

# Staff Learning and Career Development

NEWSLETTER | FEBRUARY 2023

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## Keeping in touch



Dear colleague,

Welcome to the February newsletter. This month's edition contains information about exciting projects and opportunities as well as reminders about upcoming events. First of all, an important announcement: the deadline for proposals for the Oxford Brookes University International Teaching and Learning Conference has been extended to 12 noon on 14 February.

Make sure to look out for the dates of the IDEAS Programme Design Sprints and Design Sprites and choose a date when you would like to participate in an EXPLORE workshop.

This newsletter provides dates for leadership and management and personal effectiveness workshops available through the Staff Learning portal. For staff interested in becoming a mediator, we are seeking expressions of interest.

Best wishes,

**The learning and development and OCAED teams**

## Teaching, Learning and Assessment



**Oxford Brookes University  
International Teaching and Learning Conference**  
**14 June 2023**

**Pedagogies of Possibility: Tales of Transformation and HE Hope**

The deadline for submissions has been extended to Tuesday, 14 February 2023 at 12 noon

The Oxford Brookes International Learning and Teaching Conference will be held online on Wednesday 14 June 2023. Themes include democratic education, education without boundaries and educational gain. For more information about the Conference and details on submitting a proposal, please visit the [conference website](#).

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## **ti** | TEACHING INSIGHTS Improving Student Learning

The new edition of Teaching Insights is out now!

The new edition of **Teaching Insights** is now live! Our theme is Closing Awarding Gaps: Celebrating Success. Teaching Insights is a source of practical ideas for teachers in higher education to create exceptional student experiences and aims to inspire the learning community. It is co-edited by the Brookes Students' Union Vice-President for Student Voice and the Oxford Centre for Academic Enhancement and Development. Students and staff from Oxford Brookes and other institutions across the sector have contributed to the following regular features: 'Recipes for Success', 'The Bigger Picture', 'Tales from the Faculty' and 'Your Questions Answered'.

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## Book a faculty partner drop-in session

Faculty partners are piloting online drop-in surgeries each week. You can book an informal conversation with your OCAED faculty partner about assessment feedback or your pedagogic practice by clicking the links below:

Oxford Brookes Business School, [Ben Walker](#)

Technology Design and Environment, [Mary Kitchener](#)

Humanities and Social Sciences, [Adrian Wallbank](#)

Health and Life Sciences, [Sue Morón-García](#) and [Louise Rickard](#)

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## Join the Educational Leaders Forum

Are you a Programme Leader or Subject Coordinator? Sign up for the [Educational Leaders Forum \(ELF\)](#) and join us for interactive sessions on the first Wednesday of each month. See also the [Leadership and Management workshops](#) available via the staff portal.

Our next session will take place on Wednesday 1 February 2023 with Lucy Turner and John Jakeman exploring 'Effectively Chairing Programme/Subject Committee Meetings'.

On Wednesday 1 March 2023, our guest speaker will be Harry Kalantzis from Digital Services to talk about Moodle 4. Please see the [project website](#) which includes the aim and timeline. In the summer, we are aiming to upgrade Moodle. While the main functionality of Moodle will remain largely the same (with some new features), the overall look and feel will change. This new upgraded version gives us the opportunity to embed the Brookes' framework for digitally enabled teaching and learning. This will make the population, navigation and creation of content for Moodle easier, more accessible and we hope inclusive.

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## Academic Enhancement Retreats

The next Academic Enhancement Writing retreat takes place on Friday 17 February 2023. Academic Enhancement Retreats provide a space to engage with the process of designing, writing and creating the detailed resources and activities that you will use within your programmes or modules. Each retreat is online and supported by an Educational Developer. The retreat includes a brief activity that enables you to set your own goals, frame the way in which you will use the retreat, and kick-start your creative processes. For a full list of dates and to book, please see the [Academic Enhancement Retreats webpage](#).



## General Teaching Associates (GTA) course

The **General Teaching Associates (GTA) course** is a three-day offering for PhD students, Associate Lecturers, Affiliates and others embarking on teaching and associated duties and who wish to progress onto Stage one of the **EXPLORE@Brookes Programme** (leading to Associate Fellow/Fellow of Advance HE). The course runs from 27 to 29 March 2023 at Headington Campus. Please complete the **online enrolment form**. For more information, please email [ocaed@brookes.ac.uk](mailto:ocaed@brookes.ac.uk)

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## Guidance on academic advising

Academic Advising is central to student success. Please visit the **Academic Advising webpages** for guidance and information to this core academic practice. The website includes **email templates** for use in semester two. The email contains links to relevant IAG for students that you can personalise when contacting advisees. If you have any questions about this guidance, or would like to discuss the support we can provide you about Academic Advising, please contact [ocaed@brookes.ac.uk](mailto:ocaed@brookes.ac.uk).

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## IDEAS Programme Design Sprints and Design Sprints

**Programme Design Sprint** is a three-day in-person course for programme teams who are designing a new programme, or wish to make substantial changes to an existing programme via the revalidation process. It utilises the process of Design Thinking to ensure that we consider the needs and strengths of all potential students to create equitable, socially just learning experiences. To book, please complete the **registration form**. Please choose one of the following options:

- Option one: 27 June, 30 June and 5 July 2023
- Option two: 13 September, 19 September and 22 September 2023

**Programme Design Sprints** are a set of three in-person workshops structured around the elements of **IDEAS**. They use Design Thinking methodology to identify rapid, impactful changes that can be made to improve a programme or module. The Sprints are suited for PDTs engaging with a revalidation/Quinquennial review or the Annual Quality and Monitoring Process (AQMR). The Sprints are also suitable for individuals wishing to review their teaching. To book a Programme Design Sprint, complete the **registration form**. Please choose one of the following options:

- Option one: 13 March, 15 March and 17 March 2023
- Option two: 28 June, 4 July and 12 July 2023





## Moodle upgrade

Moodle will be upgraded in July 2023. ICT, Learning Support and OCAED have been consulting staff and students on what works in the VLE and how it could work better. Insights we glean from this will feed directly into how Moodle is set up for the next academic year. Our ambition is to create a Brookes Moodle that has the Brookes principles for **digitally enabled teaching and learning** embedded throughout, making staff and student use of the VLE a more inclusive and accessible experience. For more information about the project, please see the [upgrade to Moodle 4 microsite](#).

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## Engage with the Professional Standards Framework for Supporting Learning and Teaching (PSF)

Do you have strategic responsibility for teaching and learning? Would you like this expertise recognised? OCAED supports applications for Senior and Principal Fellowship (SFHEA/PFHEA). See the [PSF pathway programme](#) for more details.

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## Guides to teaching, learning and assessment practice

**Brookes Briefings** are scholarship-led and evidence-based guides to teaching, learning and assessment. Packed with practical wisdom, they also link to further reading and relevant resources. The following Brookes Briefings have recently been added, including the IDEAS series:

- [Inclusive learning](#)
- [Digital inclusivity](#)
- [Employability learning](#)
- [Assessment and learning](#)
- [Sustainability mindset](#)
- [Creating engaging digitally enabled teaching and learning experiences](#)
- [Teaching international students](#)

# Book an EXPLORE workshop

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.



Click on the session title to be taken to the staff learning portal where you can book a place. We are aware that some users are getting a 'page expired' notification when logging into Staff Learning. For queries, email [explore@brookes.ac.uk](mailto:explore@brookes.ac.uk)



## **Introduction to mentoring**

Monday 6 February, 9.30am - 11.30am, or Tuesday 7 February 2023, 2.00pm - 4.00pm, online



## **Introducing the scholarship of teaching and learning and its literature**

Monday 6 February, 2.00pm - 4.00pm, or Tuesday 7 February, 9.30am - 11.30am, online



## **Making Brookes attractive to prospective under-represented students**

Wednesday 8 February, 9.30am - 11.30am, online



## **Planning for conference presentations**

Wednesday 8 February, 2.00pm - 4.00pm, online



## **Managing your own time and effectiveness**

Wednesday 8 February, 1.30pm - 4.00pm, or Thursday 9 February, 9.30am - 12.00pm, online



## **Assessment 3: Quality assurance, partners and processes**

Monday 6 March, 9.30am - 11.30am, or Tuesday 7 March, 2.00pm - 4.00pm, online



## **Key elements of module leadership and your contribution to this**

Monday 6 March, 2.00pm - 4.00pm, or Tuesday 7 March, 9.30am - 11.30am, online



## **Designing learning content and activities with H5P**

Wednesday 8 March, 9.30am - 11.30am, online



## **Engaging your students with reading**

Wednesday 8 March, 2.00pm - 4.00pm, online



## **Publishing your scholarship of teaching and learning projects**

Wednesday 8 March, 2.00pm - 4.00pm, online

# Teaching and Scholarship

## Talking Teaching across the Globe

**Talking Teaching across the Globe** focuses on educational leadership and is an opportunity to meet colleagues working in this area. The next session will take place online on Thursday 16 February 2023, 12noon - 12.50pm. The session is titled: A professional development framework for programme leaders. This session will be led by Dr Petia Petrova and Dr Elizabeth Staddon. To attend, please complete the [booking form](#).

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## Brookes International Higher Education Reading Group

Our next **Brookes International Higher Education Reading Group** meeting will be held online on Wednesday 15 February 2023, 2.00 - 3.00pm.

In this session on the theme of assessment and feedback, we take a more holistic view and consider **Jessop, El Hakim and Gibbs's (2013) analysis of feedback, expectations and inconsistencies across modules**. To attend, please complete our [registration form](#).

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## Invitation to academic staff in Faculty of Humanities and Social Sciences

### Study Title: Making exciting learning accessible for all: Exploring flexible pedagogies in HSS

In response to changes in working conditions affected by the pandemic, have you made use of flexible approaches to teaching and learning? Have these had a positive impact on student engagement, access, inclusion and/or the quality of learning? We are undertaking a research study to explore a range of flexible pedagogies that staff are using in the Faculty of Humanities and Social Sciences and we are looking for staff to talk to us about your experiences.

If you would like to express interest in participating or would like to find out more about the project, please contact lead researcher Dr Rachel Payne on [rpayne@brookes.ac.uk](mailto:rpayne@brookes.ac.uk) by Friday 3 February. Please note, recruitment will be based on a first-come-first-serve basis but we will only recruit one member of staff per project/module/programme to ensure a wide representation of staff from across HSS can participate.

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## Member benefits

### Advance HE

Log-in to **My Advance HE** to access Membership 2022-23 benefits which includes a number of Member projects. Take a look at the **Advance HE monthly In Partnership newsletter**. Book to attend the online free event: **Tertiary Education: What are the Big Questions?** on 7 February 2023, 7.30 - 8.15am.



## Staff and Educational Development Association (SEDA)

As Institutional members, all Brookes staff have **access to a wide range of publications** and workshops for new ideas about teaching, learning, assessment and professional development. Other benefits include exclusive discounts on SEDA conferences and workshops, eligibility to apply for **SEDA's small grants** and a 20% discount on Routledge higher education. **SEDA papers** on academic development, research supervision, supporting students, wellbeing and student evaluation are available to staff.

# Learning and Organisational Development

## Upcoming Leadership and Management Workshops

-  **Recruitment & Selection refresher**  
Tuesday 21 February, 10.00am - 12.30pm, Wednesday 22 March, 10.00am - 12.30pm, online
-  **Recruitment & Selection (full course)**  
Wednesday 15 February, 9.30am - 4.30pm (in-person) Friday 3rd March and Friday 10 March, 9.30am - 1.00pm online
-  **Management essentials: stage one**  
Thursday 9 February, 9.30am - 1.00pm, Thursday 9 March, 9.30am - 1.00pm online
-  **Management essentials: stage two**  
Thursday 6 April, 9.30am - 1.00pm, Thursday 8 June, 9.30am - 1.00pm online
-  **From team member to team manager**  
Thursday 23 February, 9.30am - 12.30pm, Wednesday 3 May, 9.30am - 12.30pm, online
-  **Building and leading resilient teams**  
part one, Thursday 9 March, 9.30am - 12.30pm | part two, Thursday 16 March, 9.30am - 12.30pm  
part one, Wednesday 5 July, 1.30pm - 4.00pm | part two Wednesday 12 July, 1.30pm - 4.00pm, online

Don't forget to ask your new member of staff to book an online **Welcome to Brookes session** on Thursday 16 February, 10.00am - 12.30pm or Tuesday 21 March, 9.30am - 12.00pm. These two sessions are taking place online.

## Upcoming Personal Effectiveness Workshops

-  **Goal setting for career development**  
Thursday 4 May, 9.30am - 12.30pm, online
-  **Communicating assertively**  
Wednesday 1 March, 9.30am - 12.30pm, Thursday 29 June, 1.30pm - 4.00pm, online
-  **Personal time management**  
Thursday 2 March, 1.30pm - 4.00pm, Wednesday 14 June, 10.00am - 12.30pm online
-  **Presentation skills**  
Wednesday 8 March and Wednesday 15 March, 9.30am - 12.30pm in-person
-  **Managing stress and overwhelm**  
Wednesday 29 March, 9.30am - 12.00pm, Wednesday 10 May, 9.30am - 12.30pm, online
-  **Build your confidence and self belief**  
Thursday 30 March, 9.30am - 12.30pm, Wednesday 17 May, 1.30pm - 4.00pm, online
-  **Discovering and using your strengths**  
Wednesday 19 April, 1.30pm - 4.00pm, online



### **Adding impact to your ideas**

Wednesday 21 June, 1.30pm - 4.00pm online



### **Transition into retirement**

Wednesday 21 and Thursday 22 June 2023, in person, Wheatley Campus



### **Better report writing**

Wednesday 28 June, 9.30am - 12.30pm, online

**Looking for face-to-face interview practice?** We need volunteers to play the role of an interviewee in our upcoming recruitment and selection courses. You will receive support and feedback on your interview and application technique, as well as a £20 Amazon or M&S voucher. If you are interested, please contact Francesca at [staff-learning@brookes.ac.uk](mailto:staff-learning@brookes.ac.uk) with the subject title 'Volunteer Interviewee'.

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## Expressions of interest: for mediators



Adapted image from Unsplash by Tiendat Nguyen

Mediation helps to mend relationships by finding solutions that everyone agrees to improving communication and allowing everyone involved to have control of what's finally agreed on (see the [overview from ACAS](#)). As part of our Learning and Development offer, we are seeking to understand the potential need for mediation skills within the University. This could include colleagues involved in resolving conflict or disagreements across a range of scenarios. To this end, we are looking for expressions of interest from staff who feel they would benefit from this capability to better undertake their role.

The time commitment will be to attend a 6-day National Certificate in Mediation Skills provided by specialist provider [Steve Hindmarsh](#). Departmental approval and support will be required to include a summary of the reasons why mediation skills would be of benefit for the role undertaken. If you (or your area of the University) are interested, please submit via this [expression form](#).

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## Reminder: refreshers on essential learning

On 4 January 2023, refresher training on our essential learning was implemented in:

**Health and safety** - refresher due every 3 years

**DSE** - refresher due every 3 years

**Bribery Act** - refresher due every 3 years

**Prevent** - refresher due every 2 years

This is in addition to **Information Security** (refresher due every 2 years) and **Recruitment and Selection** (where applicable - due every 3 years).

The **Essential Learning Overview section** will clearly show your compliance in each course. Please note that if any of the essential learning is showing as expired, you will need to go back to the start of the process. For Health and Safety, you will need to re-do the induction course and for Recruitment and Selection, you will need to complete the initial course again and not just the refresher course.



### Essential Learning Overview

Track your required learning and manage your compliance.

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## Aurora 2023/2024 budget reminder

The **Aurora Programme** is an Advanced HE leadership development initiative for women to take positive action to address the under-representation of women in leadership positions in the sector. As the budget planning round is upon us, you might like to allocate a portion of your learning and development budget for the next Aurora Programme in 2023/2024. Prices are approximately £1,000 per person.



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## LGBTQ+ Allies workshop

**Register now for the LGBTQ+ Allies workshop** to support awareness and confidence as a proactive ally for LGBTQ+ equality and inclusion. This event for Oxford Brookes staff only takes place on 23 February 2023 at 1.30pm in Clerici G.32, Headington Campus.





## Keeping in touch

	Oxford Centre for Academic Enhancement and Development	Staff Learning and Development team, Organisational Effectiveness and Development
	<a href="mailto:ocaed@brookes.ac.uk">ocaed@brookes.ac.uk</a>	<a href="mailto:staff-learning@brookes.ac.uk">staff-learning@brookes.ac.uk</a>
	<a href="https://twitter.com/oxfordcaed">@oxfordcaed</a>	<a href="https://twitter.com/Staff_Learning">@Staff_Learning</a>
	<a href="http://www.brookes.ac.uk/ocaed">www.brookes.ac.uk/ocaed</a>	<a href="http://www.brookes.ac.uk/organisational-development">www.brookes.ac.uk/organisational-development</a>

Thanks to Bob Pomfret from Learning Resources who has designed and formatted this edition of the newsletter.