MEDIA ARTS POST GRADUATE TAUGHT
Staff- Student Committee Meeting Minutes
12th February at 1:00 in Bedford Sq.

Present: Candy Eash (Chair, Student Rep MASTFIR), Luigi Storto (Student Rep MA Documentary by Practice), Cassandre Bigaignon, (Student Rep MA Producing), Augustin Arnou (Student Rep MA Producing), Janet Juan Guo (Student Rep, MA International Broadcasting), Eva Yi-Hsuan Huang (Student Rep, MA International Broadcasting), Ollie Wolf (Student Rep, MASTFIR)

Staff: James Bennett (HOD), Jonathan Powell (MA Producing), Victoria Mapplebeck (Course Director MA Doc.), George Guo (MA IB), Gillian Gordon (Director of PGT and Course Director MA Producing), Ivan Levene (Lecturer/Convenor, MASTFIR)

1. Welcome
Candy Eash invited Staff and Students to introduce themselves.

Apologies
John Ellis (Course Director, MA IB), Carina Brommey (Student Rep, MASTFIR)

Minutes
Minutes of the previous meeting were received and approved.

Matters Arising – none

Reports from Reps

MA Documentary Report:
The rep said due to the fact that the students have different levels of using sound and edit systems some of them would need more technical support.

AP: VM will contact the departmental Tech. Services and ask Neil or Sri to arrange for one-on-one tutorials for those who need technical support for their individual projects.
**MA International Broadcasting Report**

The reps said that a couple of the students were worried about their final production projects because they had had no production experience prior to this course. JB suggested that if students emailed JE, he could ask Keith Buckman (Head of Tech. Services) to arrange for one-on-one drop-in technical support on a voluntary sign-up basis.

Eva asked if MAIB students could join the One World Media Award scheme. VM said that all students were welcome to apply for production fund offered by the Award.

Janet asked if it was possible for the department to help students find internships. JB responded that the PGT members of staff had had been making continuous efforts in setting up internships for students. All the members of staff present at the meeting suggested that a clear, transparent process be introduced to the internship scheme on the PGT level. They also reminded the reps that visa restrictions might apply to non-UK/EU students towards working in the UK.

**AP: JE to arrange to show the students previous year’s students final production pieces. George will discuss the timetabling of one-on-one drop-in technical support with Keith or Sri and then let JE know about a suggested plan. Sri gets ready to offer one-on-one drop-in sessions six hours per day.**

**MASTIFIR report**

Candy requested information on the availability of the rooms in Bedford Sq where the students are able to use for independent or group study during term times. GG responded that the rooms in Bedford Sq were always fully booked during term times that the students would have to make the best of other learning facilities available in Central London, such as Senate House Library and UCL Library.

Candy asked if it was possible for the department to launch departmental Wiki pages which allow PGT students to use and she said that she would be happy to provide with sample pages. JB responded that the department had not yet had resources to maintain its own websites and there was no dedicated administrator to look after the websites at the moment.

The reps asked if it was possible for the department to organize job dating events whereby job agents are invited to come and meet the students. Candy suggested that annual alumni dates be set to improve employment-related networking for the students. JB agreed that setting alumni dates would be a useful idea.
The reps requested information on the assessment requirements for the budgeting exercise due to be handed in soon and in particular how different they are to the ones for the final project on the course. IL responded that the budgeting exercise was expected to demonstrate the student’s general, clear idea of his or her project and no fine-grained information would have to be provided for this piece of formative assignment.

**MA Producing**

Software Issues – The reps asked if it was possible to access Final Cut Pro at no cost on laptops provided by the department. GG responded that the students would have to use Final Cut Pro at no cost on the PCs in Williams Building at Egham unless they could have it installed on their own PCs or laptops. However, GG pointed out that Movie Magic can be accessed at no cost on all the PCs at Bedford Square and on seven laptops that students have access too. JB advised that the students book one-on-one sessions with James, Neil or Sri for technical help. He also reminded the students that there was scheduled construction work coming in Bedford Square in Summer Term that they should find alternative places to work if necessary.

**AOB**

JB and GG decided to organize a career evening for this year’s PGT cohort at 5-7pm on Thursday 19 March in Bedford Square. The evening will consist of two sessions. The 5-6pm session will invite some top literary and talent agents to discuss how they work with new writers, and producers. The 6-7pm one will bring together some experts and recent graduates to discuss their approach to internships, visas and getting a job in the industry. GG and VM agreed to invite recent successful graduates on MA Producing and MA Documentary respectively to contribute talks. JB and GG suggested that all the course tutors email their students to inform them of the evening as soon as they can.

**Minutes compiled by George Guo**

The meeting closed at 2.30pm

Next meeting TBD