

Staff Learning and Career Development

NEWSLETTER | May 2024



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Dear colleague,

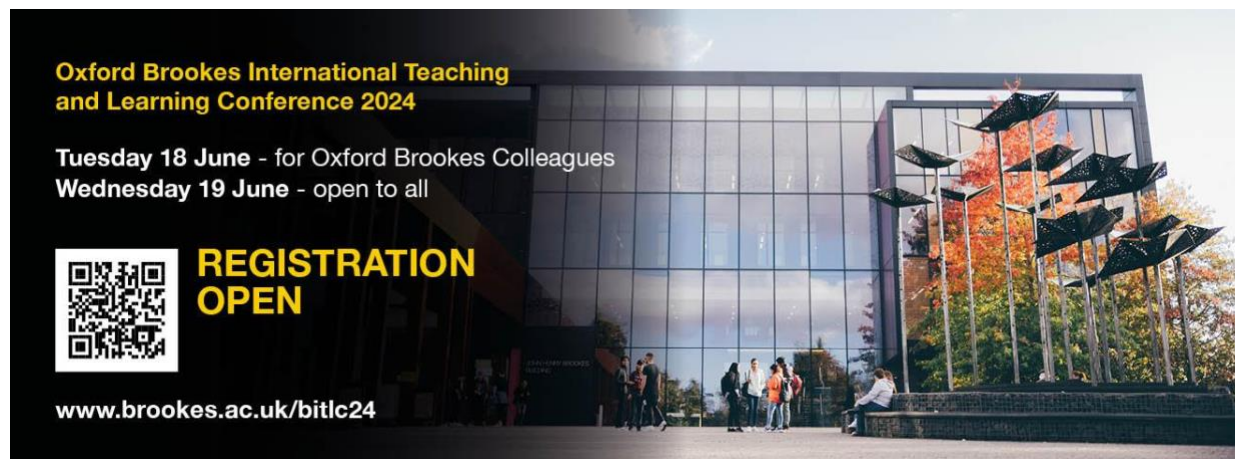
Thank you for taking the time to read the May newsletter. With great pleasure, we announce that registration for the Oxford Brookes International Teaching and Learning Conference 2024 is now open. The conference will be held on 18 June in person and online on 19 June 2024. GenAI will be the subject of three Talking Teaching Across the Globe sessions in May.

Mental Health Awareness Week takes place between 13 and 19 May 2024. This year's theme is "Movement: Moving more for our mental health". We have further information about the Leadership and Management framework and introduce a new Credit Rating workshop.

Best wishes,

Learning and Organisational Development and OCAED teams

Teaching, Learning, and Assessment



Oxford Brookes University International Teaching and Learning Conference 2024 - Registration open and programme available

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.

Programme to include:

- Stories of Programme Leadership
- The road to PLESE and Professor of Education & Student Experience
- Discussion of the priorities for meaningful change in Higher Education?
- A celebration of professional recognition - new fellows
- Lunch + Fellow Celebration + Poster Speed Dating activity
- Plenary feedback

Day 2 - Wednesday 19 June 2024, online

The Oxford Brookes International Teaching and Learning Conference, open to Brookes staff and the wider international HE community, will take place online on **Wednesday 19 June 2024**. 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 from colleagues at Brookes and the wider sector.

To register for the conference and view the programme, please visit the [conference website](#).

Publication opportunity

Teaching Insights Edition 4 (June 2024) - Pedagogies of Possibility: tales of transformation and HE hope, Special Edition on the Oxford Brookes International Teaching and Learning Conference 2023.

Did you contribute to the Oxford Brookes University Teaching and Learning Conference in 2023? If so, you will have received an email with details about how your paper/workshop topic/talk can feature in the next edition of Teaching Insights which is a Special Edition on the 2023 conference. Please complete this [submission form](#) by 5.00pm on **10 May 2024**.

Inclusive Assessment workshop

A [University Alliance research project into inclusive assessment](#) in which Oxford Brookes was a partner has recently concluded. The project aimed to identify which policies and practices implemented during the COVID-19 pandemic had positively affected awarding and continuation gaps, and whether these practices could be applied to a post-pandemic assessment environment.

The findings of the project will be disseminated and discussed during this interactive workshop led by Adrian Wallbank (PLESE, OCAED) and Annie Hughes (Head of the Learning and Teaching Enhancement Centre, Kingston University) with the objectives of helping attendees to:

- Gain practical insight into effective inclusive practices;
- Identify ways to implement those inclusive assessment practices; and
- Develop methods to overcome identified challenges and barriers.

Thursday 16 May 2024, 10.00am - 12.00 noon (Online on Microsoft Teams)

Link to Join: [Join the meeting now](#)

We look forward to seeing you at the workshop.

Share your experiences of being an academic with dyslexia, ADHD or autism

Dr Adrian Wallbank, PLESE, OCAED and Andrew Page-Towers, Lecturer in Paramedic Science are undertaking a research project entitled 'Neurodiverse Academics: Challenges and Support Requirements in Teaching, Research, Leadership and Administration' and they would like to invite you to take part.

If you have a formal diagnosis of dyslexia, ADHD or autism, please fill in the [anonymous questionnaire](#), which asks you to identify the challenges you encounter (attributable to your neurodivergence) in your teaching and assessment activities, your research, leadership, and administrative tasks. Please tell us what extra support you feel you need to enable you to overcome any challenges, and also what strengths and advantages your neuro difference gives you in relation to your academic role.

You can find more information about this study, and how your data will be used in the [Participant Information Sheet](#). If you have any questions, or if you would like to receive the Participant Information Sheet and materials in an alternative format, please get in touch with Adrian Wallbank (awallbank@brookes.ac.uk) or Andrew Page-Towers (apage-towers@brookes.ac.uk). Alternatively, if you have any concerns about the way in which the project is being conducted, please contact the Chair of the University Research Ethics Committee (ethics@brookes.ac.uk).

The GenAI and Assessment Thinkspace

The GenAI and Assessment Thinkspace will meet online to discuss the implications of GenAI and pedagogic principles (e.g. Brookes GenAI guidance and the IDEAS Curriculum Development Model) for your assessments and the development of your students' assessment literacies/GenAI competencies. Led by Martha O'Curry (Deputy Head of the Centre for Academic Development) and Dr Adrian J. Wallbank (Principal Lecturer and SoTL Lead for the Assessment component of the IDEAS model), the thinkspace aims to create an informal, supportive forum for discussing concerns, sharing ideas and practice, and working through the challenges/opportunities GenAI presents for assessments on your modules/programmes.

The session will run on:

- Thursday 16 May, 1.00pm - 2.00pm

[Book your place](#)

GenAI Update: Safe and secure use of AI

AI models and software tools offer exciting time-saving affordances for academic practice and professional service. However, they might store, use or distribute data uploaded to them. This means they are not safe and secure, or [GDPR compliant](#).

When using AI tools, beware of uploading any sensitive, confidential or protected data.

Ask yourself these guiding questions:

1. Do I fully understand the data protection and privacy settings on this AI tool?
2. What data, in my prompts and in what I upload, am I giving them?
3. Do I have the right to give it to them, is it my information and not someone else's?
4. Am I happy for them to store, use and share this data with others?
5. Will sharing this data lead to harm or impact on mine or someone's freedoms and rights?

For the latest information about the use of specific GenAI tools such as Microsoft Co-Pilot and Google Gemini, please see the [GenAI web pages](#).

Talking Teaching Across the Globe

Tuesday 7 May 2024, 1.00pm - 1.50pm, [Judith Castellanos](#), UCL, Student voices: exploring the opportunities and challenges of GenAI as a UCL changemaker.

Thursday 9 May 2024, 12.00pm - 12.50pm, [Paul Driver](#), Anglia Ruskin University, Cambridge. Unleash your creative potential: crafting simulation-based learning content with generative AI.

Thursday 23 May 2024, 12.00pm - 12.50pm, Michelle Reid, Oxford Brookes University, Using Generative AI as a reflective writing tutor for nursing students.

For more information on how to attend, please see the [Talking Teaching Across the Globe webpage](#).

Digital know-how

Tuesday 14 May 2024, 2.00pm - 3.00pm

Join the OCAED team members and their special guest [Lee Fallin, Hull University](#), to learn about [Digital accessibility for all: Designing for Diverse Learners](#), (hybrid event via Zoom).

Digital accessibility is a vehicle for inclusion, increasing the number of users that can access digital materials without the need for alternative formats. This session will draw on the nationally acclaimed 'Designing for Diverse Learners' resource, focus on approaches to increase the accessibility of digital resources and communications, with practical tips that work across teaching, administrative and professional service contexts. [Book your place](#).

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 9

- [Evaluating practice and engaging in transformative change](#), Monday 20 May, 9.30am - 11.30am (online), or Monday 20 May, 2.00pm - 4.00pm (face-to-face)
- [Making use of e-portfolios to support students learning](#), Monday 20 May, 2.00pm - 4.00pm (online)
- [Developing students writing skills](#), Tuesday 21 May, 9.30 - 11.30am (online)
- [Learner analytics and using big data sets](#), Wednesday 22 May, 9.30am - 11.30am (online), or Thursday 23 May, 9.30am - 11.30am (online)
- [How can you become an anti-racist teacher](#), Wednesday 22 May, 2.00pm - 4.00pm (online)
- [Leading teams through curriculum development](#), Thursday 23 May, 2.00pm - 4.00pm (online)

Academic Advising: 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 Advisors in developing the academic practice of Advising.

For all those with Advising responsibilities, completion of a course on essential Academic Advising practices is a University requirement. If you have not already done so, please complete the online asynchronous [Academic Advising course](#) on Staff Learning. If you are a Stage 1 EXPLORE participant, you may have attended a taught synchronous "Introduction to Academic Advising" workshop in September 2023 or January 2024. If so, you are exempt from this course.

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.

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.

ELF in June will be held in person on **Tuesday 18 June** as part of day one of Oxford Brookes International Teaching and Learning Conference at Harcourt Hill. We will be finding out from colleagues about their Stories of Programme Leadership.

A Forum for Professors and Principal Lecturers, Education and Student Experience

The next forum for Professors and Principal Lecturers Education and Student Experience will take place **online** on **Wednesday 8 May, 9.15am - 10.00am**. Dr Polly Magne, Head of Academic Practice will lead a discussion on the processes currently employed to review and enhance teaching practice at Brookes. Your insights and reflections on how we might develop a truly dialogic, confidence-boosting and constructive process will feed into the development of our approach across the university. Please respond to the diary invitation to let us know if you are able to attend, or email ocaed@brookes.ac.uk for more details.

DAPL+T Degree Apprenticeships Programme Leaders + Tutors Forum

Taking place on **26 June, 3.00pm - 4.30pm**, the next bi-monthly, 60 minute, online forum will take an Appreciative Enquiry workshop approach to draw out the needs and enhancement activities of this group. Future fora will enable us to connect, support and discuss contemporary Degree Apprenticeship agendas, and keep up to date with development and enhancement activity. Invites have gone out to all those leading or teaching on Degree Apprenticeships. Please reply to the invite so that we can confirm numbers.

Brookes International Higher Education Reading Group

Our next Brookes International Higher Education Reading Group meeting will be held online on **Wednesday 12 June 2024, 2.00pm - 3.00pm**. In this final session for 2023/24 we take a look at intercultural competence. Mitchell (2023) questions whether internationalisation endeavours really do lead to cultural competence and discusses the intersection between humanistic conceptions of education and internationalisation in light of neoliberal realities. We look forward to debating these issues. More information can be found on the [Brookes International Higher Education Reading Group webpage](#). To attend, please complete our [registration form](#).

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, [Pollyanna Magne](#)
- Technology Design and Environment, [Mary Kitchener](#)
- Humanities and Social Sciences, [Adrian Wallbank](#)
- Health and Life Sciences, [Sue Morón-García](#)

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.

A new Brookes Briefing on [Apprenticeships](#) is out now. Other new titles coming soon! Find the Brookes Briefings on the [OCAED webpage](#).



AdvanceHE

Log in to [My AdvanceHE](#) to access [Membership](#) benefits and [Development, Training, and Events](#). There is a wide range of exclusive projects and resources including the [Collaborative Development Fund](#), [Student Success Frameworks](#) as well as [current and previously published Member Benefit Projects](#). Take a look at the Member Project 2023-24 on [Generative AI: Beyond Assessment](#).

Free member events coming up:

- [The Perspective from Accrediting, Public, Regulatory and Statutory Bodies, and Employer](#), 8 May 2024, 10.00am - 11.30am
- [TMP Alumni - Winning At Wellbeing](#), 22 May 2024, 12.30pm - 2.00pm, online

Quality Assurance Agency for Higher Education (QAA)

The Quality Assurance Agency for Higher Education (QAA) is an independent charity working to benefit students and higher education, and one of the world's experts in quality assurance. Higher education providers and regulatory bodies trust QAA to maintain and enhance quality and standards. They offer a portfolio of [online events](#), free to members and Oxford Brookes University is a member.

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. The latest issue of [Educational Developments magazine](#) (25.1) is available.

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

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 \(e-learning\)](#)



Please also see the [what's new dashboard](#) on Staff learning.

Mental Health Aware Week 2024

Mental Health Awareness Week is being run from 13 - 19 May 2024. This year's theme is "Movement: Moving more for our mental health".

To find out more and for additional resources and activities, please visit our dedicated [Mental Health Awareness Week web page](#). We previously featured an [article on Mental Health First Aiders](#). If you feel you or a team member could benefit from the training, please [join the waiting list for Mental Health First Aider Training on Staff Learning](#).



Leadership and Management framework

Following on from the various engagement activities last year, the resulting leadership qualities and management expectations have now been summarised in a PDF [Leadership and Management Framework](#). For further information about the next steps and what we are doing to support leaders and managers please see the [full update](#).



Credit rating workshop

[Enrol in our new workshop](#)

Exciting news! We have added a new online workshop to our Financial Wellbeing offer: '[Credit rating](#)' by [Navigate](#) (a leading authority in money management). In just an hour, you can learn about credit scores, their impact on finances, and expert strategies to improve them. [Reserve your seat now](#) and take a step towards financial empowerment.

Leadership and Management workshops

- [Good day at work](#), Friday 17 May, 9.30am - 12.30pm
- [Difficult conversations](#), Monday 3 June, 1.30pm - 4.00pm
- [Managing conflict in a team](#), Thursday 4 July, 1.30pm - 4.00pm
- [Giving and receiving feedback as a manager](#), Thursday 11 July, 10.00am - 11.30am
- [Good day at work](#), Monday 22 July, 9.30am - 12.30pm

Wellbeing and personal resources workshops

Managing Stress

- [Managing stress and overwhelm](#), Thursday 13 June, 1.30pm - 4.00pm

Mental Health

- [Mental health aware](#), Thursday 27 June, 9.30am - 2.00pm

Personal resources and self-care

- [Healthy habits in the hybrid workplace](#), Wednesday 5 June, 11.00am - 12.00pm
- [Goal setting for career development](#), Thursday 20 June, 9.30am - 12.00pm
- [Reframing negative thoughts](#), Thursday 27 June, 2.00pm - 3.00pm
- [Better report writing](#), Tuesday 2 July, 9.30am - 12.30pm
- [Discovering and using your strengths](#), Tuesday 9 July, 10.00am - 12.30pm
- [Communicating assertively](#), Wednesday 17 July, 9.30am - 12.00pm

Financial wellbeing

- [Budgeting & money management](#), Tuesday 4 June, 10.00am - 12.00pm
- [Credit rating](#), Tuesday 11 June, 2.00pm - 3.00pm
- [Maximising income](#), Monday 25 June, 10.00am - 11.00am
- [Financial products & services](#), Wednesday 26 June, 10.00am - 11.00am

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.

Across Brookes

WRITING HUB | WRITE SPACE WRITING RETREATS

Writing Hub: Write Space Writing Retreats

Is it challenging for you to find the right time and right place to get on with some writing? This year the Writing Hub is offering six writing retreats, four on campus and two online, between May and July. All retreats take place from 9am - 4pm with an option for half-day attendance for the online retreats.

Whether face-to-face or online the format is the same: writers of any style and level create a sense of community containing plenty of quiet space to make progress with your writing. The group reflects together on the writing process at intervals, and there will be a Centre for Academic Development tutor available to talk through any aspect of your writing with.

In participants' words, Write Space is a *stimulating, calm, good-spirited, constructive* and *productive* place to work; you might also get ideas for how to start a writing group yourself, as some have.

The retreats are open to all Brookes staff and students, and you can [book to attend](#).

The Writing Hub is also promoting a 2-day Summer Writing Retreat run by the Migration and Refugees Network which is open to all. It takes place on the 25 and 26 June on Harcourt Hill Campus (9.00am - 5.00pm both days). To book a place, please contact Dr Tamsin Barber, t.barber@brookes.ac.uk.

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/>