<table>
<thead>
<tr>
<th>Item</th>
<th>Minutes</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apologies:</td>
<td>T Stapleford, Melanie Anzarouth,</td>
<td></td>
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<tr>
<td>1. Notes</td>
<td>Present: JPK, GP, AG, JB, KB, JM, Kim Coles, Sasha Stone, Lydia Mannerling, Summer Walker, Viona Deconinck, Lori Murphy, Lana Theodoulou.</td>
<td>a</td>
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<td>2. Reps Withdrawn</td>
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<td>2 Notes</td>
<td>It was noted that the following reps have withdrawn: Sacha Gauthier, Vera Zgurskaya and Jieying Deng.</td>
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<td>3. Election of Chair</td>
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<tr>
<td>3 Notes</td>
<td>Summer Walker was elected Chair of the Student Staff Committee for 2014/15</td>
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<tr>
<td>3. Action points</td>
<td>a.</td>
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<td>4. Minutes of the Last</td>
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<tr>
<td>4 Notes</td>
<td>It was noted that the minutes from summer term 2013/14 were not available at the meeting</td>
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<tr>
<td>4. Action points</td>
<td>a. JPK to locate previous minutes and circulate</td>
<td>a: JPK</td>
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<td>5. Visiting Examiners Reports</td>
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<tr>
<td>Notes</td>
<td>Reports were circulated, no issues were raised</td>
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<tr>
<td>Action points</td>
<td>a.</td>
<td></td>
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<td>6. 1st Year BAFTVDP/Film Studies</td>
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<td>Notes</td>
<td>BA Film Studies and English students felt a lack of identity during welcome week. Students on the above degree felt a separate induction session would work better. Students asked for clearer guideline on how film studies students can use the equipment. Students requested a white board be installed in the common room.</td>
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<tr>
<td>Action Points</td>
<td>a. Written guidance to be drawn up and circulated on how film studies students can access equipment. b. Source white board for student common room. c. Screening behavior rules and regulations to be circulated.</td>
<td>a: KB b: JM c: JPK</td>
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<td>7. 2nd Year BAFTVDP/Film Studies</td>
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<td>Notes</td>
<td>Lack of library material for modern language courses was reported. Lack of DVD for modern language courses was reported. Timetable Clashes. Equipment issues causing delays at the start of class. Positive feedback on the introduction of the common room.</td>
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<tr>
<td>Action points</td>
<td>a: KC</td>
<td></td>
</tr>
</tbody>
</table>
a. Kim Coles, department library rep, to report back to her colleague and address the lack of reading and viewing material.
b. To liaise with ML to see if more of their course that Film studies take can be offered on other days of the week to avoid clashes

8. 3rd Year BAFTVDP/Film Studies

Notes
- Marking boycott is causing concerns
- Not enough DVDs for Cinephilia

Action points
- Guidance will be circulated once received from the center
- Lack of DVDs for MA3076 Cinephilia

9. Library

Notes
- Library workshop would have been more useful prior to first assignment.
- Request received to have 3rd year dissertation workshop repeated nearer to the dissertation deadline.

Action Points
- Scheduling of library workshop to be reviewed at dept. board
- Dates to be circulated and online sign up arranged

10. SSC Notice board/twitter

- Note: The notice board located outside the main office can be used to post feedback as well as notifications in addition to those in the new common room.
- Look at the way the FB page is administered.

Action Points
- address how FB is administered

11. Student Experience

- Notes: an eclectic mix of pictures has been received and a decision will be made shortly on which ones should be hung on the walls in the common room.
- Trip to London is something students would be interested.
- Information on how to join relevant societies and what they do would be useful

Action Points
- Arrange a trip to London
- Invite representative from the Media and Film Societies and Rhubarb TV to give presentation to students
- Meeting with Societies to be set up
- Society/Student reps to send details of forthcoming event to JM for posting on the website

12. Media Centre and Facilities

Notes
- Reminder have media arts center skills course on Moodle feedback welcome
- Notification of what computers have logic on them would be useful
- Bookings are made for room that require a key but not for rooms where the swipe cards are used.
- Request for one to one tutorials on how to use specific equipment would be useful. Such as cable wrapping, equipment checking.

Action Points
- Check the availability of logic
- Produce a chart showing what facilities and software are available in each room
- Look at introducing equipment tutorials on a one to one basis

13. 3rd Year Degree Show

Notes
- Announced that a degree show would be taking place and suggestions of what work student would like included in the show was asked for.
- When would you like the show to take place? Some reps were in favor of a separate event, which is held in early afternoon/evening. Film studies
students could be asked to produce a booklet. Invite prospective students to the event. Graduation day would work if formal ceremony was early morning.

### Action Points

#### 14 AOB

**Notes**
- Media Arts Social. Look into organising something
- Summer to meet with JPK and GP
- More photo competitions open to all years.
- Live feedback box for use at the end of lectures was suggested

**Action Points**
- a. Meeting with Summer Walker and Gail Pearce to be arranged by end of term

a: JPK