**Film and Screen Media Staff Meeting**

**Date: 26th September 2016**

**Venue: FSM Editing Lab 1, 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 by acknowledging the efforts made by the discipline to get the **move to Kane** completed in time for the new academic year. Many thanks were paid to Barry Reilly for mammoth effort and incredible work in moving and setting up again.  The new keypads have codes that LR has sent to staff. She will send to BAFX3 and MA students for the labs, cc’ing staff. LR asked staff to practice the same locking procedures as they have always done in Windle, i.e. turning off the projector and locking the auditorium, for security, especially on Wednesday afternoons, Thursdays and Fridays, when BR is not in. Students and general Services will be notified of times to close the main entrance, but Fire exits can be used too should anyone be inadvertently locked in. Permanent signage has been ordered. Signs have been made for the auditorium and labs in relation to no eating/drinking policy. | LR |
| LR asked the group if they had any questions about Kane. BM asked about surround sound speakers — work on this is still being carried out. DOC was concerned about interruptions of classes held in the auditorium – an oval “window” would have been handy in the door. A sign asking for people standing in the lobby to be quiet during lectures will be prepared. BM mentioned wheelchair access provisions; LR has been in contact with Disability about self-access to the lab but is still waiting for answers. | LR to follow up with architects, builders, AV, Disability |
| LR mentioned concerns about the efficient communication of events organized by FSM and events staff are involved with to both students and staff. It was concluded that a master list of all BA, MA and PhD students for this year, including Erasmus, who tend to be excluded from announcements, should be drawn; staff may send announcements to DF for circulation via the list. Also, the banner of the event could be uploaded on the computer in Kane so that all students see it when the image is projected on the screen. | DF to draw up lists of all BAFX and Erasmus students for mailings |
| FSM has officially become Apple Training Centre for Education. A feasibility study is ongoing regarding the delivery a Final Cut Pro course. Talks ongoing with Mr. Conor Delaney – not at the advertisement stage yet. We hope BR will run a first course in Semester 2 (24 lectures, 12 weeks, late afternoons/early evenings). A range of fees for FSM MA, BA students and for UCC staff/students are being considered. | LR to follow up |
| LR recently attended the **CADC special meeting on major and minor changes**. Deadlines are earlier than previously, 2nd December for 2017-2018 minor changes. FSM has a particular situation with staff on leave and late start staff this year so she will contact Eleanor Fouhy about leeway for FSM. A window for late changes will in any case be opened on 11th April – 22nd April, 2016. |  |
| FSM has a **new Extern Examiner**: Dr. James Cateridge, Senior Lecturer in Film Studies, Oxford Brooks. James has much expertise in running courses with industry placements and also coordination of Erasmus links. Film Studies at Oxford Brookes has a similar programme to UCC FSM. We look forward to working with James, starting with a one-year appointment. |  |
| The **UCC Open Day** is to be held on 8th October 2016. Staff to send their availability to DF for attendance at the stand; tour of the facilities. BM advised that CACSSS has new booklets on the new Leaving Cert points system. | Staff to send details of their availability to DF |
| LR mentioned concerns about Mature/FETAC, Erasmus and repeat students integrating into the class groups. DOC agreed that integration seems problematic at moment.  Possible solutions were discussed, including:   * Mature student gathering / Organization of a Quiz night * Nomination of Erasmus and mature student reps * New Film Society, but not clearly linked to FSM   It was agreed that DOC / LR would seek nominations for a mature student and an Erasmus rep. | DF to get a list, from The International Office, of the Erasmus students and their email addresses, visiting FSM  DOC / LR |

1. **Correspondence**

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| LR talked about the **Change of Course Initiative** run by the UCC Admissions Office to increase retention. Offers of places will be made only if certain criteria are fulfilled (only if a place is available and a student would have been offered the course in the first instance on the basis of points). The situation will be reviewed after the cutoff (October 7). |  |
| **HEA Grad Ireland Higher Education Award**. LR explained what it is, deadline etc. MAFX may be in with a good chance as it fulfills many of the requirements; however the workload for the application needs to be assessed. LR will seek further information. | LR |
| An email to staff was sent by BM to advise about some technical problems with Kane recently. There was a small discussion about trouble-shooting and possible solutions. BR has been briefed and asked to follow up. |  |

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

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| As these are not yet online hardcopies were tabled. | Changes/amendments/revisions to be sent to DF. |

1. **BAFX - UPDATES FROM COORDINATORS**

* **Year One [BM]**

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| BM has been concerned about providing a table for a wheelchair user – he will contact DSS again. Two class reps have been nominated – he will circulate their contact details to staff and arrange a meeting. A student who is commuting from Limerick has difficulties with getting to the 9.00 O’clock lecture due to bus times. It seems this student is also getting in late to other “later in the day” classes. | BM |
| DOC is looking after the students’ volunteering for the Cork Film Festival. There are to be Festival Diaries and Interviews with the Public. BM sought background on Schull Showcase. DOC advised a decision has been made to take a selection from all three years to better represent the quality of work done by our students. There will be in-house project grading – highest scoring films will be screened. DOC advised that the First Year students will still be present in Schull at the Festival, volunteering and having accommodation etc. | DOC |

* **Year Two [LR]**

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| Amy Poland and Eoghan McGinley were elected class reps; a meeting will be organized soon. |  |
| There were issues with optional modules and some late changes had to be approved. MU2005 turned out to be a 10-credit module and was therefore unworkable for the FSM programme. It was removed from the FSM calendar leaving HS2057 and LL2001. LR followed up with an email to students to advise them of the changes. |  |

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

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| LR advised the group that the student on the year abroad in Valencia this year has failed. Courses in English were not provided by the host university (confirming that normally only students taking a language to degree level should sent to non-English speaking countries). His extra assessment was agreed with him and the mark will go forward to the Winter Board, in November. In the meantime he has registered provisionally and is to attend classes. LR is following him personally. | LR |
| LR announced that a new link is being set up with Bremen as one student currently in second year needs to go to Germany next year. The university has a link with a local art-house cinema and yearly Festival. Only students taking German to degree level will be allowed to go to Bremen. One more link with an English-speaking university will be sought for 2017-2018. | LR and AK to follow up |
| There was an issue with the restriction of FX2003 for incoming Erasmus students. Some students felt they were taking a backward step with having to take the first year module. After consultation with DOC, the students were allowed to take the second year module. It was decided that the prerequisite will not be changed, and that individual applications from incoming students will be looked at on a “case-by-case” basis. |  |
| AK advised two students are in Leeds and Lisbon this year. The student in Lisbon does not have Portuguese, but we were told courses are taught through English there. AK has been in touch with both students and LR and AK will continue to carefully monitor the situation. | AK / LR |

* **Year Three [LR]**

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| Kay Haberlin and Liam Horgan have been elected by the class, and a meeting with the reps will be organized. |  |
| A late change had to be made to change the module code of FX3007. Students who had taken it in second year last year when taught by Lord Puttnam were not allowed to register for it. The new code is FX3008; student registration will be automatically changed. LR updated the booklets to reflect the change, and advised students. There was also an issue with GE3126; as the lecturer had to limit access to it, LL2001 was opened to final year students to increase option choice. Thanks to AP for facilitating. |  |
| DOC advised that ne needs a second hour of labs and this is being organized. AK also is seeking a double hour. |  |

1. **MASTERCLASSES [ DOC]**

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| DOC began by thanking BM for organizing the Visegrad workshop, which was a great success. Last Monday’s presentation by David Keating also went very well. Both the Visegrad organizers and David were delighted to establish a relationship with FSM. |  |
| New speakers lined up for this year include: Marc Isaacs; Joseph Morder; Trina Rea. Marc Isaacs is coming in the week of the CFF – LR will discuss with James Mulligan in case his masterclass can be included in the programme. |  |
| DOC advised that GY contacted the Irish Film Board last year; this will result in a talk being organized for the second semester. The date and time is to be confirmed.  AK suggested that somebody from the IFI could give a talk/masterclass for the MA class to expose them to digital archiving/conservation. LR mentioned that GY intends to teach amateur and archive in S2.  DOC advised that GY is also organizing a master class with the Schull Film Festival committee.  DOC explained that some of the sessions will be open to all students but some workshops are organized for second year (FX2003) and Masters students especially. It was decided that all sessions will be filmed this year so that they can be published online and also used in promotional videos for the discipline. DOC will organize students to film the masterclasses. | DOC  AK  GY  DOC |

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

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| LR advised that all student information material, guidelines and forms have been updated and uploaded, and that she communicated to students about their availability online. A new Assessment Guidelines and Procedures Booklet for the MA was added. Students were also reminded of the availability of films on StreamToMe. |  |
| LR plans to offer again a writing skills workshop to first year students – BM to assist with finding a time slot. | BM/LR |
| BM advised that students are increasingly asking for a written assessment in place of a presentation. Students should be encouraged to do presentations but in some cases this may become a problem. A policy is needed. The policy currently adopted by English was discussed; this is to be circulated and reviewed at the next meeting. | BM to circulate protocol used by English |

1. **Research Seminars [AK]**

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| AK is organizing the seminars with scholars suggested by staff. Jessica Shine will give the first talk on 17th October 4-6pm. She will present on music for TV. Some PhD students have advised that they would be willing to give a research seminar. A PhD panel will likely take place around 6th November. DOC also agreed to give a talk in S1. |  |
| For Semester 2 Catherine Grant, Dina Iordanova and Sian Barber are lined up. |  |

1. **Film Artist in Residence [LR]**

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| LR announced the arrival of Mr. Hugh Travers to FSM as Screenwriter for the year. He is sharing an office with DOC and BR at present while attempts are still being made to provide him with a space of his own. However, HT is happy to be close to the teaching space. LR will continue to monitor this. A public event will be organized for him with The Cork Film Festival – LR will discuss with James Mullighan. | LR |

1. **Industry Links [DoC]**

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| Two Mexican students will visit FSM and show films. They will attend classes if they wish. CFF, SLLC and FSM are funding their flights. GY and DOC will look after them during their visit. | DOC / GY |
| **Cork Film Festival** placements this year will be offered to the MAFX students. DOC is organizing them and will inform the students. BAFX3 will be attending two industry workshops, with BAFX1 and BAFX2 volunteering. A selection of shorts are to be screened at CFF with material coming from UCC, CIT and St John’s College. DOC will select best shorts for submission from UCC. | DOC/AK |
| Structure of events for Schull not yet definite. |  |

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

LR advised that all is going well with the class and will send an update to staff.. Five students have opted to do a dissertation and others will do a project.

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| LR spoke about the European University Film Award. 13 European universities including UCC are involved in the selection of the best film for the prize; one of our students will go on a volunteer placement to debate the films in Munich. LR will send a link, with details, to staff. | LR |
| Two reps have been nominated: Tara O’Connor and Aoife O’Neill. Student choice of stream and modules were discussed. Five have opted for the traditional dissertation. LR to circulate table with choices. | LR |

1. **Date of next Meeting:** 24th October 2016
2. **A.O.B.**

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| DOC mentioned the Portfolio Website: this is to be completed and used to further showcase student work and our activities. | DOC |