

TO: Members, Fine Arts Faculty Council

FROM: Angela Tsafaras, Secretary, Fine Arts Faculty Council

DATE: November 29, 2013

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Please be advised that the next meeting of Fine Arts Faculty Council will be held on Friday,  
**December 6, 2013 at 9:30 a.m.** in EV 2-776.

**REVISED AGENDA**

1. Approval of the Agenda
2. Approval of the Minutes of the Meeting of November 1, 2013
3. Business arising from the Minutes
4. Chair's Remarks
5. Question Period
6. Appointments (FFAC-2013-09-D1 *revised*)
7. President and Vice-Chancellor, Dr. Alan Shepard (9:30 a.m.)
8. Fine Arts Faculty Council Membership Revisions (FFAC-2013-09-D3)\*
9. Academic and Student Affairs
  - 9.1. Curriculum Changes for the Undergraduate Program in Film Animation (Dossier: CINE-11) (FFAC-2013-09-D2)
  - 9.2. Report of the Associate Dean, Academic and Student Affairs (FFAC-2013-09-D4)\*
10. Planning and Academic Facilities
  - 10.1. Report of the Associate Dean, Planning and Academic Facilities (FFAC-2013-09-D5)\*
11. Research
  - 11.1. Report of the Associate Dean, Research (FFAC-2013-09-D6)\*
12. Committee Reports
  - 12.1. Senate Report – Prof. Jason Edward Lewis (11:00 a.m.)
13. Other business
14. Next Meeting – January 17, 2014 at 9:30 a.m.
15. Adjournment

\* These documents will be distributed at the meeting.

**Concordia University**  
**Minutes of the Meeting of the Faculty of Fine Arts Council**  
**November 1, 2013**

**Present:** C. Wild (Chair), L. Adams, J. Berzowska, J. Brown, A. Cappelluto, D. De Jesus, Evergon, P. Fournier, C. Hammond, E.J. Kerr, H. Kirschner, M.C. Newman, L. Oades, R. Reid, C. Russell, C. Sawadogo, G. Schwartz, E. Simon, A. Sinner, S. Snow, M. Sussman, D. Thirlwall, D. Totaro, V. Venkatesh, H. Wasson, A. Whitelaw

**Regrets:** E. Couto, C. Moore, J. Potvin

**Guests:** S. Edey, E. Fitzgerald, C. Mulligan, M. Posner, M. Salazkina

**1. Approval of the revised Agenda**

**MOTION:** (L. Adams, J. Brown)

“that the revised agenda for the meeting of November 1, 2013 be approved.”

**CARRIED**

**2. Approval of the Minutes of the Meeting of October 11, 2013**

**MOTION:** (A. Whitelaw, Evergon)

“that the minutes of the meeting of October 11, 2013 be approved.”

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the Minutes.

**4. Chair’s Remarks**

- Recent leadership conferences – Canadian Association of Fine Arts Deans (CAFAD), International Council of Fine Arts Deans (ICFAD), National Vice-Presidents’ (Academic) Council (NATVAC). At ICFAD, one of the issues discussed was a growing tendency for state governments to dictate curriculum offerings of publically-funded universities Open House on November 9<sup>th</sup>
- Hexagram tour for Academic Cabinet members on October 30, 2013.

Performing Arts end-of-term performances are beginning. As part of the Daniel Pearl World Music Days and, co-hosted by the U.S. Consul General, the Jazz Faculty Ensemble gave a wonderful concert on October 31

**5. Question Period**

There were no questions.

**6. Appointments *for information only* (FFAC-2013-08-D1)**

**7. Guests**

**7.1. (10:00 a.m.) Miriam Posner and Catherine Mulligan – Centraide**

**7.2. (10:30 a.m.) Eryn Fitzgerald, Coordinator, Community Relations and Susan Edey, Coordinator Programs and Communication (Office of Community Engagement, VP Development and External Relations and Secretary-General)**

## 8. Fine Arts Faculty Council Steering Committee Membership (FFAC-2013-08-D7)

**MOTION:** (H. Wasson, G. Schwartz)

*“With the goal of increasing representation by elected members, recognizing part time faculty and the graduate student population, council proposes a revised steering committee of eight members with membership as follows:*

- *The Dean of the Faculty of Fine Arts (Chair)*
- *The Secretary, or Recording Secretary (non-voting)*
- *Four full-time faculty representatives (including Associate Deans) from Fine Arts Faculty Council, elected by the full-time faculty members (holding tenure track or extended term appointments) of Council with no more than one representative to come from each academic unit.*
- *One part-time faculty member of Council, nominated by CUPFA and ratified by Council*
- *One undergraduate student, nominated by FASA and ratified by Council*
- *One graduate student, nominated by GSA and ratified by Council”*

**CARRIED**

**MOTION:** (H. Wasson, M. Sussman)

*“to discuss the two implementation options in document FFAC-2013-08-D7.”*

**CARRIED**

**MOTION:** (G. Schwartz, L. Oades)

*“that the revised steering committee membership be implemented during the 2013-14 academic year per document FFAC-2013-08-D7.”*

**1 abstention (P. Fournier); CARRIED**

## 9. Academic and Student Affairs

### 9.1. Curriculum Changes for the Master of Arts in Film Studies (Dossier: CINE-15) (FFAC-2013-08-D2)

**MOTION:** (M. Sussman, C. Russell)

*“that the curriculum changes in document FFAC-2013-08-D2 be approved.”*

**CARRIED**

### 9.2. Curriculum Changes for the PhD in Film and Moving Image Studies (Dossier: CINE-14) (FFAC-2013-08-D3)

**MOTION:** (M. Sussman, V. Venkatesh)

*“that the curriculum changes in document FFAC-2013-08-D3 be approved.”*

**CARRIED**

### 9.3. Report of the Associate Dean, Academic and Student Affairs (FFAC-2013-08-D4)

Report distributed, with clarification that the dossiers marked with the current step as Senate, were being reviewed at this afternoon’s Senate meeting.

Questions/comments may be directed to M. Sussman at [mark.sussman@concordia.ca](mailto:mark.sussman@concordia.ca)

## **10. Planning and Academic Facilities**

### **10.1. Report of the Associate Dean, Planning and Academic Facilities (FFAC-2013-08-D5)**

Report distributed.

Questions/comments may be directed to A. Cappelluto at [ana.cappelluto@concordia.ca](mailto:ana.cappelluto@concordia.ca)

## **11. Research**

### **11.1. Report of the Associate Dean, Research (FFAC-2013-08-D6)**

Report distributed, with added emphasis on item 4. as SGS has suspended its practice of finding Chairs for dissertation defenses, both Associate Dean Wasson and Sussman will be working with units to establish guidelines . News will be forthcoming. Secondly, the University will cover the payout shortfall (due to lower interest rates) for graduate awards funded by endowments, for students entering in the 2014-15 year only. There is no decision at this time regarding future years

Questions/comments may be directed to H. Wasson at [Haidee.Wasson@concordia.ca](mailto:Haidee.Wasson@concordia.ca)

## **12. Committee Reports**

### **12.1. Board of Governors Report – Prof. Edward Little**

Report distributed.

## **13. Other business**

There was no other business brought before Council

## **14. Next Meeting – December 6, 2013 at 9:30 a.m.**

## **15. Adjournment (Evergon, H. Wasson)**

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,

J. De Bellefeuille  
November 1, 2013

**Appointments to be ratified**

**Fine Arts Faculty Council Steering Committee**

Catherine Wild, Chair

Angela Tsafaras, Secretary (non-voting)

Liselyn Adams, Department of Music

Evergon, Department of Studio Arts

Christopher Moore, Department of Design and Computation Arts

Catherine Russell, The Mel Hoppenheim School of Cinema

Lorraine Oades, CUPFA

Katrina Caruso, FASA

Desirée D. de Jesus, GSA

**Appointments for Council's information only**

**Faculty Tribunal Pool**

Carmela Cucuzzella, Design and Computation Arts – replacing Sha Xin Wei from November 4, 2013 to August 31, 2015

## **Faculty of Fine Arts Council – December 6, 2013**

### **Recommendations from Steering Committee re Faculty Council Membership**

Following changes to steering committee membership, steering identified that council membership should also be reviewed and is bringing forward recommendations for council to consider based on the principles outlined below.

#### **Principles that drove proposed changes:**

- *recognizing importance of inviting participation from other academic and academic support sectors while emphasizing voting membership for faculty and student members of fine arts over areas of academic governance such as curriculum, research centre policies and graduation lists*
- *emphasizing representation by election for faculty members*
- *ensuring quorum can be reasonably achieved (quorum is based on voting members only)*

Please note that any changes to council membership must be approved by council, senate and the board. Therefore, implementation of any changes could not take place before the 2014-15 academic year.

**Steering recommends the revised membership be presented for discussion as committee of the whole at the December council meeting, with possible approval at the January council meeting:**

**Current Faculty of Fine Arts Council membership: Forty-four members**

Appointed Membership

Chair (One voting only in the event of a tie)

The Dean of the Faculty of Fine Arts shall be the chair of the Council.

Ex-Officio\* (twenty-two members)

President and Vice-Chancellor

Provost and Vice-President, Academic Affairs, or delegate

Vice-President, Research and Graduate Studies, or delegate

School of Graduate Studies delegate

Registrar, or delegate

University Librarian, or delegate

Associate Deans (presently 3)

Department Chairs (presently 9)

Studio Arts Graduate Programme Director

Art Education Graduate Programme Director

Art History Graduate Programme Director

Film Studies Graduate Programme Director

Elected Membership ( ten members)

Eight elected members - one from each department except dance

Two staff members

Nominated Members (eleven members)

Three PT faculty: Two to be elected from the part-time members in visual arts and 1 from the performing arts. Nominated by Concordia University Part-time Faculty Association

Association

Six UG students nominated by Fine Arts Student Association

Two G students nominated by Graduate Student Association

\* Appointed by virtue of position

**Faculty of Fine Arts Council membership as proposed by Steering Committee:**

**Total members: Thirty-nine (voting thirty-four, non-voting five or more)**

Chair & Secretary (One voting and one to two non-voting)

Dean of the Faculty of Fine Arts (votes only in the event of a tie)

Secretary and/or recording Secretary of Council (non-voting)

Ex-Officio (fifteen with voting privileges)

President and Vice-Chancellor

Provost and Vice-President, Academic Affairs

Vice-president Research & Graduate Studies

Associate Deans of Fine Arts (three at this time)

Department Chairs (nine at this time)

Elected or Nominated members (eighteen with voting privileges)

One faculty member elected from each department with at minimum 4 full-time continuing members (tenure track or ETA) for a three year term. In the event that the elected member from these units cannot attend a Council meeting, a delegate may be appointed with speaking and voting privileges, provided that a written notice is given to the secretary in advance of the meeting. (Eight members at this time)

Three part-time members teaching in Fine Arts, nominated by CUPFA and ratified by Council. Every effort should be made to ensure that the members chosen reflect the diverse constituency of Fine Arts.

Five undergraduate students, nominated by FASA and ratified by Council. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Fine Arts.

Two graduate students, nominated by the GSA and ratified by Council.

Non-voting members (Five or more members)

Dean, School of Graduate Studies, or delegate

Registrar, or delegate

University Librarian, or delegate

Special Advisor on communications, or delegate

1 staff member, elected by the staff of the Faculty of Fine Arts for a three year term.

Administrative Directors of the Faculty of Fine Arts reporting directly to the Dean





## Internal Memorandum

**To:** Catherine Wild, Dean, Faculty of Fine Arts  
**From:** Mark Sussman, Associate Dean, Academic and Student Affairs  
**Date:** November 28, 2013  
**Re:** Cine-11, Cinema Undergraduate Curriculum Changes, Animation Program

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The Faculty of Fine Arts Curriculum Committee reviewed and unanimously approved the Cine-11 curriculum dossier from the Mel Hoppenheim School of Cinema. We hereby submit this dossier for review at Faculty Council on December 6, 2013.

The most significant change is that three credits of the course requirements have been moved from general Cinema electives to Film Studies electives, and that FMAN 319, Character Animation, is no longer mandatory. Prerequisites for FMAN 315, From Idea to Storyboard; 319; and 340, Sound for Animated Film; have thus been adjusted.

Descriptions for FMAN 319 and 340 have been updated, and notes have been added to FMAN 202, Animation I; 254, Technical Aspects of Animated Filmmaking; 305, Animation II; and 402, Animation III; to indicate that students will be responsible for the purchase of some digital supplies.

These changes have no resource implications.

With thanks for your consideration.

A handwritten signature in blue ink, appearing to read "Mark Sussman".

Mark Sussman  
Associate Dean, Academic and Student Affairs  
Faculty of Fine Arts  
[mark.sussman@concordia.ca](mailto:mark.sussman@concordia.ca)



To: Mark Sussman, Associate Dean, Faculty of Fine Arts

From: Daniel Cross, Chair, Mel Hoppenheim School of Cinema  
For the Cinema Departmental Curriculum Committee

Date: 11 November 2013

**SUBJECT: Cinema, Undergraduate Film Animation Curriculum Changes**

The attached documents contain a proposal for program changes affecting the BFA Major in Film Animation. These changes affect both the Major and Minor programs. The proposed changes were considered and approved by the Curriculum Committee of the Mel Hoppenheim School of Cinema at its meeting of 17 September 2013.

Program requirements: There are two proposed program changes. The total number of credits in the BFA Major Film Animation remains the same.

(1) FMAN 319, Character Animation, would cease to be a required course. The three credits are added to Animation elective credits.

When the Character Animation course was created, classical 2-dimension (2D) studio practice was the primary technique used in the animation workplace. Without 2D drawing skills, an Animation graduate was not likely to find employment in an animation studio. In the current context of rapidly evolving technologies that offer alternatives to drawn animation, 2D character creation is one option among many, so we recommend making the Character Animation course a program elective. At the same time, we are proposing a slightly revised course description to reflect a more contemporary, polyvalent approach to character creation.

(2) The requirement for three Cinema elective credits is removed and replaced by three Film Studies elective credits. The purpose is to provide a stronger academic foundation to the program by contributing important critical thinking and writing skills, and facilitating the development of a more informed filmmaking aesthetic.

Course requirements: Changes at the course level are quite modest.

For the reasons cited above, the course description of FMAN 319, Character Animation, is changed. Its change of status from mandatory to elective is reflected in changes to the prerequisites for FMAN 315, 319, and 402.

Prerequisites for FMAN 315 and 319 are further revised to make them identical with the prerequisites for FMAN 305, which may be taken concurrently.

The prerequisite and course description of FMAN 340, Sound for Animated Film, are revised. The changed prerequisite ensures students in the Minor in Film Animation cannot register in this course without special permission. The revised description clarifies that this is not a music composition course, but rather a fundamental course in audio recording, mixing and sound track building for the animation student.

Notes for core filmmaking courses FMAN 202, 305 and 402 are revised to indicate that students may be required to purchase certain digital devices, as well as the traditional materials for which they are already responsible. The same note applies to FMAN 254, Technical Aspects, which, although it is not a core filmmaking course, does require the purchase of some materials.

**PROGRAM CHANGE:** Changes in the FMAN Major requirements**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** BFA  
**Degree:** Film Animation  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**☐ Editorial ☒ Requirements ☐ Regulations ☐ Program Deletion ☐ New Program

Present Text (from 2013/2014) calendar	Proposed Text
<b>60 BFA Major in Film Animation</b> 18 FMAN 202 <sup>6</sup> , 224 <sup>6</sup> , 254 <sup>6</sup> 9 FMST 212 <sup>6</sup> , 323 <sup>3</sup> <del>42 FMAN 305<sup>6</sup> and six credits of Film Animation electives</del> <del>6 FMAN 315<sup>3</sup>, 319<sup>3</sup></del> 9 FMAN 402 <sup>9</sup> <del>3 Cinema electives****</del> 3 Fine Arts electives (exclusive of Cinema) <i>NOTE: FMAN 402 may not be taken as a Cinema elective.</i>	<b>60 BFA Major in Film Animation</b> 18 FMAN 202 <sup>6</sup> , 224 <sup>6</sup> , 254 <sup>6</sup> 9 FMST 212 <sup>6</sup> , 323 <sup>3</sup> 9 FMAN 305 <sup>6</sup> , <a href="#">FMAN 315<sup>3</sup></a> 9 <a href="#">Film Animation electives</a> 9 FMAN 402 <sup>9</sup> 3 <a href="#">Film Studies electives</a> 3 Fine Arts electives (exclusive of Cinema)
Rationale: FMAN 319 (three credits) is no longer mandatory. Three credits are added to Film Animation electives.  When the Character Animation course was created, classical 2-dimension (2D) studio practice was the primary technique used in the animation workplace. Without 2D drawing skills, an Animation graduate was not likely to find employment in an animation studio. In the current context of rapidly evolving technologies that offer alternatives to drawn animation, 2D character creation is one option among many, so we recommend making the Character Animation course a program elective. At the same time, we are proposing a slightly revised course description to reflect a more contemporary, polyvalent approach to character creation.  Three free Cinema elective credits are replaced by three Film Studies elective credits, to provide a stronger academic foundation to the Animation Major degree by contributing important critical thinking and writing skills, and facilitating the development of a more informed filmmaking aesthetic.  We believe that these changes are beneficial to the overall learning process in the Animation program. They allow a wider range of techniques to be explored and permit some students to pursue more specialized approaches to animation. The goal is to make the most of available credits to offer a more relevant program, reflective of the expansion and interdisciplinarity of the animation industry, the independent animation milieu, and the larger art world.	
Resource Implications: There are no resource implications.	

**COURSE CHANGE:** FMAN 202      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**

<input type="checkbox"/> Course Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Credit Value	<input checked="" type="checkbox"/> Prerequisite
<input type="checkbox"/> Course Description	<input type="checkbox"/> Editorial	<input type="checkbox"/> New Course	
<input type="checkbox"/> Course Deletion	<input checked="" type="checkbox"/> Other - Specify: Note Change		

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 202    <i>Animation I</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation or the Minor in Film Animation; FMAN 254 concurrently; or written permission of the School of Cinema, <del>with either FMPR 231 or six credits in a Studio Art course.</del> A studio course introducing the study and practice of film animation. Students are taught the fundamentals of motion analysis and frame-by-frame filmmaking, basic character animation, camera layouts, exposure sheets and character design. NOTE A/See §200.3 NOTE: Students are required to bear the cost of film stock, <del>processing, printing, and other materials.</del>	<b>FMAN 202    <i>Animation I</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation or the Minor in Film Animation; FMAN 254 concurrently; or written permission of the School of Cinema. A studio course introducing the study and practice of film animation. Students are taught the fundamentals of motion analysis and frame-by-frame filmmaking, basic character animation, camera layouts, exposure sheets, and character design. NOTE A/See §200.3 NOTE: Students are required to bear the cost of film stock, <u>printing, processing, and other materials, as well as some digital equipment.</u>
Rationale: Rationale for prerequisite change: Space permitting, students from other programs in the Fine Arts or other Faculties may be allowed to register in FMAN 202 pursuant to a favourable evaluation of a portfolio of artwork. This applies equally to all undergraduate students, with no special privileges accorded to students in Film Production or Studio Arts.  Rationale for change of note: Current animation technology requires the use of digital devices. The note is revised to state that students are now obliged to defray the costs of digital as well as analog materials.	
Resource Implications: There are no resource implications.	
Other Programs within which course is listed:  N/A	

**COURSE CHANGE:** FMAN 224      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**

<input type="checkbox"/> Course Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Credit Value	<input checked="" type="checkbox"/> Prerequisite
<input type="checkbox"/> Course Description	<input type="checkbox"/> Editorial	<input type="checkbox"/> New Course	
<input type="checkbox"/> Course Deletion	<input checked="" type="checkbox"/> Other - Specify: Deletion of Note		

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 224    <i>Analytical Drawing and Design for Animated Filmmaking</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation or the Minor in Film Animation; or written permission of the School of Cinema, <del>with either FMPP 231 or six credits in Studio Art.</del> An analytical approach to various elements supporting the concept of representation, including character design, virtual space, and perception, <del>among others.</del> The concept of drawing is expanded beyond observational drawing. <del>NOTE: Students who have received credit for FMAN 324 may not take this course for credit.</del>	<b>FMAN 224    <i>Analytical Drawing and Design for Animated Filmmaking</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation or the Minor in Film Animation; or written permission of the School of Cinema. An analytical approach to various elements supporting the concept of representation, including character design, virtual space, and perception. The concept of drawing is expanded beyond observational drawing.
<b>Rationale:</b> Space permitting, students from other programs in the Fine Arts or other Faculties may be allowed to register in FMAN 224 pursuant to a favourable evaluation of a portfolio of artwork. This applies equally to all undergraduate students, with no special privileges accorded to students in Film Production or Studio Arts.	
<b>Resource Implications:</b> There are no resource implications.	
<b>Other Programs within which course is listed:</b>  N/A	

**COURSE CHANGE:** FMAN 254      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**

<input type="checkbox"/> Course Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Credit Value	<input type="checkbox"/> Prerequisite
<input type="checkbox"/> Course Description	<input type="checkbox"/> Editorial	<input type="checkbox"/> New Course	
<input type="checkbox"/> Course Deletion	<input checked="" type="checkbox"/> Other - Specify: Note Deletion, Note Addition		

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 254    <i>Technical Aspects of Animated Filmmaking</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation or the Minor in Film Animation, FMAN 202 concurrently; or written permission of the School of Cinema. A studio course introducing students to the use of digital and analog equipment in the production of frame-by-frame films. Students learn the technical aspects of animation software and analog animation production equipment. <del><i>NOTE: Students who have received credit for FMAN 214 may not take this course for credit.</i></del>	<b>FMAN 254    <i>Technical Aspects of Animated Filmmaking</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation or the Minor in Film Animation, FMAN 202 concurrently; or written permission of the School of Cinema. A studio course introducing students to the use of digital and analog equipment in the production of frame-by-frame films. Students learn the technical aspects of animation software and analog animation production equipment. <u><i>NOTE: Students are required to bear the cost of film stock, printing, processing, and other materials, as well as some digital equipment.</i></u>
<b>Rationale:</b> Current animation technology requires the use of digital devices. The note is added to indicate that students of this course are now obliged to defray the costs of some digital and analog materials.	
<b>Resource Implications:</b> There are no resource implications.	
<b>Other Programs within which course is listed:</b>  N/A	

**COURSE CHANGE:** FMAN 305      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**

<input type="checkbox"/> Course Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Credit Value	<input type="checkbox"/> Prerequisite
<input type="checkbox"/> Course Description	<input type="checkbox"/> Editorial	<input type="checkbox"/> New Course	
<input type="checkbox"/> Course Deletion	<input checked="" type="checkbox"/> Other - Specify: Note Change, Note Deletion		

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 305    <i>Animation II</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation; FMAN 202, 224, 254. A continuation on a more advanced level of FMAN 202. During the production of short animation exercises and films, students enhance their knowledge of film planning strategies and various frame-by-frame filmmaking techniques. Students explore film language, sound design and editing. <i>NOTE: Students are required to bear the cost of film stock, <del>processing, printing, and other materials.</del></i> <i>NOTE: Students who have received credit for FMAN 302, 303, 304, 306, or 314 may not take this course for credit.</i>	<b>FMAN 305    <i>Animation II</i></b> (6 credits) Prerequisite: Enrolment in the Major in Film Animation; FMAN 202, 224, 254. A continuation on a more advanced level of FMAN 202. During the production of short animation exercises and films, students enhance their knowledge of film planning strategies and various frame-by-frame filmmaking techniques. Students explore film language, sound design and editing. <i>NOTE: Students are required to bear the cost of film stock, <u>printing, processing, and other materials, as well as some digital equipment.</u></i>
<b>Rationale:</b> Current animation technology requires the use of digital devices. The note is revised to state that students are now obliged to defray the costs of digital as well as analog materials.	
<b>Resource Implications:</b> There are no resource implications.	
<b>Other Programs within which course is listed:</b>  N/A	

**COURSE CHANGE:** FMAN 315      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**

<input type="checkbox"/> Course Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Credit Value	<input checked="" type="checkbox"/> Prerequisite
<input type="checkbox"/> Course Description	<input type="checkbox"/> Editorial	<input type="checkbox"/> New Course	
<input type="checkbox"/> Course Deletion	<input type="checkbox"/> Other - Specify:		

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 315    <i>From Idea to Storyboard</i></b> (3 credits) Prerequisite: <del>FMAN 305 previously or concurrently. It is recommended that students take FMAN 319 concurrently.</del> Exploration of the visual and written development of ideas and scripts in a storyboard form. Students engage in creative and experimental exercises, including timing, planning the soundtrack, and creating animatics.	<b>FMAN 315    <i>From Idea to Storyboard</i></b> (3 credits) Prerequisite: <a href="#">Enrolment in the Major in Film Animation: FMAN 202, 224 and 254; or written permission of the School of Cinema.</a> Exploration of the visual and written development of ideas and scripts in a storyboard form. Students engage in creative and experimental exercises, including timing, planning the soundtrack, and creating animatics.
Rationale: Enrolment in the Major in Film Animation, and FMAN 202, 224 and 254 are the prerequisites. They are revised to correspond to the prerequisites for FMAN 305, which may be taken concurrently. Reference to FMAN 319 is removed because it is no longer required.	
Resource Implications: There are no resource implications.	
Other Programs within which course is listed:  N/A	



**COURSE CHANGE:** FMAN 319      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**☐ Course Number☐ Course Title☐ Credit Value☒ Prerequisite☒ Course Description☐ Editorial☐ New Course☐ Course Deletion☐ Other - Specify:

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 319 Character Animation</b> (3 credits) Prerequisite: <del>FMAN 305 previously or concurrently. It is recommended that students take FMAN 315 concurrently.</del> An examination of the fundamentals of character animation, its theory, techniques, and application to studio situations. Exercises in character design and dramatization are directed towards the students' particular interests and styles. NOTE A/See §200.3 NOTE: Previous drawing experience is recommended.	<b>FMAN 319 Character Animation</b> (3 credits) Prerequisite: <u>Enrolment in the Major in Film Animation: FMAN 202, 224 and 254; or written permission of the School of Cinema.</u> An examination of the fundamentals of character animation, its theory, techniques, and application to studio situations. Exercises in character <u>creation</u> , design and dramatization are directed towards the students' particular interests and styles. NOTE A/See §200.3 NOTE: Previous drawing experience is recommended.
Rationale: Enrolment in the Major in Film Animation, and FMAN 202, 224 and 254 are the prerequisites. They are revised to correspond to the prerequisites for FMAN 305, which may be taken concurrently. Reference to FMAN 315 is removed because, with FMAN 319 becoming optional, the content of the two courses will no longer be linked.  The slightly revised course description reflects a more contemporary, polyvalent approach to character creation.	
Resource Implications: There are no resource implications.	
Other Programs within which course is listed:  N/A	

**COURSE CHANGE:** FMAN 340      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**

<input type="checkbox"/> Course Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Credit Value	<input checked="" type="checkbox"/> Prerequisite
<input checked="" type="checkbox"/> Course Description	<input type="checkbox"/> Editorial	<input type="checkbox"/> New Course	
<input type="checkbox"/> Course Deletion	<input checked="" type="checkbox"/> Other - Specify: Note Deletion		

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 340    <i>Sound for Animated Film</i></b> (3 credits) Prerequisite: <del>FMAN 202; or written permission of the School of Cinema. An introduction to the creation of sounds, simple music and theme composition as well as sound effects for the soundtrack of the animated film.</del> <i>NOTE: Students who have received credit for this topic under a FMAN 398 number may not take this course for credit.</i>	<b>FMAN 340    <i>Sound for Animated Film</i></b> (3 credits) Prerequisite: <u>Enrolment in the Major in Film Animation; FMAN 202, 224 and 254; or written permission of the School of Cinema. An introduction to sound production theory, techniques and applications specific to animation films. Starting from the fundamentals of audio recording and mixing, students progress through a series of hands-on workshops and exercises culminating in a fully-realized soundtrack for an animation film.</u>
Rationale: Enrolment in the Major in Film Animation, and FMAN 202, 224 and 254 are required. The prerequisites have been detailed to allow registration only to students who have completed the core first-year requirements of the Major in Film Animation program, or who have secured written permission. Students in the Minor in Film Animation may not take this course without special permission.  The description is revised to clarify that this is not a music composition course, but rather a fundamental course in audio recording, mixing and sound track building for the animation student.	
Resource Implications: There are no resource implications.	
Other Programs within which course is listed:  N/A	

**COURSE CHANGE:** FMAN 402      New Course Number:**Proposed** ☒ Undergraduate or ☐ Graduate Curriculum Changes**Calendar for academic year:** 2015/2016  
**Implementation Month/Year:** September 2014**Faculty/School:** Fine Arts  
**Department:** Cinema  
**Program:** Film Animation  
**Degree:** BFA  
**Calendar Section/Graduate Page Number:** 81.60**Type of Change:**

<input type="checkbox"/> Course Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Credit Value	<input checked="" type="checkbox"/> Prerequisite
<input type="checkbox"/> Course Description	<input type="checkbox"/> Editorial	<input type="checkbox"/> New Course	
<input type="checkbox"/> Course Deletion	<input checked="" type="checkbox"/> Other - Specify: Note Deletion, Note Change		

Present Text (from 2013/2014) calendar	Proposed Text
<b>FMAN 402    <i>Animation III</i></b> (9 credits) Prerequisite: Enrolment in the Major in Film Animation; FMST 212, 323; FMAN 305, <del>315, 319</del> . A continuation on a more advanced level of Animation II. Students produce a major animated film project using the medium of their choice. <i>NOTE A/See §200.3</i> <i>NOTE: Students are required to bear the cost of film stock, <del>processing, printing, and other materials.</del></i> <i><del>NOTE: Students who have received credit for FMAN 403 may not take this course for credit.</del></i>	<b>FMAN 402    <i>Animation III</i></b> (9 credits) Prerequisite: Enrolment in the Major in Film Animation; FMST 212, 323; FMAN 305; <u>FMAN 315 previously or concurrently</u> . A continuation on a more advanced level of Animation II. Students produce a major animated film project using the medium of their choice. <i>NOTE A/See §200.3</i> <i>NOTE: Students are required to bear the cost of film stock, <u>printing, processing, and other materials, as well as some digital equipment.</u></i>
Rationale: Rationale for prerequisite change: Ideally, FMAN 315 is taken in the second year of the program. However, the program wishes to allow the course to be taken in the third year to ensure that registration bottlenecks do not delay graduation. FMAN 319 will no longer be required.  The note is revised to state that students are now obliged to defray the costs of digital as well as analog materials.	
Resource Implications: There are no resource implications.	
Other Programs within which course is listed:  N/A	



## FACULTY OF FINE ARTS

Report to Fine Arts Faculty Council  
 Mark Sussman, Associate Dean  
 Academic and Student Affairs

### Active Curriculum Dossiers

Department	Dossier	Level	Dates	Details	Current Step
Art History	ARTH-5	Ugrad	Aug. 26, 2013 (FCC) Sept. 13, 2013 (FC) Oct. 3, 2013 (APC) Dec. 19, 2013 (APC)	Departmental	Academic Programs Committee
Cinema	CINE-11	Ugrad	Nov. 18, 2013 (FCC) Dec. 6, 2013 (FC)	Film Animation	Faculty Council
Cinema	CINE-14	Grad	Oct. 7, 2013 (FCC) Nov. 3, 2013 (FC) Dec. 2, 2013 (GCC) Jan. 13, 2014 (CSGS)	PhD in Film Studies	Council of the School of Graduate Studies
Cinema	CINE-15	Grad	Oct. 7, 2013 (FCC) Nov. 3, 2013 (FC) Dec. 2, 2013 (GCC) Jan. 13, 2014 (CSGS)	Corrects MA Film Studies thesis credits	Council of the School of Graduate Studies
Dean's Office	FFAR-5	Ugrad	Aug. 26, 2013 (FCC)	Makes permanent special topics courses	Faculty Curriculum Committee
Studio Arts	ARTG-2	Grad	Aug. 26, 2013 (FCC) Sept. 13, 2013 (FC) Oct. 7, 2013 (GCC) Nov. 4, 2013 (CSGS) Nov. 14, 2013 (APC) Dec. 6, 2013 (Senate)	Fibres and Material Practices	<b>SENATE</b>
Studio Arts	ARTG-4	Grad	Dec. 16, 2013 (FCC)	Sculpture and Ceramics	Faculty Curriculum Committee
Studio Arts	ARTG-5	Grad	Dec. 16, 2013 (FCC)	Open Media	Faculty Curriculum Committee
Studio Arts	ARTU-1	Ugrad	Sept. 6, 2011 (FCC) Feb. 17, 2012 (FCC) Aug. 27, 2012 (FCC) Dec. 16, 2013 (FCC)	IMCA revisions	Faculty Curriculum Committee
Studio Arts	ARTU-9	Ugrad	Nov. 18, 2013 (FCC)	Print Media	Faculty Council
Theatre	THEA-18	Ugrad	Oct. 7, 2013 (FCC) Dec. 16, 2013 (FCC)	Departmental	Faculty Curriculum Committee

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**Report for Faculty Council – October 11<sup>th</sup>, 2013**  
**Ana Cappelluto, Associate Dean, Planning and Academic Facilities**

**Facilities projects**

- In development (Planning & Development)
- Ongoing/Active (Project Management)
  - #2010-059 EV-9<sup>th</sup> Floor ventilation noise (Summer 2014)
  - #2011-066 FC Smith Masonry Repairs (Ongoing)
  - #2012-061 VA Building hallway lighting (Summer 2014)
  - #2012-061b VA Building Window Repair (Summer 2014)
  - #2012-057 Expansion of the VA kiln room (Deficiencies)
  - #2012-109 VA Building Air Conditioning (Summer 2014)
  - #2012-113 MFA Gallery Visibility Project (Summer 2014)
  - #2012-114 Research and PhD student spaces FB 6<sup>th</sup> floor

**CDA projects**

- Ongoing/Active (Project Management)
  - Cinema Digital Migration (launch in progress)  
Implementation of state of the art cameras, post production infrastructure, and network connectivity. 95% complete – rest to follow by January 2014
  - Corporate Cell Phone Management Process - Fine Arts faculty and staff process is drafted but needs to be aligned with the VPS guideline yet to be released
  - Music Admissions System Upgrade (launch in December for 2014-2015 Auditions)
  - VA Building Audio Visual Systems Upgrade – In collaboration with Studio Arts and Creative Arts Therapies, develop a specification for new AV facilities.
- Completed
  - VA Instruction Continuity Plan for Elevator Maintenance Downtime  
Ensure VA classes requiring audio-visual presentation are equipped during periods of scheduled or emergency elevator downtime

***Fine Arts Workplace Hazardous Materials Information System (WHMIS) Training***

EH&S is now offering independent Fine Arts specific WHMIS training (Workplace Hazardous Materials Hazardous Materials Information System) through their website. Available sessions will be regularly posted on their training calendar page available at:

<http://ehs.concordia.ca/training/calendar/>

Two sessions are currently being offered in the upcoming winter semester (January 28<sup>th</sup> 13h-15h and February 27 10h-14h.) All are welcome to attend.

***Hexagram Report***

This semester's pilot program for curricular use of Hexagram was limited but successful and there will be several more instances of this during the winter semester. This program aims to encourage faculty to take advantage of Hexagram resources for limited projects within existing courses.

***CFI Project 21920***

Financial Services is doing a sample final report in order to determine the in-kind percentage achieved and if there is any room for remaining purchases. Purchasing on this project must be closed as of February 28<sup>th</sup>, 2014 with the final report due August 31<sup>st</sup>, 2014.

***Capital Asset Management***

Work has begun to assess the viability of developing a faculty wide capital asset management system of documentation in 2014-15 (of all capital equipment bought through the faculty) with the aim of generating a comprehensive list of equipment/resources across the faculty in order to be better prepared to assess and meet Fine Arts' future capital needs.