OXFORD CENTRE FOR STAFF & LEARNING DEVELOPMENT (OCSLD)

NEWSLETTER | JUNE 2020

WELCOME! In this newsletter, we're pleased to announce even more opportunities across June and July to learn new skills and develop new approaches to succeed in your role. We're launching our new short course on Moodle, creating digitally accessible teaching and learning materials, and moving more of our core offer to online delivery. For example, our Welcome to Brookes for new starters and, for managers, the short course, Building and Leading Resilient Teams. June is also the month of the Brookes Teaching and Learning Conference. This year it's a feast of online events so do look at the schedule and register. Finally, as we look ahead, we focus on performance development reviews in our online cafe and the educational development team lays out their plans to support staff with the move to a flexible, blended teaching delivery model next academic year.
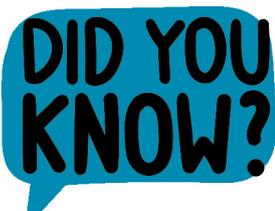
Enjoy reading and stay safe everyone,
The OCSLD Team

SPRING CLEANING!
MAKING MOODLE ACCESSIBLE

In September 2019, the government stipulated **accessibility regulations** for all public sector websites. Brookes established the cross-Directorate Accessibility Working Group who have worked hard to prepare our website to meet those regulations. They are now focused on **preparing Moodle to meet the regulations**. As many more people contribute to the development of Moodle courses than to our website the approach necessarily focuses on enabling the large community of Moodle users to review, learn, and update their practices.

What's new? The new **Brookes Accessibility Checklist** offers simple instructions on how to prepare teaching and learning materials to meet the regulations. The new **Digital Accessibility Guidelines (Self-Directed) Moodle Course** is designed to get you working with live documents and presentations and see how to check if materials are accessible and then, crucially, to give you practice in fixing any errors. The checklist and course are recommended for academic and professional services staff that create pages or documents for use by students. Finally, over the summer, we will install the Moodle plug-in, Blackboard Ally. This automatically makes files available in multiple, alternative formats for students and, for staff, displays an easy 'traffic-light' system of accessibility.

For more help with accessibility of teaching and learning materials over the summer please contact **digitaleducation@brookes.ac.uk** or **ocsld@brookes.ac.uk**

DID YOU KNOW?

Accessibility is based on 4 design principles

1 **Perceivable** Can everyone recognise and use your content and service with the senses they have?

2 **Operable** Can everyone find and use content even when accessing it in different ways, such as via a keyboard or voice commands?

3 **Understandable** Can everyone understand your content and the service you are offering?

4 **Robust** Can the content be interpreted reliably by assistive technologies?

IMPROVING STUDENT LEARNING THROUGH DIALOGUE

Brookes Learning and Teaching Conference
11 June 2020

THURSDAY 11 JUNE
ANNUAL CONFERENCE READY TO GO!

The **Brookes Learning and Teaching Conference,** Improving Student Learning through Dialogue, is on Thursday 11 June. The **full schedule** is here and includes a series of speakers from across the university as well as discussion time to reflect on the **experiences of emergency remote teaching** in the **Parallel World Cafe**. Never has dialogue been more needful. Colleagues can **register online now** and join for as much or as little as you can make. Our keynote for the day is Professor Tansy Jessop, PVC Education at Bristol, **Telling a Different Assessment Story**: TESTA and the Great Disruption.

OCSLD ONLINE CAFE IN JUNE

The **Online Cafe** is a Google Meet room, open to any member of staff who'd like to join us for a themed conversation on a work topic. Please bring your own drink!

The cafe is open on Tuesdays and Thursdays and throughout June we're talking about Performance Development Reviews - how might this year's PDR discussions be different from previous years? Whether you're a reviewee or reviewer please join us! You can see more about PDR 2020 in the longer read article later in this newsletter.

- **Tuesday 09 June 15:00 - 16:00 Same priorities: different practices?**
- **Thursday 11 June 11:00 - 12:00 Performance Development Review 2020**
- **Tuesday 16 June 15:00 - 16:00 Performance Development Review 2020**
- **Thursday 18 June 11:00 - 12:00 Sharing time management tips**
- **Tuesday 23 June 15:00 - 16:00 Sharing technology tips**
- **Thursday 25 June 11:00 - 12:00 Performance Development Review 2020**

WELCOMING OUR 2020 BROOKES' NEW STARTERS

Since Christmas, more than 80 members of staff have joined Brookes in varied roles with little or even no experience of our campuses and our usual ways of working. In OCSLD, we are looking forward to hosting a lively webinar for new staff with a welcome from a representative from the Vice-Chancellor's Group plus advice and guidance from colleagues in HR and IT Services.

Choose the date that works best for you and click on the link to register for our **Welcome to Brookes webinar**. 19 June 10.00 - 12.00 OR 15 July 13.30 - 15.30 **Book here**

RECRUITMENT AND SELECTION REFRESHER RETURNS

All recruiters must attend this workshop every three years to ensure they are up-to-date with employment legislation, good practice and current labour market trends. We've moved the workshop to an online webinar format so you can **maintain good-standing** during the current period and be prepared to be involved in recruitment again.

25 June 09.30 - 11.30 OR 15 July 09.30 - 11.30 **Book here**

PERSONAL AND PROFESSIONAL EFFECTIVENESS

We're working with external, associate learning consultants, to deliver a series of live, learning webinars through June and July. Some have only a few places remaining so please do book early. You can book directly from links or by contacting **ocsld@brookes.ac.uk**

Developing resilience

Tuesday 9 June 10.00 - 12.00 LAST FEW PLACES

Claire Burgess of Soar Development will lead this webinar examining some key concepts about building resilience, managing stress and cultivating our own sense of wellbeing during this period of working remotely.

Book here

Communicating assertively

Wednesday 24 June 14.00 - 16.00 LAST FEW PLACES

The webinar explores the challenges of communication with colleagues and service users when working remotely using the Assertiveness Behavioural and Communication model. The workshop is facilitated by Claire Burgess.

Book here

Personal time management

Thursday 16 July 14.00 - 16.00

The webinar focuses on the principles and habits of effective personal time management as well as ways to maximise your energy levels throughout the day. Our facilitator is Louise Puddifoot of Willow and Puddifoot Consultancy.

Book here

Building and leading a resilient team
(new for managers)

Wednesday 22 July 09:30 - 12.00
and Wednesday 29 July 09:30 - 12.00

This two-part online webinar offers practical insights into how to lead your team through the current coronavirus pandemic. Participants must be able to attend both parts.

When faced with a crisis, managers and their team members are forced to think and behave in ways that feel unfamiliar. This workshop helps you understand your own and your team members' reactions and provides practical techniques to build team resilience and support wellbeing.
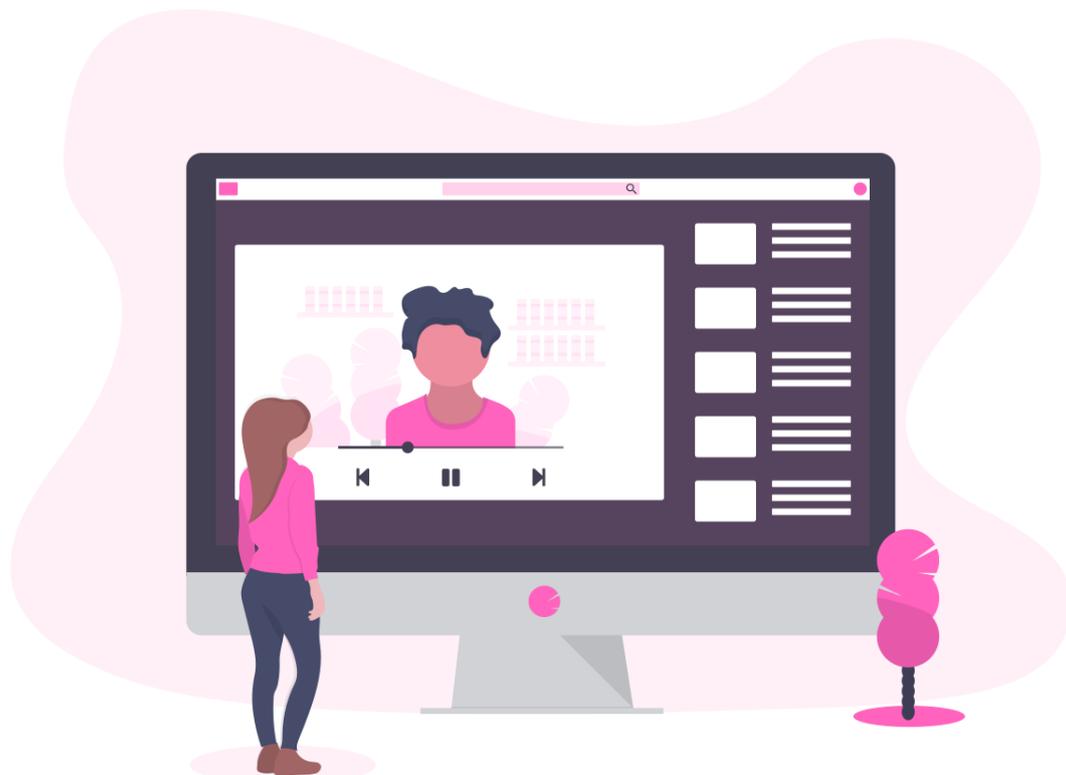
Book here

Live Learning Webinars

In collaboration with the Brookes' Procurement Team, we are welcoming **Ian Davies** of Oxford Procurement Training (a Chartered Institute of Procurement and Supply centre of excellence) to deliver a tailored three-hour online workshop introducing negotiation skills. Some staff are being invited owing to their roles in the university but the webinars are also open to anyone who thinks this could be valuable learning for them. **Book here**

Introducing negotiation skills

- Thursday 11 June 10.00 - 13.00
- Wednesday 24 June 13.30 - 16.30
- Thursday 2 July 10.00 -13.00
- Friday 10 July 13.30 - 16.30

WHAT ABOUT COACHING?

It helps to talk to someone else. Coaching works well online and Brookes has professionally trained internal coaches you can talk to about work-related issues. It is invaluable if you want to deal with difficult work challenges, hone your strategic approach, work out ways to improve working relationships, build your confidence or deal with transitions to a new role and new ways of working. To find out how coaching can help you, contact **coaching@brookes.ac.uk**

PDR 2020
IS CONTEXT EVERYTHING?

Performance Development Review is the Brookes process to enable staff to be effective in their roles and to support them to achieve their personal, professional, and career ambitions. Managers and their staff meet all year to discuss and shape work objectives and to learn together how best to meet priorities. At this time of year the process involves a more structured discussion, recorded on the annual PDR form. For reviewing managers it's a **time to really listen and understand their staff's aspirations and needs**. Undertaking the annual PDR discussion while working remotely may offer some new challenges but there are potentially real benefits from taking time to reflect on and share your journey over the last year, and specifically the most recent three months. The need for a conversation about expectations, priorities, and learning needs is also timely. **We have all had to learn quickly** a range of technical and soft skills to continue to work remotely and we're all aware that whatever the future holds at work, there will be a 'new normal' rather than a return to old ways. We'll **all need to learn and be supported into the future**. It seems this year's context for PDR might just help us get right back to basics with our development conversations.

A SUMMER OF TEACHING SUPPORT AND DEVELOPMENT FROM THE OCSLD

Like many others, OCSLD colleagues have been working to consider how we can best prepare for teaching in 2020/21. Guidelines have been shared by Anne-Marie Kilday and more work is underway to develop a framework that will guide programme teams' preparations and describe key features of effective flexible, hyflex or blended learning. The OCSLD is already working closely with the Teaching and Learning Community, Digital Services and DMeLDs to update and extend the guidance on using Moodle; we will make sure it addresses the needs of teaching staff next academic year. That guidance is available through the **TEL support pages**.

We're also introducing two new formats for staff learning over the next two months. Both sustain a clear focus on inclusion by design.

THE INCLUSIVE DIGITAL TEACHER (SELF-DIRECTED) MOODLE COURSE

Launching in mid-June, this comprises **five, one-hour learning bites** using and modelling features available in Moodle for **asynchronous** learning. You can complete as many of the five topics as you like, in any order, with no limit of when you access it. Programme teams may find it especially useful to do this course together to share learning and apply this to their programme as part of planning and preparation for teaching in 2020/21.

The Inclusive Digital Teacher				
Preparing to Move Online	Teaching Online	Designing Online Learning Tasks	Online Community-building and Engagement	Assessment Online

TALKING TEACHING WEBINARS

With colleagues from the Teaching and Learning Community, Digital Services and Student Support Services, we're delivering and recording a series of seven 45-minute **webinars to share practice, strategies and evidence-informed ideas** for digital teaching practice. Each one invites questions and discussion as well as distilling collected wisdom. Although each event is available afterwards as a recording, we may repeat these or add new topics as the summer progresses.

Introducing the new Framework for digitally-enabled programmes at Brookes

Monday 15 June 12.00 - 12.45

Book here

Making the most of Moodle for flexible teaching delivery

Wednesday 24 June 14.00 - 14.45

Book here

Effective online assessment and feedback

Friday 3 July 10.00 - 10.45

Book here

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
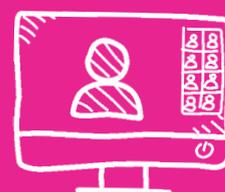
Thursday 23 July 12.00 - 12.45

Book here

Student group work and communities online

Tuesday 28 July 14.00 - 14.45

Book here

Talking Teaching Webinars

HE READING GROUP

Brookes HE Reading Group, part of the Brookes Teaching and Learning Community, meet regularly to discuss recent articles on teaching and learning in Higher Education. No booking required and open to all Brookes staff. Join the conversation on this summer's most talked-about HE teaching reads!

June reading group | Tuesday 23 June 12.00 - 13.00

Paper: **10 simple rules for supporting a temporary online pivot in higher education, Nordmann et al. (2020) - preprint issue** (version 2)

July reading group | Monday 20 July 15.00 - 16.00

Paper: **Feedback opportunities in online learning (2020) University of Surrey Learning Lab**

AND FINALLY...

Huge congratulations to **Jane Pritchard** in the educational development team. She has been awarded one of nine global Fellowships for 2020 from the International Society for the Scholarship of Teaching and Learning (ISSoTL). The Fellowship recognises her achievements in promoting teaching scholarship globally to individuals and organisations.

At Brookes, Jane leads the development of the new **EXPLORE@Brookes** Framework for career-long, career-wide academic development launching in October and co-ordinates the Brookes staff **Teaching and Learning Community**.

For more information about either of these please contact **ocsld@brookes.ac.uk**

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