

Staff Learning and Career Development

NEWSLETTER | JANUARY 2023

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Dear colleague,

Welcome to 2023 and a multitude of inspiring learning and career development opportunities. If you are a student, teacher or educational leader, one of your new year's resolutions should be to join us on Thursday 19 January to explore the new Brookes IDEAS curriculum model. Details on how to book are in our lead article.

The Elf's (Educational Leaders Forum) are still busy with interactive sessions on the first wednesday of each month, the next one is on 4 January 2023. We are continuing to call for submissions to our international conference taking place on Wednesday 14 June.

After consultation with staff and students, Brookes Moodle is due for an upgrade in July 2023. This will provide a more inclusive and accessible experience for all. Finally, don't forget to login to the Staff Learning Portal and discover all the ways in which you can enhance your development in 2023 by signing up to a variety of workshops.

Best wishes,

The learning and development and OCAED teams

Teaching, Learning and Assessment

OCAED transformational academic practice symposium: Hack the curriculum with our big Brookes' IDEAS

If you're a student, teacher, or educational leader, join us for an inspirational afternoon of change-making at the Union Hall, Headington Campus, on Thursday 19 January 2023 between 1.00pm and 4.00pm.

You can:

- find out more about the **IDEAS curriculum model** and explore our brand-new toolkit;
- get involved in live, collaborative curriculum design;
- spend one hour in an interactive workshop to help you embed one of the elements of the IDEAS model in a module, programme or class;
- hear keynotes from Professor Astrid Schloerscheidt, Pro Vice-Chancellor and Dean of Health and Life Sciences, and Sarah Tammadge-Wall, Brookes Union Vice-President for Student Voice.

Please complete the booking form to attend as spaces for the interactive workshops are limited. By taking part, you can help generate solutions that will improve the Brookes experience for everyone. A recording will be available for those unable to make it on the day. And for those even shorter on time, the IDEAS Toolkit will always be available to support you.



Oxford Brookes University International Teaching and Learning Conference

14 June 2023

Pedagogies of Possibility: Tales of Transformation and HE Hope

We are delighted to announce that 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](#). The proposal deadline is 12 noon on Friday 27 January 2023.

We will also be hosting in-person networking events on Monday 12 and Thursday 15 June 2023. Further details will be available soon.

Have your HE teaching expertise recognised: 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? Our **PSF Pathway Programme** supports applications for Senior Fellowship (SFHEA).

If you are considering joining the programme (and starting your application), or have already joined but need the time and some support to make progress on your application, you are warmly invited to attend our supportive workshops and writing retreats. We are running three online events on Monday 23, Tuesday 24 and Wednesday 25 January 2023. For more information and to book, please visit the [Senior Fellow of the Higher Education Academy \(SFHEA\) Application Workshops and Writing Retreats webpage](#).

Guidance on providing assessment feedback

To help improve students' academic work, the following guidance is available to staff in providing feedback on assessments.

- Brookes Briefing: [Feedback for learning](#)
- **Teaching Insights**: Buckley, A (2022) [Meaningful Feedback on Assessment: Taking the Long View](#), Teaching Insights, Oxford: OBU.
- **Digital Enabled Teaching Toolkit** includes information on assessment, including [giving feedback to students online](#)

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](#)

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.



Learning from conversations

Monday 9 January, 9.30am - 11.30am, online



Introduction to Academic Advising - Supporting students in the Academic Environment (useful to Academic Advisers)

Monday 9 January, 2.00pm - 4.00pm or Tuesday 10 January, 9.30am - 11.30am, online



Students as partners

Tuesday 10 January, 2.00pm - 4.00pm, online



Progression to academic leadership in higher education

Wednesday 11 January, 2.00pm - 4.00pm, in-person, Headington Campus, open to all staff
An opportunity to hear from a panel of senior colleagues who will reflect on experiences of progression into senior academic positions. The panel are Jo Tah, Pro Vice-Chancellor and Dean TDE; Lindsay Williams, Associate Dean Student Experience OBBS; Joanne Begiato, Associate Dean Research and Knowledge Exchange (Interim) HSS, and Roger Dalrymple, Interim Pro Vice-Chancellor (Education).



Stakeholder engagement: begin with the end in mind

Thursday 12 January, 2.00pm - 4.00pm, online



Structuring your learning content with course formats in Moodle

Friday 13 January, 9.30am - 11.30am, online



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



Photo by Erico Marcelino on Unsplash

Guidance on academic advising

Please see the **Introduction to Academic Advising - Supporting students in the Academic Environment EXPLORE** workshop for those new to the role and would like a refresher. Guidance is also available on our **Academic Advising webpages**. This includes **email templates** for use in semester two that contain links to relevant IAG that advisers might adapt when contacting advisees.

If you have any questions about this guidance, or would like to discuss the support we can provide to you about Academic Advising, please contact **ocaed@brookes.ac.uk**.

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 for one hour. These sessions focus on your activities and priorities, with speakers highlighting key information from across Brookes and the wider Higher Education sector. With the opportunity to network and share good practices, ELF offers a platform that aims to be supportive, productive and constructive in programme leadership. See also the **Leadership and Management workshops** available via the staff portal.

The next session is on Wednesday 4 January 2023 at 9.00am with Ian Scott *Exploring Learning Analytics* and coming up in February, *Effectively Chairing Programme/Subject Committee Meetings* with Lucy Turner and John Jakeman on Wednesday 1 February 2023 at 9.00am.

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**.

Plan your response to student feedback

The **National Student Survey** (NSS) index matches questions with existing resources, training and support from OCAED. It is a helpful reference tool as you consider how you might enhance teaching and learning on your course in response to student feedback.



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. More details will be published soon!

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 Tuesday 31 January 2023, 9.00am - 9.50am. The session is titled: **Programme leaders as agents of educational change: Developing middle leading practices and enabling practice conditions**. Lessons from an Australian University. This session will be led by Louise Maddock from Griffiths University, Australia. To attend, please complete the [booking form](#).



Brookes International Higher Education Reading Group

Our next **Brookes International Higher Education Reading Group** meeting will be held online on Wednesday 18 January 2023 from 2.00pm to 3.00pm.

To build on the November meeting on inclusion, in this session we'll consider Hanesworth, Bracken and Elkington's (2019) discussion and analysis of socially just assessment praxis. The article, '**A Typology for a Social Justice Approach to Assessment: Learning from Universal Design and Culturally Sustaining Pedagogy**', discusses Universal Design for Learning (UDL and Culturally Sustaining Pedagogy (CSP), and as such should have relevance for us all in our endeavours to promote assessment for learning for all students. To attend, please [complete our registration form](#).

Edition three of Teaching Insights available 19 January 2023

We are delighted that edition three of *Teaching Insights* launches Thursday 19 January 2023. **Teaching Insights**, Oxford Brookes' open access teaching and learning publication, 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 OCAED. Student and staff authors from Brookes and other institutions across the sector have contributed to the following regular features: 'Recipes for Success', 'The Bigger Picture', 'Alumni Reunion' and 'Your Questions Answered'.



A welcome from the Editor

By **Ben W. Walker**



Photo by [Javardh](#) on [Unsplash](#)

A very warm welcome to *Teaching Insights*! In this edition, our second since this publication's inception, we focus on *Meaningful Assessment* and are delighted to have contributions from such a variety of academic staff and students from multiple higher education institutions across the sector. The collection examines the key theories and concepts related to assessment and translates these into real-world practice to enhance the student experience.

Our **Recipes for Success** offer 'what works' in the form of concise case studies and activities which enable meaningful assessment. Seventeen contributions were chosen, resulting in recipes written by 24 staff and student authors providing a wide range of perspectives (with the latter employed in a variety of academic and professional services roles). Our authors are based in different universities (Russell group, red brick and post-1992 institutions) across the UK, from the south coast to the north-east of Scotland, as well as in Ireland and Dubai. The intention of these pieces is to enable transferability and foster an international community of practice.

Member benefits

Advance HE

Log-in to **My Advance HE** to access Advance HE **Connect Benefit Series** of thematic projects and workshops that address new and emerging challenges. These projects include: connecting people, networks and communities, collaborative development fund, Teaching Excellence awards, Student Surveys, Equality, Diversity and Inclusion (EDI) advice service.

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. There are some SEDA resources available to staff on the **Brookes Briefings webpage**.

Upcoming Leadership and Management Workshops

-  **PDR for reviewers**
Thursday 5 January, 10.00am - 12.30pm, online
-  **Recruitment & Selection refresher**
Tuesday 10 January, 1.30pm - 4.00pm, Tuesday 21 February, 10.00am - 12.30pm, online
-  **Recruitment & Selection (full course)**
Wednesday 26 January, 9.30am - 4.30pm, Wednesday 15 February, 9.30am - 4.30pm (**in-person**).
-  **Management essentials: stage two**
Thursday 19 January, 9.30am - 1.00pm, online
-  **Management essentials: stage one**
Thursday 9 February, 9.30am - 1.00pm, online
-  **From team member to team leader**
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, online



Upcoming Personal Effectiveness Workshops

Transition into retirement

This course is for staff who are considering their retirement options in the near future (within five years). The course enables participants to construct a realistic and effective plan for their retirement. Working with our external partners, the course will be offered in two formats.

The **winter online programme** is run over three weeks.

- Week 1: Tuesday 18 January, 1.30pm - 4.00pm, Financial planning for retirement (Close Brothers)
- Week 2: Tuesday 24 January, 1.30pm - 4.00pm, The Brookes' Pension Schemes (LGPS/TPS)
- Week 3: Tuesday 31 January, 1.30pm - 4.00pm, Preparing for retirement (Various)

The **summer in-person workshop** is a two-day event held at Wheatley Campus on Wednesday 21 and Thursday 22 June.

To book your place, visit the [Staff Learning Portal course webpage](#).



Adding impact to your ideas

Thursday 12 January, 10.00am - 12.30pm, online



Discovering and using your strengths

Wednesday 25 January, 10.00am - 12.30pm, online



Goal setting for career development

Thursday 2 February, 1.30pm - 4.00pm, Thursday 4 May, 9.30am - 12.30pm, online



Communicating assertively

Wednesday 1 March, 9.30am - 12.30pm, online



Personal time management

Thursday 2 March, 1.30pm - 4.00pm, online



Managing stress and overwhelm

Wednesday 22 March, 1.30pm - 4.00pm, 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

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 with the subject title 'Volunteer Interviewee'.



Reminder: Refresher training for our mandatory courses

From January, we will be implementing refresher training for our mandatory courses to ensure that you have the correct knowledge, skills and capabilities to carry out your role safely and support our ongoing commitment to legislative compliance.

The **Information Security course** already requires a refresher after two years and the **Recruitment and Selection process** every three years. These will remain in place. In addition, a refresher will now be required for **Prevent** (every two years) and for every three years, a refresher course for **Health and Safety, Display Screen Equipment** and the **Bribery Act**.

Currently, there is no requirement to do a refresher on **Unconscious Bias** although we are working on an EDI course which will act as a refresher. More details to follow on this in the coming months.

You will be sent a notification from Staff Learning if you are required to do a refresher course. Please ensure that you log into the system at your earliest convenience to update your knowledge.



New year resolution

'Set up and record my Continual Professional Development'

The CPD section in the Staff Learning Portal has multiple uses.

Ian Whiting reflects on how he uses the CPD section.

How did I do that, when did I attend....., what was my key learning from?

Most of us can store between five and nine items in our short-term memory. In contrast, our longer term memory systems have the capability to retain an infinite amount of accumulated knowledge but the problem is that it can often become distorted. That's me to a tee. So I rely on retrieval systems to bring back that knowledge when I need it.

I find the CPD section within the Staff Learning Portal a real benefit. This is what I use it for:

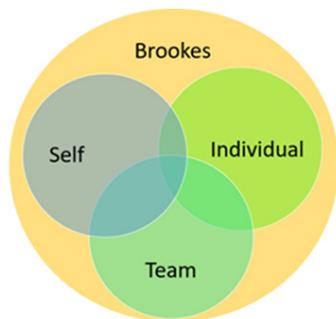
- Links to conferences I have attended (materials and videos)
- YouTube videos on how to work a new piece of software (Affinity photos)
- My notes from a book review
- Highlights from a tour of Northampton's new Waterside campus (no lecture theatres)
- External course attended online or in-person

Visit to Northampton Waterside Campus	6 Jul 2022	No file selected
Totara Learn Site Administrator V12 programme	12 Jun 2022	Totara Learn 12 Site Administrator Program _Totara Learn Site Administrator V12.pdf , Totara_Learn_Site_Administrator_Version_12.png
ODHE Network Conference (Southampton)	10 Jun 2022	ODHE Programme 2022-06.pdf
MBTI adapt to constant change hybrid working (Webinar)	16 Feb 2022	No file selected

For those of you who belong to professional bodies requiring audit, the print and export facility can provide a convenient summary for submission. It may also be useful for your next PDR discussion.

The six-minute **Your CPD on staff learning** video can guide you in setting up your first entries.

Leadership and management framework



Our draft **People and Culture Strategy** commits to developing the skills of our leaders and supporting them to be 'exemplars of our values, confident to lead and motivate inclusive, supportive and effective teams'. This aligns with the aim in the strategy to enhance the **employee experience** and ensure everyone is 'well-led'.

Please watch this space in the coming additions to find out more about our plans to create a Leadership and Management Framework and a development programme to support this.

Welcome to...

Karen Carter

Karen Carter re-joined Brookes in December 2022 as a Senior Organisational Development Consultant. She previously worked at Brookes on projects such as supporting wellbeing through the pandemic and the Agile pilot. She has worked with the universities of Birmingham, Coventry, Gloucestershire and Warwick. She has a particular interest in organisational culture and change.



Kitty McWilliam

Kitty McWilliam joined Brookes in December 2022 as Senior Organisational Development Consultant in the Organisational Effectiveness and Development team. She previously worked for Oxford University in a similar role, and prior to joining the higher education sector, worked for Dyson and Nielsen. When not at work, Kitty loves to travel, spend time with her family and escape to the sea whenever possible!

Crossing borders in academic writing

Our next Writing Hub seminar takes place on Tuesday 17 January from 1.00pm to 2.00pm in Clerici G.21. The session will be led by **Professor Jane Spiro**, Professor of Education. Professor Spiro will explore the four tools for recognising the hidden cultures of academic texts and show how these features can guide writers as well as readers. The talk will be illustrated with examples of how students developed through these tools, and the dilemmas and choices involved in traversing writing cultures and disciplines. To book your place, please **complete our booking form**. Visit our **Writing Hub webpage** for more information, or email writinghub@brookes.ac.uk.





Keeping in touch

	Oxford Centre for Academic Enhancement and Development	Staff Learning and Development team, Organisational Effectiveness and Development
	ocaed@brookes.ac.uk	staff-learning@brookes.ac.uk
	@oxfordcaed	@Staff_Learning
	www.brookes.ac.uk/ocaed	www.brookes.ac.uk/organisational-development

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