**Minutes of Meeting held on Tuesday, 22nd September 2015**

**ORB 1.37 O’ Rahilly Building, UCC**

10.00 a.m.

**Attendees:** Dr Gwenda Young (Chair) GY; Professor Laura Rascaroli (LR);

Mr Dan O’Connell (DOC); Dr Barry Monahan (BM); Dr Armida De La Garza (AdlG);

Dr Abigail Keating (AK)

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

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| **Chair’s business**  GY opened the meeting with the following announcements:  Congratulations went to LR on being promoted to professor and to AK who takes up the lectureship position.  The new Technical Office is Mr Barry Reilly (BR), who will start on 5th October.  Warm wishes, also, to DOC who will commence his MRes studies in October. | **Action** |
| **Points of Business**   1. GY was in touch with Loretta Brady (CACSSS) regarding the **UCC Open Day**. Career Guidance items are to be included. GY asks staff to send details of when they could attend the stand to DF as soon as possible. 2. GY met Majella O’ Sullivan (MOS) (CACSSS) in relation to the **Windle re- building** and updates from the Space Committee. Building Work is set to commence next April. Staff had concerns that it should not take place before the teaching semester has finished and there followed a short discussion about plans for the FSM move and what the long term plan for the Windle Building was to be. LR mentioned that an equivalent space would be obligatory. It seems that an old, unused building on campus may be intended for FSM. GY has given MOS a document giving information about FSM’s needs regarding offices and labs for alternative accommodation.   MOS has forwarded this document to the Space Committee.   1. **Student Numbers** A short discussion about this situation. There has been a high application number through CAO and the points themselves are up. 5 FETAC places. 2. **Exams Appeal:**  GY advised the group about an exams appeal which she GY and LR will be providing a response for FSM on. Two Second Year failed FX modules and are to get in touch with UCC exams regarding their options to repeat. AK and DOC advised that both students have not been attending FX classes. It was observed that numbers are low for this initial Final Year of FSM. BM asked if UCC / the College had a policy regarding the latest start date for repeating students. 3. GY advised that a **budget** template, for FSM, is being drafted for the 2015-2016 and that the amount of money allocated is modest this year. | DF to liaise with staff  GY and LR to continue to liaise with MoS re space  LR and GY to submit letter of support for appeal |
| **Updates from Coordinators**  BM advised that he will have a student representatives’ meeting on 4th/5th October. There was not much uptake on the backpacks purchased for the Orientation Day – perhaps this is the last year ordering them in that case? DOC mentions that the First Years bought their own hoodies. BM has yet to meet them but all seems ok with them so far. DOC mentioned the names of some likely reps for Final Year – he will remind them to email their interest/names to BM.  GY said that she will have the names of the Second Year reps by end of the week and may have a meeting with them ca. 12th October. She also suggested that 2 staff members should ideally be present at these rep meetings.  **Gerry Stembridge**’s course is proceeding well. He will be on campus on Mondays. DF to send his new UCC contact details to staff.  **Year Abroad**  ADLG gave an update on this to the group. Not many students wanted to go abroad. Two applied initially and only 1 now has gone. Meanwhile three students have come to UCC on the exchange for FSM. It was agreed to keep an eye on the numbers. GY has had an email from Second Year students asking for more information. ADLG will have a presentation for them soon.  LR asked DOC’s assistance to identify student reps for final year. The tables/desks for the new final year lab iMacs remain outstanding – the ones delivered from the stores were too big and unusable.  GY advises that Mark Betz remains, for another AY, as Extern Examiner for FSM.  GY updates the group on **Industry links**:  The **Schull** showcase went very well, very successful. Students were completely involved although not the full cohort attended. The committee was very supportive and it seems there will be exciting new initiatives on foot of new philanthropic funding. They are open to expanding links with FSM and the educational sector. An announcement is pending. GY advises that the next festival will take place the last weekend in May 2016.  **Cork Film Festival**  The First Year link is to continue with placements and volunteering.  There followed a discussion with DOC saying that the students were thrown in at the deep end during the last festival and required a lot of his supervision. So for this year is was decided that senior students could supervise and mentor the junior ones.  AK; GY and Fiona Hegarty met recently. The third year students will participate in some of the Industry workshops organised as part of this year’s Cork Film Festival. College has agreed to fund this initiative (buying passes). AK has already given students the dates involved and talks about the students’ activities with her. She talked about the meeting with Fiona who is very happy to meet students after the event, perhaps just a small short interview.  Meanwhile DOC mentioned that he had some concerns. First Year videos, podcasts and so on are being uploaded online but are not reaching anywhere further. AK and LR suggest that there could be one point of contact online with links to the Cork Film Festival. DOC explained that he had set up the videos as “private” on foot of warnings from Vimeo. LR then suggested having a central website, including a link for the Extern Examiner to view the videos. GY said she will talk to Barry Reilly about setting this up and in the meantime is meeting James if anyone has any ideas for developing the link to let her know.  **Master Classes**  There is a (modest) budget for these. Four guest speakers have been invited.  BM awaiting confirmation from Conor Hogan for mid-October and Stephen Rennik for mid-November. Claire Langan intends to come in February. Myles O Reilly for mid-March.  AK asked if there is a stipend for any others. GY explained that there is but it is limited. BM asked if the speaker was of such a high profile and of interest to UCC overall, might the College fund the event altogether?  **Teaching and Learning**  LR talked about the dates and deadlines for the major programme changes on 19th October and then the major/minor changes to modules and calendar in January. The MAFX programme is being considered. Deadline Jan. 2016  LR advised that module coordinators should make notes at this stage on their module descriptions regarding any changes they wish to make to any aspect of the description e.g. Assessment. This should be done in a timely fashion to avoid cramming and last minute considerations. An internal meeting closer to the submission deadlines will be arranged to discuss all changes.  LR then advised that a new assignment extension form has been designed and is set up in the student access area of the FSM website.  LR will ask Barry Reilly to create an intranet for students which will be pass worded.  **Marking rates**  The extern examiner has asked for a similar criteria. LR will streamline the English departmental form for Film and Screen Media studies to include areas for technical projects, critical elements and blogs.  Staff are to liaise with LR at a later date to be arranged.  LR is planning a discussion/explanatory session for First Years regarding plagiarism. This is to allay confusion or complaints going forward. BM will assist her in planning this session meeting and mentions that there is a special procedure, legally, where a subject has to show the steps taken, by FSM, and if procedure was followed in an accusation of plagiarism.  An email to the Teaching and Learning unit is needed to give DOC access to modules FX2003 and FX3003 on Blackboard.  DF to send final timetables for each year to all staff.  GY advises the date of the next staff/discipline meeting; 20th October.  GY asks if there is Any Other Business. There isn’t, so the meeting closes. | DOC  Rep meetings organised for w/c Oct. 12  DF  AdlG to organise information session for second years  DF to follow up with Services  DoC  AK  DoC  GY to follow up with CFF; and to liaise with BR and DoC re videos  BM to confirm dates and liaise with DF re travel and accommodation details  AK to follow up with invite to speaker  DF to liaise with lecturers re changes  LR/BR  LR  LR/BY  DF  DF |