# NCI PROGRAMME LIFECYCLE MANAGEMENT (PLM)

# Programme Minor Change Request Form

## Section 1: Background information and guidelines

## 1.0 Purpose of this Form

Module Lecturers should use this form to capture details of Minor Changes being proposed to individual modules whose learning outcomes, indicative curriculum content and assessment methodology and weightings have already been validated by QQI/approved by a Professional Body. The definition of a Minor change, and typical types of minor change, are provided in section 3.

#### One module, multiple lecturers?

There can only be one validated version of a module, in terms of the core validated elements such as the Module Learning Outcomes (MIMLOs), the scheduled class contact hours and other student effort hours and the assessment strategy and weightings.

Therefore, in cases where more than one lecturer delivers the same module on separate programme instances e.g. Day/Evening cohorts, or on-campus/online cohorts, it is essential that all lecturers agree on the proposed minor change(s) so that they are applied equitably across all learners registered on the module (regardless of the programme instance).

## 2.0 Approvals Process

Minor changes to modules must be approved by the Programme Director and must then be submitted for the attention of the Director of Quality and Institutional Effectiveness (DQIE), using the email: [qie@ncirl.ie](mailto:qie@ncirl.ie), with MINOR MODULE CHANGE in the subject line of this email.

Where a module is delivered on multiple programmes, or multiple instances of the same programme, the approval of all Programme Directors is required.

It is important to keep track of such minor changes so that the curriculum always remains up to date, on AKARI Coursebuilder – NCI’s online curriculum repository - and on NCI’s marketing webpages. Module lecturers are requested **not** to make changes to a validated Module Descriptor document, or directly to the Coursebuilder Curriculum Repository, until approval has been granted by the Programme Director and QIE office has confirmed receipt of the approved Form.

## 3.0 When can a Minor Change request be made?

**A) Preferably during NCI’s Annual Programme Monitoring (APM) Process.** This takes place once per annum and involves Programme Committees reviewing how programmes have performed in the previous academic year. The Committee is tasked with agreeing any changes – minor or major - to enhance the quality of modules within the programme. Such changes, if approved, will take effect the following academic year.

**B) Outside of the Annual Programme Monitoring Process**: module lecturers can propose a minor change to a module outside of the APM process, if it is deemed necessary that the change takes effect from the next semester and this semester will begin before the APM process has completed.

**Deadline**: The general rule is that a Minor Change Request must be approved by the Programme Director and received by the Quality Office (email: [qie@ncirl.ie](mailto:qie@ncirl.ie)), ideally no later than **4 weeks** before the first day of teaching in the semester in which the module will be offered to learners.

This deadline is set to provide adequate time for necessary adjustments to Module Descriptors (retained by the QIE office), on the Coursebuilder online curriculum repository and to Programme Handbooks/Course Materials for students and staff.

In these cases, the Module Lecturer and Programme Director(s) are responsible for ensuring that the next iteration of the Annual Programme Report includes reference to the minor change that was approved and implemented. This will ensure that all changes to programmes are recorded, and that the accuracy of the curriculum can be safeguarded on a year-by-year basis.

## 1.1 Minor modifications to a module - Guidelines for Staff

This form should be used to propose minor modifications only.

Minor modifications are changes that will enhance the module but do not impact on the validated Minimum Intended Module Learning Outcomes (MIMLOs) for learners. This is the fundamental check to perform when considering whether a proposed change is minor: will this change impact on the stated module learning outcomes or on learners’ opportunity to achieve one or more of the learning outcomes? If in doubt, lecturers should seek advice from colleagues and from the Director of Quality; **email qie@ncirl.ie**

**Minor changes would typically comprise one of the following (a-e):**

* 1. The introduction of new topics into a module syllabus or the removal of outdated material or less important topics.

A proposed syllabus/content change should not alter more than **20%** of the total validated **Indicative** content at any one time, since anything greater than this is likely to impact on the validated Module Learning Outcomes (MIMLOs). The Annual Programme Monitoring (APM) process should help to prevent multiple content changes occurring over the validated lifetime of the module (normally validated for a five-year period), since the cumulative impact may amount to a Major Change to the originally validated module and this will require QQI approval.

* 1. Replacement of one of the assessment instruments within a specific module with another assessment instrument e.g., the introduction of an essay or a report-based assignment instead of a time-controlled class test.
  2. A change in the balance of how Class Contact hours are delivered, between lectures/tutorials/practicals/laboratories/other scheduled learning activities (including Directed E-Learning)
  3. A change in the sequence of module delivery within a single stage of a validated programme e.g. from Semester 1 to Semester 2, assuming the module has no pre-requisite or co-requisite modules that preclude this change of sequence (a proposed change in the sequence of module delivery across stages constitutes a Major Change to a module and impacts on the programme overall, therefore the Major Change Request Form should be used for this purpose).
  4. Minor Changes to a Reading list, such as the introduction of one new recommended text or Journal article (even minor changes of this nature will have resource impacts therefore the Library should be consulted).

## 2.0 Module Minor Change Request Form

### 2.1 Proposer

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| **Proposer[[1]](#footnote-2)** | |
| **Name[[2]](#footnote-3)** |  |
| **School/Centre** |  |
| **Email address** |  |
| **Contact tel:** |  |

### 2.2 Module

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| **Module Title** |  |
| **Module Code** |  |
| **Programme(s) on which module is delivered.** |  |

# 2.3 Type of Minor Change

*Please indicate the type of change you are seeking approval for (tick multiple boxes as appropriate).*

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|  | New syllabus content e.g. a new topic, or removal of a current topic |
|  | Replacement of an Assessment Instrument e.g. replacing an in-class test with a Report |
|  | Minor change to the weighting of a specified Assessment Instrument |
| ☐ | A change in the balance of Class Contact Hours between specified learning activities and/or independent learning hours. |
| ☐ | Change to a Reading List, particularly Recommended Texts |
| ☐ | Other: Please state which aspect of the module your change relates to and provide more information in section 2, below. |

# 2. Case for the proposed change

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| 1. **Details of change**   *What are the details of the change? What is the current structure in place? What changes are being proposed?* |
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| 1. **Rationale for the change**   *Why is this change needed? Will it improve the quality of the module and why?* |
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| 1. **Impact on the Programmes with which this module is associated** |
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| 1. **Anticipated implications – on students, staffing resources etc.**   *Will this change have any impact on the resources needed to deliver the module-*  *-physical or IT-related resources*  *-staffing*  *-other* |
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| 1. **Approval** |
| **Internal Discussions: please tick to indicate that you have discussed the proposed change with relevant colleagues in the following areas, as necessary.**  *School/Programme Committee*  *Admissions*  *Marketing/Student Recruitment*  *Central timetabling*  *Library*  *Other*  *Please include any comments below:* |
| **External Discussions: please tick to indicate that you/Programme Director have discussed and agreed the proposed change with external bodies, where relevant. For example, if the module(s) is also accredited by a Professional Body or is part of an articulation pathway with another Higher Education Institution.**  *PRSBs*  *Articulation Agreements*  *Other*  *Please include any comments below:* |

**APPROVAL of Programme Director(s)**

Once completed, this Form should be emailed to: [QIE@NCI.ie](mailto:QIE@NCI.ie) with MINOR MODULE CHANGE stated in the Subject Line of the email.

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| Approval granted by:  Programme Director: Specify Name  Dean/Vice-Dean: Specify Name | Date of approval: |
| Date submitted to QIE: |

**For official use only**

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| **Indicate changes made and personnel contacted by QIE on receipt of the approved Module Minor Change Request Form.** | |
| *For example: Curriculum updated on Coursebuilder*  *Changes made to Module descriptors and Programme Schedule in the Programme Descriptors*  *Updated descriptors/schedule provided to other units (Academic Operations/Admissions/International Office/Examinations Office* | Date Change Made |

1. This will normally be the existing Programme Director. Where this is not the case, the Dean of the School or Director of CELL will be named as the Proposer. [↑](#footnote-ref-2)
2. Please note that only Faculty members can retire a programme. [↑](#footnote-ref-3)