

OXFORD CENTRE FOR STAFF & LEARNING DEVELOPMENT (OCSLD)

NEWSLETTER | JULY 2020

WELCOME! As lockdown restrictions start to ease and as we plan for a return to campus for some in the autumn, it feels like the summer has really arrived. The Thank Holiday on 10 July certainly put a smile on the faces of the OCSLD team. Like you, we have been working hard and adjusting our offer for a remote workforce who are adopting new practices to meet our enduring Brookes priorities of a high quality educational experience for students and world-leading research and innovation.

In this issue, you will see that we have launched new teaching and learning webpages and the Inclusive Digital Teacher course in Moodle. You will find information on the Talking Teaching webinars, the online cafe and, some suggested approaches to support learning and professional development in 2020. We also say farewell to two colleagues, George Roberts and Roy Grant.

Enjoy the Thank Holiday,
The OCSLD Team

TEACHING AND LEARNING: NEW OCSLD WEBPAGES LAUNCHED!

Over the past few weeks, we've started work to refresh the look of the OCSLD website. It's a big task and we've started by a change to the way we present our **Teaching and Learning webpages**. We've still got a long way to go but you can already see the range of work that we are doing on institutional projects, with the Brookes Learning and Teaching Community, and through funding and recognition for teaching practice and scholarship.

The screenshot shows a web browser displaying the OCSLD Teaching and Learning webpage. The browser's address bar shows the URL brookes.ac.uk/ocsld/teaching-and-learning/. The page header includes the Oxford Brookes University logo and navigation links for Students, Staff, Alumni, and Search. A secondary navigation menu lists Study here, International, About, Research, Business and Employers, and Support us. The main content area features a sidebar with the following categories under 'TEACHING AND LEARNING': Institutional projects, Teaching 2020/21, Recognition and funding, Brookes Teaching and Learning Community, and Resources and publications. The main content area has a heading 'Teaching and Learning' above a large photograph of a group of people in a meeting. To the right of the photo is a 'Contact' box with the email ocsld@brookes.ac.uk, phone number +44 1865 485910, and address Wheatley Campus, W2.07. Below the photo, a paragraph states: 'The OCSLD Educational Development team offers events, resources and opportunities that enable all staff at Brookes to enhance the education of taught students and strengthen the scholarship of teaching and learning.' The footer of the page contains several small, partially visible images.

Importantly, the new teaching and learning webpages are the place to find the resources and support for teaching staff designing and delivering programmes and modules next year. The **Teaching 2020/21** link gives access to the Framework for ensuring digitally enabled programmes as well as templates to create study plans and checklists for programmes and modules. You can also find the reports from the two surveys on staff and student experiences of teaching and learning during COVID-19 on the FAQs page.

THIS SUMMER YOU CAN DEVELOP YOUR ONLINE TEACHING IN MOODLE

This month, the educational development team is also launching the **Inclusive Digital Teacher course**. It is a self-paced Moodle course that will be useful for staff working with the framework for ensuring digitally enabled programmes. It comprises five learning topics and each one takes approximately one hour to complete. You can complete the topics in any order and at any time. Each topic completed earns a badge and on completion of all five topics you will receive the Inclusive Digital Teacher Certificate.

OCSLD ONLINE CAFE IN JULY

In July the OCSLD online cafe opening hours remain the same, on Tuesdays and Thursdays, with a chance for a catch up with colleagues from across the university and a chat on a topical theme. Bring your own drink and click on the link below to auto-create a calendar entry for the session. We look forward to seeing you!

- **Thursday 09 July 15.00 - 16.00 Restore and recharge - Thank day and beyond**
- **Tuesday 14 July 11.00 - 12.00 Sharing technology tips**
- **Thursday 16 July 11.00 - 12.00 Lessons learnt from lockdown**
- **Tuesday 21 July 15.00 -16.00 Sharing time management tips**
- **Thursday 23 July 11.00 -12.00 Carry on learning - your autumn wishlists**
- **Tuesday 28 July 15.00 - 16.00 Cafe celebration and summer closure - sharing three months learning and talking online**



LEARNING AT THE CAFE

In June, the cafe had two sessions where we shared tips - on time management and on how we are using technology. We thought you might like to hear some of the recommendations from colleagues of what works well for them. Thanks to everyone for the great ideas and for the conversations - we'll be running these themes again in the July cafe!

Time Management

If possible, make a space in your home to work in. Keep this separate from other areas.

Prioritise the important tasks.

Plan your day and establish a routine including a start and finish time. Keep to this.

Use to do lists, planning documents and Google Calendar to plan your time.

Look after work relationships by keeping in touch with others. Make sure others are kept up-to-date and know what to do.

Using Technology

Grid view for Google Meet allows you to see all the participants.

Tactiq for Google Meet captures the closed captions from your online meeting into a Google doc - helpful when taking minutes or notes.

Brookes will soon have Zoom and here's how to **set up break-out rooms**.

Sometimes you just need to make a short 5 minute video to explain something - **Snagit** is free and easy to use.

Google Tasks and Google Keep are great tools for organising within Gmail.

TALKING TEACHING WEBINARS

OCSLD is co-ordinating a topical series of popular **webinars featuring colleagues across the Faculties and student services talking about online teaching practices**. The recordings and shared materials from the June events are **available here**. A further four webinars are scheduled across July and each offers the opportunity for colleagues from across the university to share practice, ask questions and consider new ways of working in 2020/21. We hope to see you there!

Making the most of academic advising and student support services

Thursday 9 July 11.30 - 12.15

Book here

Designing online lectures and learning activities

Tuesday 14 July 15.00 - 15.45

Book here

Online presence, contact and connectedness

Thursday 23 July 12.00 - 12.45

Book here

Student group work and communities online

Tuesday 28 July 14.00 - 14.45

Book here

Talking
Teaching
Webinars



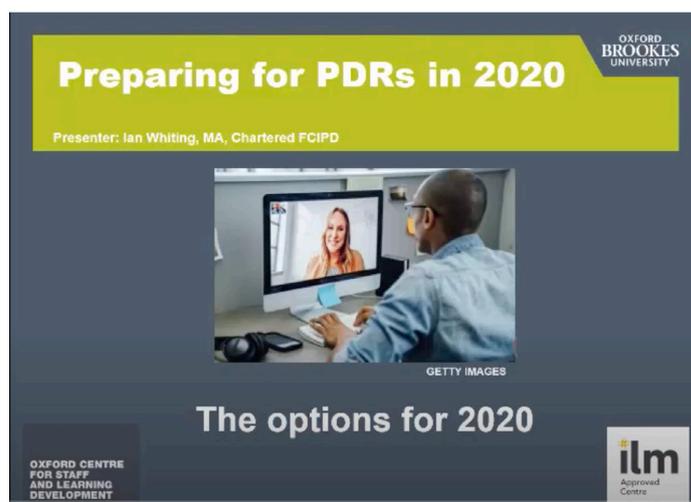
GUIDANCE FOR PDR REVIEWERS IN 2020

OCSLD has produced a short presentation for Reviewers highlighting different options and considerations to ensure that this year's PDRs are a meaningful and valuable experience for all colleagues.

Information for reviewers

Reviewer guidance »

Guidance for PDRs in 2020 »



TAKING TIME TO LEARN SOME APPROACHES TO PROFESSIONAL DEVELOPMENT IN 2020

Are you considering your next learning and development goal? It could be to satisfy an immediate learning need or it might be to support your longer-term aims. It might coincide with your annual PDR discussion.

It's clear that sitting in a training room or attending other face to face conferences and events as a means of networking, as well as gaining knowledge and know-how, could be postponed for a while longer. Sourcing your learning and development for the year ahead could involve more lateral thinking. It will involve taking time out to explore the possibilities in the current context. You might want to consider:

Online learning

From the OCSLD: We continue to expand the range of online courses for staff hosted via Moodle. In addition to the range of mandatory courses for role holders, we have a growing number of **SkillBoosters mini-courses** for managers and staff.

YouTube videos: Increasingly people turn to YouTube and other sites to meet a quick learning need. How-to videos walking through a task or skill can be a very effective way to learn. You may need to sift through a range of alternative videos and the number of hits and the comments may help indicate the utility of each.

Free online courses: For more in depth learning you could investigate free-to-access Massive Open Online Courses (MOOCs). Examples are found on a number of platforms including **Future Learn**. Class Central is a search and review site for free online courses. This site compiles a yearly **most rated online courses and MOOCs**.



Coaching and mentoring

Coaching and mentoring takes many forms within the University both formally and informally.

Informally a staff member might approach a colleague to establish a mentoring relationship based on their existing connections. More formally the University has established the **Brookes Coaching Pool** to link staff to trained coaches. Online coaching sessions have really come of age during this pandemic via google hangouts and telephone.

Networking with colleagues

Finding time and means to network with colleagues has always been an invaluable opportunity to share useful information and learn. The OCSLD online cafe is just one way of meeting and learning together and we'd love to hear about your other networks at Brookes and beyond.

Time to experiment

Finally, nothing is more impactful than learning by doing. What is often lacking in a crowded calendar is reserving time to experiment and play. To master a new technology or software we need time to familiarise ourselves with it (make mistakes and figure out the functions). Reserving a morning (or afternoon) to master a function which subsequently leads us to be more effective in what we do could be a great investment of our time.

LIVE LEARNING WEBINARS

Evaluating the personal effectiveness webinars

With all of us thrown into a challenging and unforeseen situation that has come with the pandemic, the suite of webinars put together to support personal effectiveness has proved extremely popular. Covering subjects such as personal time management, communicating assertively, introduction to negotiation skills and building resilience, the webinars have been oversubscribed, despite extra dates being arranged. We will be evaluating the offer over the summer with a view to extending it into the next academic year. Look out for the evaluation form if you were a participant or come along to our online cafe and share your thoughts on

Thursday 23 11.00 - 12.00 Carry on learning - your autumn wish list

Recruitment and selection refresher webinar

REPEAT TO MEET DEMAND!

With colleagues in HR, we will be running a further **Recruitment and selection refresher webinar** on Tuesday 4 August, from 10.00 - 12.00. This is for people that are experienced recruiters but need to remain in good standing to be able to participate in the recruitment process. Please [book here](#)



BEYOND THE OCSLD

WRITE SPACE: VIRTUAL WRITING RETREATS

As part of the Writing Hub, Upgrade is hosting supportive, structured days to help anyone who is finding it hard to get on with writing amidst the many distractions of trying to work at home.

In offering Write Space, Upgrade brings together Brookes students and staff who have in common this need to get something written. We'd like to bridge the gap between academic and professional writing, so we're hoping that people will be writing bids and reports as well as journal articles and dissertations.

In a virtual room participants work in a supportive, structured environment alongside others, sharing the successes and struggles of a day of home-writing. They have the chance to discuss their goals and to use clearly defined blocks of time to write. There is a break-out room giving opportunities for reflection and discussion with an Upgrade writing tutor and plenty of breaks.

Dates in July:

- Tuesday 07 July, 9.00 - 16.00 (or 9.00 - 13.00)
- Thursday 16 July, 9.00 - 16.00 (or 9.00 - 13.00)

You can [book your place here](#)

The logo for Writing Hub features the word "WRITING" in a bold, black, sans-serif font above the word "HUB" in a larger, bold, black, sans-serif font. The letter "U" in "HUB" is highlighted in a vibrant pink color.

ADVANCE HE

are offering a number of webinars across July that are open and free to attend. You can click here on the webinar title and go directly to the booking page. You will need to open a My Academy account if you don't already have one.

Dates in July:

- Wednesday 8 July, 11.00 - 12.15
Safe(r) for staff? Equality implications for 're-opening' university and college campuses in the age of COVID-19
- Thursday 9 July, 10.00 - 12.15
Enhancing Good Practice – Progressing and normalising the conversations on Race in HE
- Tuesday 14 July, 8.30 - 9.30
Higher Education Leadership in the Pandemic Age – from crisis to connected campus
- Wednesday 15 July, 10.00 - 11.00
Internationalising the Curriculum
- Wednesday 22 July, 9.00 - 10.00
Higher Education: Who belongs here?

 AdvanceHE

SAYING FAREWELL TO GEORGE ROBERTS AND ROY GRANT

George Roberts and Roy Grant are retiring from Brookes and the OCSLD at the beginning of August after more than twenty years of service each.

George has made extensive, creative contributions to the work of teaching colleagues across the university. They have included pioneering work to pilot and run Massive Open Online Courses (MOOCs), establishing HEJLT - the online journal for teaching scholarship, leadership of the postgraduate certificate for teaching and learning and his successful co-ordination of the capstone learning and teaching event in the Brookes calendar, the annual Brookes Learning and Teaching Conference. This year's conference was bigger and bolder than ever as it moved, by need, to being delivered online. Beyond Brookes, George has successfully supported staff in many other universities through his work for the OCSLD consultancy. George will be remembered by his colleagues and his students for his enthusiasm for teaching, his unswerving belief in the transformative power of higher education and his kindness and support for so many people across the Brookes' community.

Roy joined the OCSLD in 2001 and has worked in the administration team organising events and resources for those new to Brookes and those refreshing their skills on OCSLD courses. For many new starters at Brookes over the years, Roy has been a key contact as they come to find their way around the organisation. Roy's enthusiasm for his garden and for ornithology have been a source of funny anecdotes as well as learning for the OCSLD team over the years. We'll certainly all miss the great coffee time banter!

We wish George and Roy all the best and if you would like to sign their cards, please contact flsmith@brookes.ac.uk

FAREWELL

THE OCSLD TEAM

Jackie Potter - Head of Staff and Educational Development

Luvena Wilson - Administration Manager | Simon Llewellyn - Digital Media and e-Learning Developer

Liz Drewett - Web and Communications Officer | Fiona Smith - Centre Administrator (Educational Development)

Roy Grant - Centre Administrator (Staff & Organisational Development)

Educational Development Team

Jane Pritchard - TDE Link | George Roberts - HLS Link | Mary Deane - HSS Link | Mary Kitchener - OBBS Link

Catrin Radcliffe - Maths Support | Liz Lovegrove - PCTHE Subject Co-ordinator | Kat Kwok - Educational Researcher

Staff and Organisational Development Team

Ian Whiting - Consultant | Alison Cumpsty - Consultant | Susie Howes - Developer