Response Report: 3rd Review of the School of Culinary Arts and Food Technology (SCAFT).

Response to the School review panel report (received September 16th 2016) based on the 3rd Review of the School of Culinary and Food Technology (which took place on the 11-12th May 2016).

The School of Culinary Arts and Food Technology (SCAFT) management team and members of staff would like to take this opportunity to thank the members of the school review panel [Dr Catriona Murphy, Mr Pádraic Óg Gallagher, Dr Teresa Hurley - Chair, Dr Bernadette Quinn, Dr Kevin Kelly and Ms Jan Cairns] for their careful and considered analysis of the school activities during the review period and for their detailed report.

The school (SCAFT) programme management and administration team wish to take this opportunity to also thank the review panel for commending the school's strengths and examples of best practice particularly surrounding the following areas;

- the range and overall operation of programmes and significant variety of topics available including the updated modules available to students;
- the four pillars which surround all school programmes and help to drive the school’s research and contribution to DIT;
- the improvements made to the School's budget and resourcing situation (in particular towards addressing resource constraints);
- school staff members currently undertaking Doctoral research (which is also fee supported) and this research will inform current and future programme developments;
- the School’s approach to access, programme transfer and progression, in particular the Recognition of Prior Learning (RPL);
- active engagement with industry and stakeholders to support (financially, logistically and creatively) the schools varied activities (i.e. INSPIRED/Friends of Culinary Arts programme);
- the provision of Continuing Professional Development (CPD) programmes for industry;
- feedback mechanisms between students and staff;
- the positive impact of internationalisation on the school’s activities, particularly the Erasmus Plus/Mundus Masters collaboration;
- the school’s contribution to placement opportunities for students under extremely challenging circumstances.
Table 1: Template for School Review responses/action plans

The school (SCAF) highlights in Table 1 the responses to the key recommendations which the school review panel have kindly proposed in section two of the ‘Report of the Third Review of the School of Culinary Arts and Food Technology’.

Responses to the key recommendations of the School review panel are as follows:

**Template for School Review responses/action plans**

<table>
<thead>
<tr>
<th>No.</th>
<th>Recommendation</th>
<th>Proposed action</th>
<th>Action owner</th>
<th>Timeline (target date)</th>
<th>Status</th>
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<tbody>
<tr>
<td>1.</td>
<td>The proposed new Culinary Training and Food Product Development Office (CTFPDO) and other potential means of developing self-generating income should be supported by the College and Institute. It recognises that resources will be required to support this at the outset. It also recommends that titles of posts within this Centre should be reviewed to avoid confusion with other posts within the College.</td>
<td>The Director of the College of Arts and Tourism is considering the School’s request to appoint an Industry Training Officer. The School of Hospitality Management and Tourism have agreed to share this cost of the post. A Staff Requisition Form (SRF) has been submitted for consideration by the Human Resource Committee (HRC) with the intention of running a pilot project for two years.</td>
<td>Head of School</td>
<td>September 2017</td>
<td>Commenced documentation</td>
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<td>2.</td>
<td>The College and the Institute should consider what further supports should be provided for work placements. The Panel considers that the workload is not sustainable in terms of the numbers of students requiring placement.</td>
<td>The Director of the College of Arts and Tourism supports this recommendation. The School has submitted an SRF for approval and the post and costs will be shared between the School of Hospitality Management and Tourism and SCAFT.</td>
<td>Head of School</td>
<td>September 2017</td>
<td>Commenced documentation</td>
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<td>3.</td>
<td>The School should consider a strategy on the supervision of placements that would include how placement visits might be supported.</td>
<td>The school sought expressions of interest from academic staff to assist with the supervision. Five</td>
<td>School Management</td>
<td>June 2017</td>
<td>New structure for placement in progress and</td>
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<td>Such a strategy should include the assessment of students in placement or on placement related activities.</td>
<td>academic staff members expressed an interest to support our placement management duties. The allocation of agreed hours to manage and supervise placements. The internship strategy will include placement visits.</td>
<td>completion by June 2017</td>
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<td>4.</td>
<td>The School should explore further the provision of part-time progression programmes for qualified chefs</td>
<td>The School is reviewing the CPD programme/ major culinary modules offering and is promoting greater RPL awareness to enhance progression for qualified chefs. It is intended to increase student intake on part time programmes for professional cookery and also engage with the new apprenticeship programmes. In addition the school is currently rolling out its current and newly created modules from its full-time suite of programmes to qualified applicants to widen educational opportunities for qualified chefs. Students who successfully complete one or more of the these modules are awarded a DIT Certificate (Continuing Professional Development Certificate in the module or discipline area) and in some circumstances an industry recognised certificate as per industry requirements (dependent on the programme and discipline in question).</td>
<td>School management and academic staff</td>
<td>Increase part-time student numbers by September 2017</td>
<td>Development of apprenticeship models 18 months.</td>
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<td>For the School to create a centre of excellence in food / culinary research, it needs to consider how to sustain this, i.e. through greater recruitment of external research students, the role of a research coordinator to offer support and advice with funding applications. The School should decide how this should be resourced.</td>
<td>The strategy is a planned initiative for Grangegorman. The School is appointing four SL1 academic staff who will be become academic leaders and provide leadership on each of the four pillars of research identified in the School review document: the SL1 will take a portfolio assigned and will take on the role of coordinator. The new appointments will form part of the strategic team to support and drive the research initiatives. The school is also organising a workshop to enhance staff skill sets for the writing of research funding applications. Head of School was also requested that the graduate school of research develop a video on how to write a successful funding applications and make this available to all staff in the Institute. Building capacity and sustainability will continue to be a challenge until our academic team achieve PhD awards. However, working in collaboration with the Schools of Food Science and Environmental Health, and Hospitality Management and Tourism it will provide the much needed human resources, research capacity and shared burden of cost to set up a School Management and newly appointed SL1 academic staff.</td>
<td>September 2020</td>
<td>Ongoing</td>
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<td>Centre of Excellence in food / culinary and tourism research.</td>
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| 6. | The School should explore how it might re-introduce some time supports for PhD completion. | Directors approval was granted to assign academic staff completing a PhD time support using the Croke Park hours to facilitate their research activities. This is subject to not having to appoint HPAL staff.  

This support is set aside for each lecturer completing a PhD. However, the allowance is subject to available resources and outputs. A more robust measurable system is required at Institute level.  

The School put aside €1,500 per academic staff member and is committed to doing this on an annual review subject to support research outputs. However, all members of staff undertaken PhD research are encouraged to make an application for the DIT funding support €5,000 under a current call.  

Other supports such as: workshops and funding to attend modules outside of the DIT are now in place and a greater number of staff are attending conferences. The school has also gained approval to provide part-time researchers with funding support from our self-generated School Management Actions On-going
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<th>income - €700 per academic year, this is subject to outputs.</th>
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<td>7.</td>
<td>There should be a more consistent and longer induction programme throughout the School, citing the induction for the BA Culinary Arts as a good example, to include ice-breaking and hands-on sessions, orientation for campus buildings, more training in use of kitchen equipment from health and safety aspects, and that all students undertake library user information training with follow on sessions provided.</td>
<td>This action was discussed following the verbal feedback received from the panel and the programme teams have adopted the induction used on the BA Culinary Arts.</td>
<td>Programme team</td>
<td>Commenced September 2016</td>
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<td>8.</td>
<td>While the Panel supports the expansion of portfolio and greater intake of students, this should be subject to resources being present.</td>
<td>Recommendations are noted and expansion of student numbers is targeted towards the Grangegorman move and available resources.</td>
<td>School Management</td>
<td>Ongoing</td>
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<td>9.</td>
<td>The School should pay more attention to its marketing, to provide clarification on what programmes are about, and to promote its various activities more effectively.</td>
<td>Taylor production films are compiling programme videos in the school. These videos will be available on our re-vamped school website to market all our school programmes. The school also launched it’s ‘School Newsletter’ a quarterly publication to disseminate it’s various activities to fellow colleagues across the institute, stakeholders, existing and prospective students and the broader industries to which our programmes service. The newsletter will also be available on</td>
<td>School team</td>
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<td>10.</td>
<td>The School monitor the apprenticeship model for chefs currently under discussion nationally and consider what its role should be in this regard.</td>
<td>A number of meetings have been conducted and it is agreed that the academic team will work towards the submission of applications to develop the apprenticeship programmes. The new call for applications will take place April 2017. The School is aware of the developments in this area and will assess programmes validated in other IOTs for suitability.</td>
<td>Programme and academic teams</td>
<td>2018-19</td>
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<td>11.</td>
<td>A peer mentoring system should be introduced for students, as the Panel considers that students in later stages of programmes would encourage and motivate students in earlier stages as well as providing them with useful advice and information. A similar system for the mentoring of part-time staff and research staff would also be beneficial.</td>
<td>The Haddington Road Agreement requires academic contact hours are reduced by one from January 2017. This hour is to be used as an administrative hour. The academic team have agreed that the best use of this time was to allocate groups of students to a lecturer who will act as a mentor and support students. We have introduced a buddy system for new staff members.</td>
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<td>12.</td>
<td>All modules owned by the School should be reviewed to ensure they are on the DIT template and are of a similar high quality to those module descriptors that were provided to the Panel.</td>
<td>The school's structured post-holder reviews QA procedures' and is reviewing all modules in the school to ensure they are presented on the most up to date templates.</td>
<td>Structured post-holder</td>
<td>Ongoing</td>
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<td>13.</td>
<td>The School continues to encourage</td>
<td>Noted, the School is committed to</td>
<td>School</td>
<td>Ongoing</td>
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engagement with the Learning, Teaching and Technology Centre to take advantage of the CPD resources/ development opportunities available.

encouraging and supporting staff to engage in personal development. Since the review another long standing member of academic team has commenced a Masters programme and four staff outside the structured PhD have enrolled in Teaching and Technology Centre modules. One academic travelled to the UK to upskill in pastry.

Management

14. The School reconsider its approach to lectures in particular their duration, i.e. three-hour lectures should be reviewed

All to our lecturers have been divided into a 2+1. The one hour is to be used as a tutorial hour to support students on the subject module.

Academic staff Ongoing Completed timetable change

15. The School’s First Aid protocol should be reviewed so that it is clear to everyone what to do when an incident occurs.

An additional workshop for Risk Assessment for academic staff is planned for May 2017. This workshop will include actions in the event of an incident. First Aid training which included protocols for the management of incidents is covered in the mandatory training for all academic staff in the Institute. New staff resources (First Aid, Health & Safety, Food Safety) have been developed and are now available on the School Staff Share Drive (H). The recommendations are already included in the School and Health and Safety training provided. The School of Culinary Arts and Food Technology received the Food Safety Assurance Award passing with a 95.5% Distinction.

All Staff Ongoing Ongoing
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<td><strong>16.</strong></td>
<td>While the Panel commends the concerted effort to forward examination papers to external examiners for approval, the School should insist that the deadlines for submission of examination papers to the School Office are met by all staff.</td>
<td>The School Management have addressed this issue with all staff. Academics who do not submit papers on time are requested to address the delay and provide a written rationale.</td>
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<td><strong>17.</strong></td>
<td>A system of peer review of examination papers among academic staff be introduced.</td>
<td>This is currently under review. The Institutes timeframe and expected turnaround of exams papers and exam boards presents a barrier to this recommendation. Continuing with the current academic calendar presents major challenges to achieve this recommendation. Management has opened up a debate questioning the need to assess all theory modules using end of year exams. New modules have been submitted which will ease the pressures on the volume of examinations and assessments. This action might facilitate peer review of papers.</td>
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<td><strong>18.</strong></td>
<td>DIT should work to ensure that library opening hours are maximised, while recognising the</td>
<td>School Management have raised this issue and support the panel's</td>
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<td>Constraints faced by Library Services in this regard.</td>
<td>View. However, this is outside of school management remit and needs to be addressed at Institute level. This issue was noted at Academic Council.</td>
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<td>19.</td>
<td>DIT should consider how IS systems could better support school and college administration, e.g. student registration, EGB.</td>
<td>The Head of School highlighted this concern at Academic Council. An IS project team at Institute level is set up to address the on-going issues around EGB.</td>
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<td>20.</td>
<td>Where DIT staff are undertaking PhDs, the modules within the Structured PhD programme should reflect the particular needs of these researchers in terms of content and delivery.</td>
<td>The school has submitted a number of modules for inclusion on the structured PhD programme. Staff have submitted RPL applications for Master modules undertaken on other programmes.</td>
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Submitted 09/03/2017

Dr. Frank Cullen  
Head of School  
School of Culinary Arts and Food Technology  
DIT