

Staff Learning and Career Development NEWSLETTER | January 2024



In this edition

1. [Teaching, Learning, and Assessment](#)

- Get ready for Gen AI
- Publishing opportunity: How have you innovated with generative AI in teaching, learning, and assessment?
- EXPLORE workshops
- Book now Senior and Principal Fellowship Application workshops and writing retreats, January 2024
- Oxford Brookes International Teaching and Learning Conference 2024
- Academic Advising: new development sessions and a reminder about University required CPD and email templates
- Join the Educational Leaders Forum
- Developmental teaching observation protocol for degree apprenticeships project
- Enhance academic practice across Brookes
- Book a Faculty Partner drop-in session
- Brookes Briefings: guides to teaching, learning and assessment practice
- AdvanceHE
- Staff and Educational Development Association (SEDA)

2. [Learning and Organisational Development](#)

- Staff Learning Portal - What's New?

- Upcoming workshops and events
 - Staff Learning Portal support
 - Could you be an Aurora Mentor?
 - Financial Wellbeing
 - Leadership and Management workshops
 - Personal Effectiveness workshops
 - Finance Budget Holder training for budget holders
3. [Keeping in touch](#)
4. [Across Brookes](#)
- Oxford Brookes University Research and Innovation Awayday

Dear colleague,

Welcome to 2024 and a multitude of inspiring learning and career development opportunities. Don't forget to log in to the Staff Learning Portal and discover how you can enhance your development in 2024 by signing up for a variety of workshops.

Are you ready for Gen AI? We are committed to helping teaching staff develop their generative artificial intelligence literacy and invite you to a half-day online workshop on 17 January 2024. We are also keen to ensure teaching staff are supported to apply for Senior and Principal Fellowship (SFHEA/PFHEA) and are running several writing retreats later this month.

At this time of the year, household budgets can be further stretched. We are offering free workshops on budgeting and money management and financial products and services to help you maintain financial well-being.

Best wishes,

Learning and Organisational Development and OCAED teams

Teaching, Learning, and Assessment

Get ready for Gen AI

17 January 2024, 11.00am - 3.20pm

Helping teaching staff develop their generative artificial intelligence literacy.

Find out more about Generative Artificial Intelligence (Gen AI) and its impact on teaching, assessment and students. It will be particularly suited to those with little or no knowledge of Gen AI.

This half-day online session is presented by Brookes colleagues who are leading this area and will include a practical, hands-on session as well as informative webinars. [Register using your Brookes Single Sign On, via Zoom](#) (click the Key icon, labelled SSO). Email brookescommunications@brookes.ac.uk if you have any questions or problems registering.

Publishing opportunity: How have you innovated with generative AI in teaching, learning, and assessment?

OCAED and colleagues from Oxford Brookes are partnering with the Universities of Hull and Warwick in this project funded by the Association of National Teaching Fellows (ANTF), which aims to inspire inclusive, ethical, and sustainable innovation in AI use in teaching, learning, and assessment. We are seeking case studies and 50-word 'Pearls of Practical Wisdom' to be published in an online open education resource. Our [call for contributions](#) provides full details and information on how to submit.

EXPLORE workshops

Excellence in Promoting Leadership of Research and Education ([EXPLORE](#)) is a portfolio of workshops and activities for all staff involved in teaching, learning and assessment, research and knowledge exchange. You can register on a pathway leading to Fellowship in your first three years or attend an individual workshop.

Find the list of [upcoming EXPLORE](#) workshops. Click on the workshop title to be taken to the staff learning portal where you can book a place.

EXPLORE Week Five: 15 January - 19 January

- [Introduction to academic advising](#), Monday 15 January, 2.00pm - 4.00pm (online), or Tuesday 16 January, 9.30am - 11.30am (face-to-face)
- [Effective practice in academic advising](#), Wednesday 17 January, 9.30am - 11.30am (online)
- [Principles of developing effective digital learning environments](#), Thursday 18 January, 9.30am - 11.30am (online)

BOOK NOW Senior and Principal Fellowship Application workshops and writing retreats, January 2024

Do you have strategic responsibility for teaching and learning? Would you like to have your expertise recognised?

Apply for Senior and Principal Fellowship (SFHEA/PFHEA).

We are running three days of workshops and writing retreats (all online) on 22, 23, and 24 January 2024. We are aware that the dates are in Week 0 / Induction week but unfortunately, they need to take place at this time due to other work commitments. If you would like to attend but cannot attend for this reason, please contact Ben Walker (bwalker@brookes.ac.uk) who can meet with you individually and share materials from the events. The mornings are tailored to developing your application and the afternoons provide protected and supported writing time. You can attend multiple afternoons as desired. Further details can be found on our [Senior Fellowship Support Events webpage](#). [Book your place here](#).



Oxford Brookes University International Teaching and Learning Conference 2024

Academic Ambition for Social Justice: the challenges and possibilities of leading authentic change in higher education

Day 1 - Tuesday 18 June 2024, Harcourt Hill

We welcome Brookes colleagues to a morning of in-person networking and knowledge sharing.

Network & knowledge share

In-person Educational Leaders (ELF) and PLESE Fora events with special guests. 'Speed date' with like-minded colleagues, find new collaborators and make new friends. Hosted by Cathy d'Abreu, Senior Lecturer, Education for Sustainability.

Exhibition of Academic Enhancement and Development

Poster/Infographic display, service area stalls and lightning talks from colleagues leading and supporting educational change.

Lunch

Rub shoulders with the great, the good and the up-and-coming and celebrate all we do and hope to become.

Please save the date. Details of how to book will follow from OCAED via email and in the next newsletter.

Day 2 - Wednesday 19 June 2024 (online)

The Oxford Brookes International Teaching and Learning Conference, which is open to Brookes staff and the wider international HE community, will take place online on **Wednesday 19 June 2024** and the call for contributions is now open. The conference will include a Keynote, by Professor Kalwant Bhopal, Professor of Education and Social Justice, University of Birmingham, a panel discussion between educational leaders, a plenary hosted by Dr Rowena Senior (University of Hertfordshire), and paper presentations.

Proposal submission deadline - Thursday 25 January 2024, 12.00pm GMT.

Academic ambition for social justice encompasses our commitment to progress Higher Education's role in creating a fairer, safer and more just society (Lawrence, et al, 2023; Watermeyer et al, 2022). Integral to this ambition is the practice of more inclusive teaching, learning and assessment and the creation of a more democratic and compassionate academy (Buitendijk, 2019). The conference will celebrate those who have worked to create fairer, safer and more just educational experiences, academy and society, and inspire those who wish to find deeper satisfaction and personal reward in our work.

For more information about the Conference theme and details on submitting a proposal, please visit the [conference website](#).

Academic Advising: new development sessions and a reminder about University required CPD and email templates

Brookes has taken a strategic approach to enhancing [Academic Advising](#), we aim to enhance practice, increase student engagement, and mitigate any risk associated with student wellbeing. OCAED's objective is to work with Academic Advisers in developing the academic practice of Advising.

On 30 January 2024, 9.30am - 11.30am there will be an 'Academic Advising Q & A Forum' where a panel of Faculty and Professional Services staff can answer your questions about Advising. [Book your place here](#).

A new staff development workshop, 'Academic Advising - Supporting Students in Distress / Managing Disclosures', will take place on Tuesday 6 February 2024, 9.30am - 11.30am. Open to all Academic Advisors, it will be co-facilitated by the Wellbeing team and Faculty staff. [Book your place here](#).

For all those with Advising responsibilities, completion of one of the following is a University requirement:

1. **EXPLORE.** New academic colleagues are registered on the EXPLORE scheme. This includes a synchronous workshop in Stage 1 where essential Academic Advising practices are covered. This workshop is also available to any member of staff who might prefer synchronous CPD. The next available workshops are Monday 15 January (online) and Tuesday 16 January (in-person) [Book your place here](#).
2. **Staff Learning.** There is also an online asynchronous [Academic Advising](#) package in Staff Learning.

To help Advisors pre-empt student enquiries, [email templates](#) directing students to appropriate advice and guidance for specific times in the academic year are useful. The next template is relevant to Week 1, Semester 2.

Join the Educational Leaders Forum

The [Educational Leaders Forum \(ELF\)](#) aims to enable and sustain Programme Leaders and subject coordinators in their crucial role. The Forum meets online on the first Wednesday of each month from 9.15am - 10.00am. After each ELF session, resources are shared through the ELF Google Space. So, if you cannot attend, you can still catch up with news and access resources. [Sign up](#) for the Educational Leaders Forum (ELF) and our emerging community of practice.

We will take a break from ELF for January and will return on **Wednesday 7 February 2024**, our guest will be: **Mary Davis, Principal Lecturer Education and Student Experience** who will give an update on Generative Artificial intelligence.

Developmental teaching observation protocol for degree apprenticeships project

OCAED and the Apprenticeship team will collaborate on a project piloting a developmental teaching observation protocol. We would like to work with those who teach degree apprenticeships in co-creating a process that nurtures great teaching. The pilot will begin in March, and observations are expected to be conducted after the Easter break. If you would like to be involved please email ocaed@brookes.ac.uk with your name, the degree apprenticeship you teach on, and sessions you might like to have observed (including, when timetables are published, dates, and times). We will also approach programme leaders directly when the pilot begins. Any queries can be

directed to Quintijn Vermeulen, Head of UK Partnerships and Apprenticeships, at gvermeulen@brookes.ac.uk

Enhance academic practice across Brookes

Would you like to support colleagues in reflecting on and developing their teaching practice? Do you have a Fellowship (of any descriptor)? OCAED is looking for observers to conduct Reviews of Academic Practice with EXPLORE participants in Semester 2. This involves attending a teaching session at a mutually convenient time and providing constructive written and verbal feedback. Would you like to get involved? Full support and guidance will be provided.

Supporting the EXPLORE programme may contribute as evidence towards Senior Fellowship and is a step toward educational leadership. For additional details, please reach out to us via email at explore@brookes.ac.uk.

Book a faculty partner drop-in session

Faculty partners inspire and support Brookes' learning community to be ambitious, agile, and authentic leaders of transformational academic practice. They offer equitable and efficient academic enhancement and development across all four Faculties. You can book an informal conversation with your OCAED faculty partner about assessment feedback or pedagogic practice by clicking the links below:

- Oxford Brookes Business School, [Nicola Beer](#)
 - Technology Design and Environment, [Mary Kitchener](#)
 - Humanities and Social Sciences, [Adrian Wallbank](#)
 - Health and Life Sciences, [Sue Morón-García](#)
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Brookes Briefings: guides to teaching, learning and assessment practice

Brookes Briefings are scholarship-led and evidence-based guides to teaching, learning, and assessment. They are packed with practical wisdom and link to further reading and relevant resources.

Find the Brookes Briefings on the [OCAED webpage](#).



AdvanceHE

Log in to [My AdvanceHE](#) to access [Membership](#) benefits and [Development, Training, and Events](#). To explore all the projects happening this year, visit the [member projects homepage](#). Take a look at the Member Project 2023-24 on [Generative AI: Beyond Assessment](#).

Free members event to book:

[Supporting Inclusive Boards Programme - What have we learned](#), 18 January, 1.00pm - 2.30pm, Zoom

Staff and Educational Development Association (SEDA)

As Institutional members, all Brookes staff have access to member [benefits](#) including exclusive discounts on SEDA conferences and workshops and a 20% discount on Routledge higher education texts.

SEDA is currently inviting applications for [Research and Evaluation Small Grants](#). Five grants are available, each of up to £1,000. These SEDA small grants support research and evaluation in staff and educational development with the goal of continued improvement in the quality and understanding of educational development practices. The deadline for applications is **noon on Monday 26 February 2024**.

SEDA papers on academic development, research supervision, supporting students, wellbeing, and evaluating academic development are also available for internal use:

- [Our Days Are Numbered: Metrics, Managerialism and Academic Development](#)
- [Ten Ways to Investigate Research Supervision Practice](#)
- [Transitions Into, Throughout and Out of Higher Education: Supporting Students](#)
- [Wellbeing in Higher Education](#)
- [Student Evaluation of Teaching: From Performance Management to Quality Enhancement](#)

Learning and Organisational Development

Staff Learning Portal - What's New?



We are constantly reviewing and updating our offer and invite you to look at and bookmark the [What's New](#) section of the Staff Learning portal. Here you will be able to find the latest information and upcoming courses that have spaces.

Upcoming workshops and events

Please see the following links for:

- [All upcoming events](#)
- [Academic Enhancement and Development](#)
- [Health and Safety](#)
- [Leadership and Management](#)
- [Personal Effectiveness](#)
- [Skill Booster \(e-learning\)](#)



Staff Learning Portal support

Do you need help navigating the Staff Learning portal? Let us know if you would like assistance by filling in the [help with Staff Learning request form](#), and we'll be happy to schedule an appointment to guide you through some of the key features of the platform and answer any questions you might have.

Could you be an Aurora Mentor?

The [Aurora Programme](#) is an Advance HE initiative designed to encourage more women to move into leadership positions in HE. As part of the programme, we match each of our participants with a mentor from within Brookes, and we are starting to look for new mentors to join us for the 2024/25 programme.

Mentors can be from any area within the University, to support the range of participants across the Directorates and Faculties, and we encourage staff of all genders, from different stages of their career journey, to consider taking part.

As a mentor, you will support the development of colleagues as well as develop your skills. The Aurora programme runs for approximately 6 months and during that time mentors typically meet with their mentee once per month, for between 40 minutes to an hour per session, depending on the mentee's needs. Mentors are not required to complete any paperwork or report back to the Aurora team. More information about being an Aurora mentor can be found on the [Advance HE website](#), including details about their "Becoming an Aurora Mentor" workshops. Each year we are able to fund a limited number of spaces on these workshops, for members of staff who can commit to being a Brookes Aurora Mentor.

Could you be a mentor to our Aurorans for 2024/2025? If you are interested in becoming an Aurora mentor please email staff-learning@brookes.ac.uk

Financial Wellbeing

We have an exciting new two-hour interactive workshop that we are running in collaboration with [Navigate](#) who are providing Financial Coaching (for financial coaching support please visit our [Financial Coaching webpage](#)).



[Budgeting and money management](#), Thursday 21 March, 10.00am - 12.00pm.
Learn how to identify personal spending priorities, create a budget, and recognise the pros and cons of different types of money management methods.

Leadership and Management workshops

- **[Giving and receiving feedback as a manager](#)**, Thursday 8 February, 1.00pm - 3.00pm
 - **[Difficult conversations](#)**, Tuesday 20 February, 10.00am - 12.30pm
 - **[Good day at work](#)**, Tuesday 27 February, 1.00pm - 4.00pm
 - **[Managing conflict in a team](#)**, Thursday 29 February, 9.30am - 12.30pm
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Personal Effectiveness workshops

- **Last 2 places remaining, [Debt awareness training](#)**, Tuesday 23 January, 10.00am.
 - **[Healthy habits in the hybrid workplace](#)**, Wednesday 14 February, 10.00am - 11.00am
 - **[Adopting a growth mindset](#)**, Thursday 15 February, 2.00pm - 3.00pm
 - **[Financial products and services](#)**, Wednesday 21 February, 10.00am - 11.00am
 - **[Discovering and using your strengths](#)**, Tuesday 5 March, 9.30am - 12.00pm
 - **[Communicating assertively](#)**, Tuesday 12 March, 1.30pm - 4.00pm
 - **Last 2 places remaining, [Maximising income](#)**, Thursday 28 March, 10.00am - 11.00am.
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Finance Budget Holder training for budget holders

FLS are running a limited number of [Budget Holder training](#) sessions, if you're a Budget Holder and have not attended one of these sessions in the past, we highly encourage you to do so!

The purpose of the workshops is to assist you in understanding:

- The responsibilities of being a Budget Holder
- The University's financial regulations, and how they apply to you
- Who to turn to for guidance and support

The upcoming session on Friday 19 January, 10.00am - 12.00pm is an online session, join the waiting list to register your interest for face-to-face events (for new Budget Holders).

Across Brookes

Oxford Brookes University Research and Innovation Awayday

Thursday, 18 January 2024, 9.15am - 3.15pm, at Sir Kenneth Wheare Hall, Headington Campus.

Open to all staff, this Awayday promises to be insightful, engaging and a unique opportunity for everyone involved. **Please register via the [Research and Innovation Awayday form](#) sent by your Faculty's Research Manager.**

- [Lorraine Williams](#), Faculty Research Manager, Health and Life Sciences
- [Hae-Won Kim](#), Faculty Research Manager, Oxford Brookes Business School
- [Emily Brown](#), Faculty Research Manager, Humanities and Social Sciences
- [Ardeshir Pashmi](#), Faculty Research Manager, Technology, Design and Environment

Highlights of the Research Awayday include:

- **REF and Strategy updates and Research Environment: the role of centres and institutes**, *Professor Linda King*
- **Case Study: Defence and Security at Oxford Brookes – a new research centre launched in October 2023**, *Dr Karl Kjelstrup-Johnson and Professor Vince Connelly*
- **Case Study: The Centre for Psychological Research – a well-established research centre – the home for researchers in UoA 4**, *Dr Mark Burgess and Professor Kate Wilmut*
- **Research Centre discussion**, *Small group discussions led by ADRKEs and other senior researchers.*
- **Launch of the Oxford Brookes Institute for Artificial Intelligence, Data Analysis and Systems (AIDAS) and Turing University Network Status**, *Professor Fabio Cuzzolin with invited external guests*
- **Knowledge Exchange Session**, *Professor Simonetta Manfredi*
- **Oxford Brookes Performance in the Knowledge Exchange Framework (KEF 3)**, *Dr Carol Mcanally, Associate Director KE & Impact, Directorate for Research, Innovation and Enterprise, followed by Q&A*

- **Breakout sessions**
 - **Small Knowledge Exchange Awards: examples of engaging and impactful projects, *Short presentations***
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Keeping in touch

Oxford Centre for Academic Enhancement and Development

Email: ocaed@brookes.ac.uk

Twitter: [@oxfordcaed](https://twitter.com/oxfordcaed)

Website: <https://www.brookes.ac.uk/ocaed/>

Staff Learning and Development team, Organisational Effectiveness and Development

Email: staff-learning@brookes.ac.uk

Twitter: [@Staff_Learning](https://twitter.com/Staff_Learning)

Website: <https://www.brookes.ac.uk/organisational-development/>