**Film and Screen Media**

**Minutes of Staff Meeting held on Tuesday, 20th October 2015**

**ORB 1.37, UCC**

10.00 a.m.

**Attendees:** Professor Laura Rascaroli (Chair) (LR); Dr Gwenda Young (GY); Dr Barry Monahan (BM); Dr Armida de la Garza (AdlG); Mr Dan O’ Connell (DOC); Dr Abigail Keating (AK);

Deborah Fitzgibbon(DF) **(Minutes)**

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| **Chair’s business** [LR]   * The recent UCC Open Day (10th October) was a great success, many interested students attending the talks and the stand. LR thanked all those involved. * Recent student matters: Michael Hussey’s exam appeal was not upheld despite the efforts of FSM response (student had failed in another subject as well). Two other students are repeating Second Year. * A meeting with representatives from Apple is to be held today, 20 October. It is intended to see what the outcome of the talks will be, possibly UCC becoming a certified examination centre for them. GY mentioned that this would have an impact on how the lab space and time will be allocated for both Discipline programme activities and training workshops. Although the outcome for FSM in relation to the Windle re-structure is not yet known, CACSSS are very aware of the FSM’s situation and needs. * LR moved on to an update regarding the FSM budget. It is modest (owing to severe cutbacks at all levels in the College). The discipline needs to keep an eye on expenditure. Whilst there is a chance for extra funding in the event of equipment breakdown or replacement need, CACSSS has advised that it would be on a case-to-case basis.   **Minutes last meeting**   * AK wished to advise the following revision to the last minutes of 22nd September: It is not Fiona Hegarty who would meet students post-festival event, rather the industry professionals. | **Action**  GY, LR, DOC  DF to record amendment |
| **Updates from coordinators:**  **Year One [BM]**  LR and BM met the reps last week. Very positive response from them. Only a few queries: they wish for more clarity on any new terms they are being introduced to by lecturers. BM to feed back any issues to individual staff members.  **Year Two [GY]**  A meeting was held with class reps by GY and AK. Students are generally very happy. The cohort has expressed concerns about the technical ability of incoming Erasmus students: whilst they are extremely interested and enthusiastic they require mentoring from their fellow classmates and more time from DOC. DOC confirmed they are very motivated but are struggling a bit due to their experience being predominantly with video and Adobe rather than Final Cut. They also have their own cameras so DOC advises them to use the tools they know. Staff had a discussion then about guiding the incoming Erasmus students to choose Dan’s First Year module, so they can be trained from scratch. The idea of holding a workshop at the start of the year to help these students was suggested and in the meantime LR suggested putting together an information pack for them. Also, Dan’s First Year module will be added as a prerequisite for his Second Year one, to guide their choice. Students asked for more information on Year Abroad.  DOC told the group that he has been approached a number of times by post-grad students wishing to take a UG practical module. This is not possible but it is intended later on to offer a specific PG version.  **Year Abroad**  AdlG has been in touch with Clare Murphy of the International Office with regard to organising an information session in March (2016) before the destination decisions due to take place in the following April.  **Year Three**  A meeting was held with class reps by LR and GY. Class reps were advised to let the class know that attendance is very important. General feedback was very positive. Students expressed some concerns about the workload balance between the two semesters. Students were asked why only one of them opted for the International Pathway, and reported that mostly they were concerned about the language barrier.  AK reported that a few final years, for various reasons, were finding it difficult to attend the CFF events e.g. *Incubate.* GY was concerned about the outlay of money in organising events if students do not all attend – is there a way of knowing in advance the numbers? AK advised that it would be difficult to control although students are being advised of the attendance being linked to coursework, portfolios and industry links. | All teaching staff/ BM  LR, DF to implement minor change |
| **Industry links**  AK reported that there is some confusion among students about the nature of their involvement in the Film Festival and whether they can “dip in and out”. They would like to be given identification to wear at the festival . Fiona Hegarty has advised that she is organising a special screening for the students during the festival.  There was a short discussion about next year’s Schull Film Festival. GY advised that there have been personnel changes, a meeting is to be set up with FSM and all involved are very keen to develop the connection with FSM. BM proposed that Carmel Winters could be asked to present the Showcase. Discussion on whether there could be other films presented (apart from first year) GY mentioned that the 2015 slot was even tighter than it had been in 2014. It was decided to await the outcome of the meeting.  **Masterclasses**  BM advised that Stephen Rennicks will speak on 17 November. Travel and accommodation are going to be covered.  **Teaching and Learning**  LR held an information session for students in the area of plagiarism. The slides are on Blackboard – she has asked BR to develop a student area portal on the Film Studies website where slides, information and documents can be accessed by the students. A Staff Intranet will also be developed. MLA session will follow if students request one.  The plagiarism protocol drafted by LR was discussed and some small amendments were noted. BM to send a rephrasing. It was agreed that the policy would be implemented but there would be a period of trial to establish best practice for FSM.  LR reminded staff that in the event of a case of plagiarism it would be very important that FSM would be able to show the protocol was followed.  BM to send LR an update.  The Assessment Guidelines and new marking criteria drafts were discussed. It was agreed that the marking grids need to capture as many criteria as possible for best practice and consistency yet they need to be flexible too (lecturers can adapt them for specific courses). Whilst the grids are not immediately intended for students’ perusal it was agreed this may be reconsidered for the future.  **Research Seminars**  AdlG gave an update on the Research Seminars. They are running well.  **AOB and next meeting**  With no Other Business the meeting draws to a close with an announcement of the date of the next meeting, **Tuesday, 24th November.** | AK, DOC  GY to follow up meeting with Schull  LR, BM  All staff |