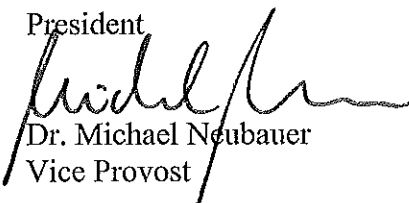


Memorandum

Date: May 7, 2015

To: Dr. Dianne F. Harrison
President

From: 
Dr. Michael Neubauer
Vice Provost

Subject: Final Memorandum of Understanding – **Department of Cinema and Television Arts**

The final phase of the program review process for the Department of Cinema and Television Arts occurred on April 15, 2015. At this time the commendations and recommendations from the external reviewers' report were discussed. Present at the meeting were: Elizabeth Adams, Associate Vice President, Undergraduate Studies; Jay Kvapil, Dean, Mike Curb College of Arts, Media and Communication; Dan Hosken, Associate Dean, Mike Curb College of Arts, Media and Communication; Hedy Carpenter, Director, Graduate Studies; John Stahl, Chair, Department of Cinema and Television Arts; Jared Rappaport, GSC Representative; Vicki Pedone, EPC Representative; Jacob Enfield, Faculty, Department of Cinema and Television Arts; Michael Hoggan, Faculty, Department of Cinema and Television Arts; Joel Krantz, Faculty, Department of Cinema and Television Arts; Quinn Saunders, Faculty, Department of Cinema and Television Arts; Scott Sturgeon, Faculty, Department of Cinema and Television Arts; and Eli Bartle, Program Review Coordinator.

Dr. Adams congratulated the program on its strengths as identified by the commendations in the external reviewers' report. A discussion of the reviewers' commendations and recommendations followed.

This MOU is the working document for program and university response until the next program review is initiated.

Attachment

cc: Michael Neubauer, Vice Provost, Academic Affairs
Elizabeth Adams, Associate Vice President, Undergraduate Studies
Jay Kvapil, Dean, Mike Curb College of Arts, Media and Communication;
Dan Hosken, Associate Dean, Mike Curb College of Arts, Media and Communication
Hedy Carpenter, Director, Graduate Studies
John Stahl, Chair, Department of Cinema and Television Arts
Jared Rappaport, Graduate Studies Committee Representative

Vicki Pedone, Educational Policies Committee Representative
Jacob Enfield, Faculty, Department of Cinema and Television Arts,
Michael Hoggan, Faculty, Department of Cinema and Television
Joel Krantz, Faculty, Department of Cinema and Television Arts
Quinn Saunders, Faculty, Department of Cinema and Television Arts
Scott Sturgeon, Faculty, Department of Cinema and Television Arts
Dianah Wynter, Faculty, Department of Cinema and Television Arts

Department of Cinema and Television Arts

Program Review – 2014-2015

Memorandum of Understanding

The CSUN Department of Cinema and Television Arts, housed in the Mike Curb College of Arts, Media, and Communication, offers an undergraduate degree with six options and a graduate degree, the Master of Fine Arts in Screenwriting. The program completed the current self-study in January 2014, followed by an external review on September 22 and 23, 2014. The external reviewers were Dr. Edward Fink, Interim Associate Dean, College of Communications, CSU Fullerton and Dr. Suzanne Regan, Professor and former Chair, Department of TV, Film and Media Studies, CSU Los Angeles. The Program's MOU meeting occurred on April 15, 2015. Follow-up will occur at one and three years. Their next program review cycle will culminate in a new self-study, external review, and MOU in AY 2020-2021.

The following commendations and recommendations are intended to help the Department focus its efforts over the next 5 years. They are arranged in topical order as follows: program, students, faculty, curriculum, assessment/strategic planning, other/misc.

Commendations: The Program is commended for:

Program

1. A rating of 22 out of all similar programs in the profession, according to the recent *Hollywood Reporter* ranking of the top 25 film programs in the nation.
2. Building a program that is recognized as high quality by the institution.
3. A carefully designed B.A. degree that offers a relevant combination of theory and practice.
4. The forward thinking of faculty and staff concerning the viability and growth of CTVA.
5. A remarkable job in building a stellar program with the available financial support.
6. The professional partnerships made with the entertainment industry.

Students

7. Faculty working with the current advisor to meet the demand of advisement and counseling for 1600 student majors.
8. Providing excellent preparation for students to enter careers in the entertainment industry or to pursue graduate studies.
9. Faculty who engage with students both as teachers and as advisors (as expressed by the students).
10. Continuation and graduation rates that are generally ahead of the university at large.
11. Students who are engaged in learning and interaction with each other.
12. Students who win awards at national and international festivals (e.g., Cannes) and in national and international competitions (e.g., Directors Guild of America, American Society of Cinematographers, Academy of Television Arts and Sciences).

Faculty

13. Faculty who are excellent in teaching, research, and creative activities.
14. Faculty who are knowledgeable in their fields and engage with enthusiasm in their work.
15. Faculty who win awards at national and international festivals, conferences and competitions (e.g., Emmy, US PEN Literary, Gdansk Doc Film Festival).
16. Faculty who write industry-standard textbooks.

Curriculum

17. Offering a curriculum on par with those of other prestigious programs.
18. Developing and implementing a Master of Fine Arts in Screenwriting program.

19. Developing and implementing a new Production Safety program, a revamped Television Production curriculum, and new courses in Production Management, CTVA Genres, and Digital Filmmaking.
20. Eliminating the pre-CTVA major and the Radio Production option.
21. Developing some curricular offerings in gaming.

Assessment/Strategic Planning

22. The development and implementation of a thorough assessment plan.
23. Incorporating a five-year program assessment plan into the department's five-year strategic plan.

Other/Misc.

24. Designing and maintaining the website, which has a clean look and is simple to navigate.
25. Developing relationships with international faculty and institutions, e.g., Shanghai University and UNAM.

Recommendations: The Department should:

Program

1. Assess the newly adopted impaction plan on a yearly basis and adjust as necessary to maintain appropriate enrollment.
2. Consider option-specific and other enrollment-control mechanisms.

Students

3. Develop a plan to increase student advising to reach a level equivalent to that in the university.

4. Pursue additional sources of funding to provide more Graduate Assistantships per year in order to aid in recruitment of graduate students and to bolster the undergraduate student experience.
5. Work to integrate graduate students more fully into the undergraduate community.
6. Track the placement of graduates in the industry or in graduate schools.
7. Consider how to make women and students from a variety of backgrounds more aware of the possibilities of successful careers in the entertainment industry, and develop more opportunities to help them achieve future success.

Faculty

8. Develop a hiring plan to increase the ratio of full-time faculty to the number of majors.
9. Enhance strong and ongoing efforts to recruit and retain faculty with diverse backgrounds.

Curriculum

10. Continue the discussion of an M.A. in Media Theory and Criticism.
11. Consider modifying the current department GE offerings to accomplish the following:
 - 1) attract more diverse students; 2) separate major courses from GE to ensure the appropriate content and level of instruction for each constituency; 3) enhance offerings such as creating a "Screen Storytelling" course.
12. Consider modifying the curriculum to address and anticipate current, new, and developing trends in the field.
13. Consider screening more international films and more films directed by various underrepresented groups such as women, LGBT, and ethnic groups.

Assessment/Strategic Planning

14. Use both the returning M.A. students who are now completing the M.F.A. and the new M.F.A. cohort as focus groups, asking for their input on ways to improve the already outstanding M.F.A. curriculum.
15. Post the department SLOs on the department's home page.
16. Continue to use assessment data as part of the larger reflection on, and modification of, the curriculum.

Other/Misc.

17. Develop a hiring plan for staff to support administrative needs and instructional labs.
18. Continue to develop a plan to address space and equipment needs, as well as an equipment maintenance schedule.
19. Formulate a plan so that film and television stages no longer have to double as classroom and work spaces.
20. Include staff members in discussions that impact their respective areas.
21. Clarify the role of each engineering staff member and encourage the engineers to cross-train and back each other up.
22. Work with Information Technology to secure stable wi-fi throughout the facilities.