

Dear Graham –

This is a general note in regards to TIMETABLING and the Digital Media labs (F106 / F115).

Previously, I've had discussions with Doug Walker in regards to this matter, so just wanted to pass on these ideas.

- Unlike other technical areas at COFA, the BDM students do not have their own 'work area' apart from these labs.
- In this way, the F106 and F115 labs are different from the General access and F111/F113 teaching labs – the computer itself is the actual 'creative tool' that the BDM students use to make their work, and they require access outside of scheduled classtime in order to be able to develop and complete their work.
- For this reason, Doug was always careful to ensure that classes other than BDM classes were, where possible, NOT scheduled in these two labs.
- This will become more significant in 2004, as all 2<sup>nd</sup> and 3<sup>rd</sup> level sound students (BDM/BFA) will only be able to work in the F115 lab. The switchover to OSX means that we lose the "free" sound software that we relied on in OS9. As a consequence, all BDM core audio subjects, and all 2<sup>nd</sup>/3<sup>rd</sup> level sound electives (BDM/BFA) have been moved into the F115 lab, where specialist software will be installed. For this reason it is imperative that, in circumstances where other classes may need to be re-timetabled, they are NOT put into F115 just as if it was another lab.
- First level sound electives (apart from BDM core) will be taking place in an updated CG-05 in C-block – I've dealt with this in a separate document regarding budgeting that I cc-ed you on.
- Looking at the current timetable for 2004, all looks OK at the moment, but I just wanted to make sure that you understood this should changes need to take place, as I will be away in Sem 1 2004.

Thanks for reading Graham!

Simon