**Film and Screen Media Staff Meeting**

**Date: 24th October 2016**

**Venue: FSM Auditorium, Kane Basement**

**Present: LR (Chair); AP; AK; BM; DOC; DF (minutes)**

**Minutes**

1. **Chair’s Business (LR)**

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| LR opened the meeting.A new 1-year contract is being negotiated with Lord David Puttnam, who will be involved in delivery of the core MA module in semester 2. LR met with Virginia Teehan and Neil Watson, a representative of Lord Puttnam. BR has been working with the Puttnam technicians to test the new videolink software. UCC and CACSSS, as well as FSM are very happy with his continued association. Updates to staff will follow.LR then talked about a tabled report with data from Data Warehouse with the domicile origins of BAFX1 students. This is very valuable data for the discipline for marketing and planning purposes. It is interesting to see international interest. BM mentioned that a questionnaire might be useful and DOC said that he had already carried out a video-interview type exercise with the group. A small discussion ensued and it was decided that BM will draft something for a questionnaire and circulate to staff. | BM |
| AP mentioned that intake is probably set to increase on foot of Brexit. BM voiced concern about what mechanisms are in place for incoming international students. LR explained that there are conversion tables. |  |

1. **Correspondence**

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| Donna O’ Driscoll of UCC Marketing had been in touch with LR about a students’ video online that was not good for the image of UCC. A discussion followed about the content of short films being made and shown by the FSM students, particularly in first year where students may not yet have reached 18 years old. It was agreed that FSM needs to think about this whole area; consult UCC protocol and draw up some policies for the discipline in this regard.LR then spoke about an email from Professor Claire Connolly notifying her that the School of English is scheduled for a Quality Review for 16/17. Depending on the results of the FSM review, the Discipline may need to be reviewed as part of it.Colin Sumner of Criminology was also in touch with FSM towards the possibility of introducing an optional joint module. LR expressed concerns including delivery and different student cohorts with different requirements and expectations. It was decided that it may be best to postpone and to first run a joint series of screenings. This possibility is to be further evaluated. There was an email from GY regarding a second level transition year student seeking work experience. BM and DOC are happy to be involved with this.Patricia Gossman and her son are coming from Belgium to talk about the BA/visit facilities; LR will meet them on Friday 4.There was a late exam appeal which LR and AK are handling.Health and Safety Training. LR and BR to do online courses. Short online courses are available to all staff,Students have been asking about late evening access to the FSM area and the auditorium. Staff discussed the possibilities and implications. It was decided to trust the students and grant some access and keep monitoring.There was a discussion then about the progression of small items still needing to be done in the new FSM area: * LR advised that she has been in touch with the project manager about the speakers in the auditorium, and permanent signage. Hugh Travers will continue to share with DOC and BR.

The student mailing list has been drawn up and details of events can be forwarded to DF for sending out to students.LR advised that planning about the Apple courses is ongoing and hopefully an update will be available for the next meeting.Minor changes deadline. LR advises group to try to have any changes ready by 24 November if at all possible as DF is away after that. | BM, DOC |

1. **Minutes of last meeting: 14th April 2016**

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| These have been circulated and were approved. |  |

1. **BAFX - UPDATES FROM COORDINATORS**
* **Year One [BM]**

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| BM tabled printout of his meeting updates [see **Appendix**]. |  |

* **Year Two [LR]**

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| LR had given feedback to respective module coordinators and summarized general content of meeting [see **Appendix**]  |  |

* **Year Three [LR]**

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| LR met the class with BM. LR had given feedback to respective module coordinators and summarized general content of meeting [see **Appendix**]. In response to student requests it was decided that FSM will organize some information sessions in S2. Possible topics include:* Career guidance session
* A legal person to present on setting up as a sole-trader
* A session with the Irish Film Board
* Info session on the MA

It was decided a schedule of presentations could be organized that will be repeated (with variations if needed) each year. | Staff |

* **Year Abroad [AK/LR]**

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| One mark will be returned by LR to the Winter Board for Daire Conway. DF to check date of Winter Board. LR advised the group that there are some concerns by students about the Year Abroad:* Social: students prefer to stay and graduate with their class
* Cost
* Availability of host universities: students feel the choice is limited.

Bremen, Germany has now been finalized as a destination. One student place is available there, exclusively for a student of German.AK has established a link with Amsterdam, which has a very good media programme delivered through English. They will take up to 2 students for 10 months.An information session will be organized in S2. | LR, DFAK |

1. **MASTERCLASSES [ DOC]**

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| Events thus far have been very well received. A Fringe event conceived by DOC will be organized during the Cork Film Festival week and the Film Society will have the auditorium for 1 night for an event too.James Mullighan and Fiona Hegarty are coming in to meet students on 27th October. |  |

1. **Teaching and Learning [LR]**

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| It was decided that LR will write an email to all students about the importance of attendance and to encourage students to avail of support etc.LR will reschedule the first year writing skills workshop on a Friday morning. |  |

1. **Research Seminars [AK]**

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| These have been organized and posters with titles will be available shortly**.** AP will give one in Semester 2, possibly March.  |  |

1. **Industry Links [DoC]**

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| So far all master classes have been very well received. There is a forthcoming masterclass and screening + QandA with Marc Isaacs. Preparations are also continuing with the Cork FF.  |  |

1. **MA in Film and Screen Media updates [LR]**

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| All is going well with the programme. The students very much enjoyed the master classes. There is a slight problem with attendance by 2 students; LR to follow up. |  |

1. **Date of next Meeting:** 21st November 2016
2. **A.O.B.**

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| LR will circulate BM’s policy on presentations and there will be another discussion at the next meeting. |  |

**Appendix: Staff/Student Committee Meetings Minutes**

**First Arts Student Representative Meeting**

**Kane Building Lab, Wednesday October 19, 10.00**

**Reps: Anna Garcea and Roisin Little**

**Staff: Barry and Abby**

**INDIVIDUAL MODULES:**

**FX1001** – all seems okay, apart from the difficulty of the two early starts;

**FX1002** – all going well, just some concerns about assessment requirements and the whole MLA system (including the perennial problem of knowing which sources were reliable ones). Abby explained that this is normal, and would be addressed, and that she will speak with students on a one-to-one basis when the essays are returned to clarify outstanding points.

**FX1004** – all are enjoying it – some expression of concern regarding how the roles will be allocated to film crews, and that a preference that Dan decide on each one, rather than leaving it to directors and/or screenwriters of given projects. Also, they wondered whether it was necessarily the writer of the chosen screenplays who would automatically be given first call on direction.

**OTHER REMARKS/COMMENTS:**

* Some timetable clashes were posing difficulties: notable for Maciej, with one of his Italian classes.
* Abby stressed the importance of checking emails for keeping up-to-speed with new information and developments.
* There was general satisfaction expressed about the whole subject, especially that as the class size was small, they were getting to know each other in ways that they felt other Fresher students in larger Arts subjects were not finding their feet in college as easily. They had already had an evening out with the Second and Third years – with whom they get on well – and seem to have good on-going contact with the Second year group.
* They were not too put out by the expense of purchase requirements; either books or equipment, although some had yet to buy a Hard Drive.

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

**Tuesday 11 October 2016, 3 p.m., Film and Screen Media Lab 1, Kane**

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

**Minutes**

* Student Reps reported that class would like to do more practice work; in particular, they would like to make experimental films. This would allow them to be more creative and also increase their experience with editing. LR/DOC explained they support the students’ wish, but that fiction films cannot be made for credit this year, as the focus of FX2003 is on documentary, and all available marks are already allocated to specific assignments, as per Book of Modules. It was agreed that the practical filmmaking workshop originally to be offered by DOC at the start of Semester Two would be brought forward; and that students will be invited to make voluntary experimental films. It was suggested that the Reps will explore the possibility of setting up a special FSM Award in collaboration with the Film Society.
* The Reps reported that Barry Reilly’s workshops on importing footage to make video essays were very useful but that some students felt left behind as the workshop were too advanced. DOC explained that, aside from demonstrating the use of the software, the principles of using Final Cut are learnt through practice, and that students must put in an effort to learn it, and practice in the lab.
* The Reps asked about the accessibility of equipment, and if camera kits can be borrowed when needed on an occasional basis. DOC explained it is no problem for students to borrow equipment when this is available and when DOC is in his office; however, for their projects students need to plan and book the equipment well in advance.
* The Reps reported that students are very happy with the new Film and Screen Media facilities. LR / DOC urged students to use the labs more. The Reps asked whether the labs must close at 6 pm. LR explained that Security in Kane do their round between 6 and 7 pm, and lock the main door. Students who may be accidentally locked in can use the fire exit. When students will be under pressure with assignments and will need to use the labs for longer hours the arrangements can be discussed again with Security. Staff reminded students to be responsible at all times when using the facilities.
* The Reps mentioned the class was disappointed for the loss of the Music option. Staff explained options taught by other departments enhance the curriculum but are out of the control of Film and Screen Media. Changes in the offer of options can happen even at the last minute.
* The reps reported there currently are no particular issues with modules. A few minor issues were raised and the relevant feedback was passed on to module coordinators/lecturers.

*LR, 12/10/2016*

**Film and Screen Media**

**Final Year Staff/Student Reps Meeting**

**Venue: Kane B10B, Lab 1**

**Date: 18/10/2016**

**Present:** Laura Rascaroli, Barry Monahan, Kay Haberlin and Liam Horgan

**Minutes**

* Student reps reported that difficulties with registration were encountered by some students who were originally registered for the International Pathway. Staff were aware, and are glad that the issue was eventually resolved.
* Reps confirmed that attendance has generally improved compared to last year.
* Some clashes with Greek & Roman Civ were experienced this year also. Students can choose from many electives, but may not be able to get their first choices. The subject is not an ideal combination because of these clashes; however, staff remarked that it is in the same group as Art History, which makes sense to retain for its affinities with Film and Screen Media.
* Students are very happy with the new facilities, and especially with the two separate labs. Most final year students are still using Lab 2, though more intensive use of Lab 1 will no doubt be made later in the term and year. Students find the layout of Lab 1 attractive, and are able to see who is inside.
* The students would like to organize some screenings in the evening of films related to their projects. Students are encouraged to do so; arrangements for how to use the room and for leaving the premises at the end of the projection were reviewed. Once ready, students should contact LR to make arrangements.
* Staff asked how students feel about the distribution of workload this year. While work will become more intense later in the year, this has been flagged in advance so they are aware.
* The final year students met socially with the first year class. Staff appreciated this initiative and thanked the class for organizing it.
* Reps asked if they could be given information on the MA in Film and Screen Media. Staff confirmed that an information session will be organized, probably in February. Staff asked what other sessions would be useful. Reps suggested a session on roles on a film set. Staff will also try to organize a session with the Film Board. The reps were invited to consult with the class to identify other areas for information sessions.
* Staff asked reps’ opinion on the class’s low uptake of the International Pathway option. The reps reported that the expense and the social aspect (i.e. the desire of the class to stay and to graduate together) are the most common reasons.

**Please note:** feedback on individual modules was discussed with module coordinators.

*LR, 19/10/2016*