LR will follow up with date/time.  | LR |
| Three FSM students were awarded Quercus scholarships this year: Elinor Dolliver and Emma Creaner (CACSSS Quercus Entrance Scholarship), and Peter Jones Ruadhán (Quercus College Scholar in Film and Screen Media). Details of the awarding ceremonies have been received. LR will circulate dates/times. | LR |
| Correspondence was received from Russian Scholar Olga Zinovieva, following Dr Michael Murphy’s suggestion she is invited by FSM. Dr Zinovieva is currently unwell and her visit is postponed to Autumn 2017. Dr Zinovieva has encouraged FSM to send a representative to the St Petersburg Science Fair. LR will update staff. | LR |
| A UCC Medical School staff member has been in touch regarding two Transition Year students interested in the BA in Film and Screen Media sitting in on lectures. A week will be identified and suitable classes will be selected. | LR |
| LR informed the meeting that a steady flow of queries is being received from students interested in both the BA and MA, from Europe and the US. |  |
| 1. **Minutes of staff meeting of 24 October 2016**
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| The financial arrangements for David Puttnam are still being discussed. Dates and times for Semester 2 have been agreed with his PA in the meantime, and BR has been setting up the audiovisual system.  |  |
| BM has drawn up a document for the first year student survey, which he tabled. The document was approved and will be handed out to students in hard copy. BM will then collate responses. | BM |
| The student video singled out by UCC Marketing and Communications is back online. LR has made the Head of Media aware of it but received no acknowledgment. |  |
| There has been no update from Colin Sumner in relation to intra-disciplinary screening series on crime film. |  |
| There are no further updates about the late exam appeal. |  |
| Updates on the new FSM space: the speakers have been installed. Permanent signage has been requested again by LR/BR. |  |
| No further updates as yet available on the Apple course. LR is following up. | LR |
| Updates on Teaching and Learning:* Minor changes: FSM will submit changes that are already known. There will be another window of opportunity in April 2017 for any subsequent changes. Staff are reminded to send any changes to DF by 24 November.
* Details and possibilities for Information Sessions for final year students will be discussed in January.
* LR sent a reminder email to all students about the importance of attendance, and on foot of that it is believed that students are more conscientious about documenting their absences; med certs are being received.
* LR has delivered a writing skills/plagiarism information session to first year students. About 15 students attended and seemed to find the session useful.
 | LR/StaffLR/Staff |
| 1. **BA in Film and Screen Media updates**
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| * **Year One [BM]**
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| There has been no formal meeting with reps but an informal discussion after class. Reps reported that all is going fine, however BM is concerned about some students’ attendance record. This will be followed up. | LR/BM |
| * **Year Two [LR]**
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| LR has received written feedback from Reps, which is largely positive [See **Appendix**]. LR confirmed that the experimental project/mentoring offered by DOC is extracurricular and that staff time devoted to it should be contained accordingly.BM asks if there is a log in relation to the use of the labs; this would be best done via swipe key but installation was not authorized on account of costs. |  |
| * **Year Three [LR]**
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| LR has received written feedback from Reps, which is largely positive [See **Appendix**]. Some students feel that their minor subject is very work-intensive in comparison to BAFX. Staff also discussed workloads for BAFX. DOC reminded the group that the students will have much more intensive practical work in S2. DOC/LR proposed creating a “student hub” composed of all reps; this would be the first channel of communication with the student body. | DOC/LR |
| AK suggested we investigate participation of students in The National Student Media Awards (*The Smedias)*. She arranged a presentation by the committee for students two years ago. Staff agreed this should be explored. | AK/Staff |
| * **Year Abroad [AK/LR]**
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| LR has returned a pass mark for the student who returned from Valencia and will attend the Winter Board. |  |
| The number of links with the Iberian peninsula is of some concern (Valencia, Barcelona, Lisbon). Lisbon is going well for the student who is currently there, but there is lack of modules in FSM. AK will visit in S2. The University of Madrid has been in touch to propose an exchange; while this could help us streamline the Iberian links, the programmes on offer do not appear to be appropriate. This matter will be kept under review. | AK |
| The student in Leeds reports she is happy with her courses.  |  |
| AK noticed quite a few Erasmus student volunteered at the Cork Film Festival recently. |  |
| The French Embassy has been in touch. They are happy to present information to students travelling to France (Strasbourg). A link to a website with information will be passed on to any FSM student going to France.  |  |
| BM suggested asking the Erasmus students who are here at the moment to write a few words ca. 300–500 words about their home universities for our students going there. Our Erasmus students (both from foreign universities and from the BA) will also be invited to attend information sessions with our outgoing students. | AK/LR/ Staff |
| 1. **MA in Film and Screen Media updates [LR]**
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| LR has received written feedback from Reps [see **Appendix**]. Students mentioned that they would like more contact hours, and that the flexible timetable makes it difficult for them to get time off from jobs to attend lectures. LR will discuss these concerns with the students at her next class with them, and will explain about the nature of the degree, and remind them it is a full time degree. AK has also talked to the students about their concerns. Students also reported about the Cork Film Festival placements: roles assigned were disappointing and poorly organized. The Festival did not seem ready for interns. The group discussed this and agreed that LR will get more detailed information at her next session with the students, and that the agreements with the Cork Film Festival will need to be monitored. It may be best also to de-emphasize the placements in the MA literature. On the plus side AK said that the industry sessions subsidized by FSM went very well. They were well structured and well done. BM wondered if FSM should establish a small “satellite” festival here at UCC, on the basis of the Fringe festival organized this year. AK wondered if we should remove final years from festival industry sessions and reserve them for the MA group. Alternative sources of placement may also be possible: RTE; Ardmore; Limerick? |  |
| LR reported on progress with European University Film Award. One FSM student ambassador will go to Munich; UCC will cover for his insurance. |  |
| LR attended the CACSSS MA coordinator forum and reported that the university next year will offer 34 MA scholarships covering half fees. |  |
| 1. **Masterclasses and Industry Links [DOC]**
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| Upcoming master classes in Semester 2 include Schull FF and Joseph Morder. Staff will be updated as events are organized. |  |
| 1. **Teaching and Learning [LR]**
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| The University has suspended the online teaching survey and has delegated this to units. Before he departs the meeting BM tables a sample student survey used in English. LR has circulated some samples to staff for discussion and will draft of one for FSM based on samples. The University is concerned about the need to “close the feedback loop”. FSM’s practices are already said that FSM is actively engaged with that via official meetings with reps and discussion of student matters at staff meetings. | LR |
| A draft “Internal Policy on Students’ Presentations”, based on BM’s suggestions, was tabled. This document is for internal use. It was decided to adopt this policy, pending approval by BM. The document will then be uploaded to the Staff Intranet.  | LR |
| There was contact from the UCC International Office about removing FX modules from their visiting students’ Book of Modules for Semester 2. The modules are too popular and are already full, so the Office is unable to manage this. It was agreed to withdraw the modules and review this for next year.  |  |
| DF has emailed staff with instructions on marks submission for S1: tidier to send all marks for a module within same email; all marks out of 100; clarify for what component of the assessment the marks are given, and the percentage for each component. DF to send reminder to staff about 16th January deadline for receipt of Semester 1 marks. | DF |
| 1. **Research Seminars [AK]**
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| Upcoming PhD forum event; the seminar series will then start again in S2 according to schedule. |  |
| 1. **Film Artist in Residence [LR]**
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| Hugh has participated in some events at the Cork Film Festival. He was asked for feedback on his module in view of the Minor Changes deadline but has reported being satisfied with the module and assessment. |  |
| 1. **Date of next Meeting**
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| TBD | LR |
| 1. **A.O.B.**
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| AK and DOC will organize a meeting in advance of MA session on practice-based projects.  | AK/DOC |

**APPENDIX: STUDENT REPS FEEDBACK**

**Second Year:**

* Students so far seem to be on top of their assignments and clear of the instructions they were given.
* Second years seem a lot more content now that the Experimental was included as an extracurricular activity, although those who did not participate did so due to the current workload they had and the fact that the Experimental was not credited - through no fault of the organisation.
* Lectures and modules seem to be going down well and attendance is generally good from what I can tell.
* Access to the equipment is great and a lot more people are using the facilities of the lab day by day.

**Final Year:**

* With regards to the 'minor' subjects, people basically feel that their workload is more labour intensive for their second subject as it's only a 20 credit subject. As opposed to film which is justified by its 40 credit standing. They just feel that the 20 credit module detracts from their time for working on film.
* In regards to the workload for film, it's a mixed bag of information. The majority of students feel that it's slightly on the light side with regards to the practical projects. Some feel that's it's slightly too much but as I said the majority feel that we get enough theoretical projects but that we don't have enough practice in regards to stuff like equipment, a few people have raised the issue that they maybe want to have more almost revision practice classes to go over different equipment etc. In regards to that it's something I plan to talk to Dan about.

**MA:**

* While its very clear that everyone enjoys the lectures/seminars/classes we do have, I think people expected there to be more hours in class seeing as it is a masters level programme. What I gathered from it is that having only a few hours lectures a week, makes it difficult to ground yourself in the course. Although it was also discussed that perhaps people are simply used to the nature of their undergrads, and it takes time to adjust to self directed study and learning.
* Secondly, as many in the course have jobs as well as being enrolled in this masters, the sometimes irregular nature of the class times makes it difficult to plan, get time off work, or simply even get into a routine.
* The film festival placements seemed to be slightly disappointing for some students, although this is out of the hands of the department really. In some cases the roles assigned had little to do with the actual experience, they seemed poorly organised and not prepared to have student interns. Again though this more related to the nature of a busy film festival in full swing.