



Appendix 3.4

Letterkenny Institute of Technology

Report of the Panel of Assessors

PART 1 GENERAL INFORMATION

SCHOOL/DEPARTMENT: Department of Business Studies

DATE OF VISITATION: 9 February 2017

PROGRAMMES EVALUATED:

Postgraduate Diploma in Business in Six Sigma and Business Improvement (60 ECTS)
with Minor Award Certificate in Six Sigma and Business Improvement (30 ECTS)

MEMBERS OF PANEL OF ASSESSORS:

- Dr Ken Carroll, Registrar, IT Tallaght (All programmes).
- Dr Brendan Ryder, HoD of Visual and Human-Centred Computing, Dundalk IT (All programmes).
- Professor Brian Fynes, Professor of Supply Chain Management, UCDSmurfit School of Business (Six Sigma Programme).
- Mr Brian Murray, B Murray Consultancy Services, (Six Sigma Programme).
- Mr Trevor Mc Sharry, HoD of Civil Engineering and Construction, IT Sligo (Six Sigma Programme).

Secretary to Panel:

Dr Joanne Gallagher, Head of Department of Science.

INSTITUTE STAFF:

Mr Paul Hannigan, President Lyit

Mr Billy Bennett, Registrar Lyit

Mr Micheal Margey Head of School of Business

Ms Patricia Doherty Head of Department of Business Studies

Dr George Onofrei

Ms Isabelle Cunningham

PART 2 FINDINGS OF ASSESSORS

The Panel of Assessors are satisfied that the proposal adequately addresses the following criteria:

(1) Education and Training Requirements

The programme is consistent with the Institute's mission, avoids redundant provision and makes efficient use of resources (collaborating where this is beneficial).

(2) Unity

There is an underlying unifying theme and the modules are bonded by interactions which are either implicit or explicit. The proposal demonstrates how the standard (of knowledge, skill and competence), determined by QQI for the named award to which the programme proposes to lead, evolves throughout the programme as a whole.

(3) Teaching and Learning

The proposed approach to teaching and learning is clearly indicated and justified.

(4) Learner Assessment

The learner assessment methods are fully elaborated and consistent with QQI's policy on fair and consistent assessment. The assessment methods are capable, among other things, of demonstrating attainment of the standards of knowledge, skill or competence, determined by QQI, for the related award.

(5) Resources

The proposed staffing levels are appropriate and the levels of qualifications and competence of the staff is sufficient to deliver the programme. The necessary facilities available in terms of accommodation, equipment, and library and information technology resources are satisfactory to support the proposed programme.

(6) Quality Assurance

The proposal demonstrates how the Institute's quality assurance procedures have been applied in the development of the proposed programme and satisfactory procedures exist for the on-going monitoring and periodic review of programmes.

(7) Programme Title and Award Title

The award title is consistent with the named awards determined by QQI. The programme title is clear, accurate, succinct and fit for the purpose of informing prospective learners and other stakeholders.

(8) QQI Standards

The learning outcomes of the programme are stated in such a way that the compliance with the appropriate QQI standard is demonstrated.

(9) Access Transfer and Progression

This programme incorporates the procedures for access transfer and progression that have been established by the NQAI and is consistent with QQI policy in accommodating a variety of access and entry requirements.

PART 3 RECOMMENDATIONS

The Panel are happy to approve the programme. The Panel of Assessors advises the Academic Council that the Institute and the School/Department should take cognisance of following recommendations:

The panel felt that the overview of the Institute provided by the president Mr Paul Hannigan and the Registrar Mr Billy Bennett gave a clear indication of LyIT's strategic position and direction which emphasised the Institutes strong regional focus.

The panel felt that the proposed programme fitted well into the Department and School.

The panel made the following recommendations:

- That staff development should be continued and linked to the strategic development of the Institute, School and Department. That staff development should be focus on discipline specific skills and not solely on Pedagogy related research.
- Build staff capacity in the core skills allied to the key skills of the programme – If there is to be staff involvement from other Departments then these staff should be given a clear brief to allow them to contextualize material appropriately for the programme.
- Panel have concerns on the over reliance on one member of staff, Dr George Onofrei, recommend support be provided and additional staff to be engaged in the programme delivery to allow for scalability of the programme.
- Clarity should be provided that the course has been mapped to professional requirements (Green Belt) and that this is included in the promotional material. This is likely to be a strong selling point for the programme amongst practitioners.
- Panel recommends that if the recourses are not available for investment in appropriate software (Mini - Tab) that an alternate plan be indicated.
- Explicit assessment plan be added to the programme document to be distributed to students at an early stage.
- Recommend further information be provided on the types of assessment conducted on 100% CA modules.
- Recommend that the word count on the thesis (project) is increased and students are provided with guidelines on the content of Appendices.
- Recommend Power point Presentation be amended to Presentation to allow for innovative approaches. Also recommend that the presentation is given to a panel of assessors and that details are provided on the composition of this panel.
- The provision of a student handbook providing guidelines on the project and that dedicated sessions on academic writing be provided.
- Page 19 effective date changed to Feb 2017 and an additional column added to the programme schedules indicating independent learning.

- Module specific content
 - Process and Operations Improvements – include content on lean principles in this module
 - Title change - Leadership and Change Management module – change to Change Management
 - Page 38 – remove paragraph describing different modes of assessment

Response from the Department of Business Studies to Recommendations

- That staff development should be continued and linked to the strategic development of the Institute, School and Department. That staff development should be focus on discipline specific skills and not solely on Pedagogy related research.
Noted.
- Build staff capacity in the core skills allied to the key skills of the programme – If there is to be staff involvement from other Departments then these staff should be given a clear brief to allow them to contextualize material appropriately for the programme.
- Panel have concerns on the over reliance on one member of staff, Dr George Onofrei, recommend support be provided and additional staff to be engaged in the programme delivery to allow for scalability of the programme.
Other LYIT lecturers will be available to deliver modules on this programme, namely Mr Paul Tracey and Dr Joe English (CVs now included in programme document appendices). In the event that lecturers from another Department are delivering modules they will be provided with a clear brief regarding the programme.
- Clarity should be provided that the course has been mapped to professional requirements (Green Belt) and that this is included in the promotional material. This is likely to be a strong selling point for the programme amongst practitioners.
The Department is actively engaging with Cordatus Consulting Ltd. (www.cordatus.ie) and the Centre for Competitiveness (www.cforc.org) with regards to providing Green Belt Certification for graduates of the programme. The opportunity to gain Green Belt Certification as an additional offering to the academic programme will be included in all marketing literature for the programme.
- Panel recommends that if the resources are not available for investment in appropriate software (Mini - Tab) that an alternate plan be indicated.
The Department is confident that the necessary resources will be in place to secure the required software. In the unlikely event that Minitab is not available programme/module learning outcomes can still be met using Microsoft Excel.
- Explicit assessment plan be added to the programme document to be distributed to students at an early stage.
A Sample Assessment Schedule has now been included (Section 5.3). This is provided to students at the start of each semester.

- Recommend further information be provided on the types of assessment conducted on 100% CA modules.
Further detail on assessments added.
- Recommend that the word count on the thesis (project) is increased and students are provided with guidelines on the content of Appendices.
The word count for both Project type A (Applied Research Project) and Project type B (Work Based Project) Main Report have both been increased to 5000 words. The format of the project/report will be discussed in the first workshop and guidelines regarding the use of appendices etc will be included in the Applied Industry Project student handbook.
- Recommend Power point Presentation be amended to Presentation to allow for innovative approaches. Also recommend that the presentation is given to a panel of assessors and that details are provided on the composition of this panel.
Reference to Powerpoint removed. The programme team will convene a panel to assess the presentation. Individual panel members will be selected based on their areas of expertise and availability closer to the time.
- The provision of a student handbook providing guidelines on the project and that dedicated sessions on academic writing be provided.
A handbook will be provided to students in advance of the Applied Industry Project module. Academic Writing workshops will be offered to students.
- Page 19 effective date changed to Feb 2017 and an additional column added to the programme schedules indicating independent learning.
Date changed. Independent learning column added.
- Module specific content
 - Process and Operations Improvements – include content on lean principles in this module
New topic called Lean Synchronisation added to the syllabus
 - Title change - Leadership and Managing Change module – change to Change Management
Module renamed as Change Management.
 - Page 38 – remove paragraph describing different modes of assessment
Removed.

PART 4 PROPOSED PROGRAMME SCHEDULE(S)

(Attach Course Schedules below)

Title of Award: Postgraduate Diploma in Business in Six Sigma and Business Improvement

Area Of Specialisation:

Learning Mode Offered: Fulltime and/or Part-time

Date Effective: February 2017

Semester 1	Module Title	Subject status	ECTS		Weekly Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Directed Learning	Lab/Studio/ Practical	Independent Learning	Coursework	Final Exam	Total
1	Six Sigma Management	M	9	10	4	2	-	11	100	-	100
1	Statistical Techniques	M	9	10	4	2	-	11	100	-	100
1	Process and Operations Improvement	M	9	10	4	2	-	11	100	-	100

Semester 2	Module Title	Subject status	ECTS		Weekly Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Directed Learning	Lab/Studio/ Practical	Independent Learning	Coursework	Final Exam	Total
2	Change Management	M	9	10	4	2	-	11	100	-	100
2	Advanced Statistical Techniques	M	9	10	4	2	-	11	100	-	100
2	Applied Industry Project	M	9	10	2	-	2	13	100	-	100

Title of Award:

Certificate in Six Sigma and Business Improvement

Area Of Specialisation:

Learning Mode Offered:

Fulltime and/or Part-time

Date Effective:

February 2017

Semester	Module Title	Subject status	ECTS		Weekly Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Directed Learning	Lab/Studio/ Practical	Independent Learning	Coursework	Final Exam	Total
1	Six Sigma Management	M	9	10	4	2	-	11	100	-	100
1	Statistical Techniques	M	9	10	4	2	-	11	100	-	100
2	Applied Industry Project	M	9	10	2	-	2	13	100	-	100

Programme Evaluation Report Approved by:



Dr Ken Carroll

Chairman to Panel

(Registrar, IT Tallaght)

Date 23 Mar 2017



Billy Bennett

(Registrar, Letterkenny IT)

Date 19/5/17.

