

Staff Learning and Career Development

NEWSLETTER | February 2024



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Dear colleague,

Welcome to the February newsletter. First of all, an important announcement: the deadline for proposals to the Oxford Brookes University International Teaching and Learning Conference has been extended to 29 February 2024 at 12pm.

This month's edition contains information about three new areas in the Staff Learning portal, dates for leadership and management and personal effectiveness workshops, introduces two new members of the Learning and Organisational Development team, offers information on upcoming AdvanceHE, SEDA, and Quality Assurance Agency (QAA) events, and presents exciting teaching, learning, and assessment projects and opportunities.

Best wishes,

Learning and Organisational Development and OCAED teams

Learning and Organisational Development

Staff Learning Portal - three new tiles



My Learning

Click here to view your learning log, essential learning and CPD areas

We are continuing to improve the look, feel and content of the Staff Learning Portal. Our latest development is the new [‘My Learning’](#) section.

This incorporates the ‘My Learning Log, Essential Learning Overview and My CPD all in one area.



Managing Risk & Compliance

Find out about mandatory training here

We have just launched a new tile within the Staff Learning Portal which puts all the [risk and compliance](#) training in one place.

The sections include mandatory training which is introduced during induction and role specific mandatory training.



Equality, Diversity and Inclusion

Explore the range of equality, diversity and inclusion resources

[Equality, Diversity and Inclusion](#) now has its own area within Staff learning. We will be continuing to work with the EDI team on developing content for this area in due course.

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

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 \(e-learning\)](#)



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 **(2 spaces left)**
 - [Difficult conversations](#), Tuesday 20 February, 10.00am - 12.30pm **(1 space left)**
 - [Good day at work](#), Tuesday 27 February, 1.00pm - 4.00pm **(1 space left)**
 - [Managing conflict in a team](#), Thursday 29 February, 9.30am - 12.30pm **(2 spaces left)**
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Personal Effectiveness workshops

- [Healthy habits in the hybrid workplace](#), Wednesday 14 February, 10.00am - 11.00am
 - [Adopting a growth mindset](#), Thursday 15 February, 2.00pm - 3.00pm **(3 spaces left)**
 - [Financial products and services](#), Wednesday 21 February, 10.00am - 11.00am
 - [Discovering and using your strengths](#), Tuesday 5 March, 9.30am - 12.00pm
 - [Mental health aware workshop](#), Wednesday 6 March, 9.30am - 2.00pm (face to face)
 - [Communicating assertively](#), Tuesday 12 March, 1.30pm - 4.00pm
 - [Personal time management](#), Thursday 14 March, 1.30pm - 4.00pm
 - [Budgeting & money management](#), Thursday 21 March, 10.00am - 12.00pm
 - [Maximising income](#), Thursday 28 March, 10.00am - 11.00am **(1 space left)**
 - [Debt awareness training](#), Wednesday 24 April, 10.00am - 11.00am
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Welcome to Lois Fulton and Robin Doughty

Lois Fulton joined Oxford Brookes in January 2024 as a Learning and Organisational Development Consultant in the Organisational Effectiveness and Development team. She previously worked as a Strategic Change Consultant in the space sector, including with the Arc Universities Group, Oxford University and the Satellite Applications Catapult. Outside of work Lois is mostly wrestling two little boys under three, but likes to drink tea and eat cake whenever possible.



Robin Doughty began working for Oxford Brookes in January 2024 as a Staff Developer in the Organisational Effectiveness and Development team. He was formerly employed as a Capability Consultant in the financial services industry. When Robin isn't working, he likes to travel, hang out with friends, and play several sports, including football, golf, and badminton.



Teaching, Learning, and Assessment

Academic Advising: a new development session 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.

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 a course on essential Academic Advising practices is a University requirement. 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. The next template is relevant to Week 4, 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.

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.

New GenAI @ Brookes webpages

A [suite of web pages](#) addressing the use of GenAI in Teaching, Learning and Assessment at Brookes is now available. These pages house information about university-wide policy and practice relating to GenAI, as well as guidance for individuals, module/programme leads and students.

The GenAI and Assessment Thinkspace

The GenAI and Assessment Thinkspace will meet fortnightly 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 sessions will run as follows:

- Wednesday 7 February 2024, 12.00 noon - 1.00pm
- Monday 19 February 2024, 12.00 noon - 1.00pm
- Thursday 7 March 2024, 12.00 noon - 1.00pm

[Book to attend](#)

ACT Fund special call: GenAI in Teaching, Learning and Assessment

Would you like to take part in a funded project to shape how Brookes responds to Generative AI in your area of work or study?

[Applications are now open](#) to bid for projects investigating the application of Generative AI to an aspect of the IDEAS curriculum framework in your own subject area. The GenAI in Teaching Learning and Assessment Project is part of a wider initiative to build Generative AI Literacy and develop a shared understanding of its impact on learning and teaching in our university. Working together, staff and students can help colleagues and peers learn more about how we can use Generative AI effectively in our working and studying lives. Project teams will be composed of between three and four members including at least one staff partner, at least one OCAED Curriculum Consultant, and one or two paid student partners. Application deadline: **Sunday 23 February 2024, 10.00pm**. [Find out more](#).

Last chance to submit! 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.

The deadline has been extended by 2 weeks to Friday 9 February! Have a look at our call [for contributions](#) which provides full details and information on how to submit.

Brookes International Higher Education Reading Group

Our next Brookes International Higher Education Reading Group meeting will be held online on Wednesday 14 February 2024, 2.00pm - 3.00pm. In this session we consider internationalisation in respect of the challenges presented by the pandemic with a particular emphasis upon knowledge mobility. In this paper, Yue, de Souza and Townsin (2023) examine the emergence of 'internationalisation at a distance' in respect of the affordances of information and communication technologies and the impact the lack of immersion has had/is having on students' identity construction. More information can be found on the [Brookes International Higher Education Reading Group webpage](#). To attend, please complete our [registration form](#).

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 Six: 19 February - 23 February

- [Introducing the Scholarship of Teaching and Learning \(SoTL\) and its literature](#), Tuesday 20 February, 9.30am - 11.30am (online), or Thursday 22 February, 2.00pm - 4.00pm (face-to-face)
- [Building learning communities in the digital era](#), Tuesday 20 February, 2.00pm - 4.00pm (online)
- [Access to Brookes: recruiting students from under-represented groups](#), Wednesday 21 February, 9.30am - 11.30am (online)



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.

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.

The call for contributions submission deadline has been extended to Thursday 29 February 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](#).

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 4 to 6 March 2023 at Headington Campus. Please complete the [online enrolment form](#). For more information, please email ocaed@brookes.ac.uk

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 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 (Descriptor 2-4)? 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, [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.

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](#).

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. QAA is trusted by higher education providers and regulatory bodies to maintain and enhance quality and standards and arrange a programme of [online events](#), free to members.

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](#)

Across Brookes

Racial Microaggressions online workshop

[Race Equality Week](#) is being celebrated in the UK between 5 - 11 February 2024. This year's theme is [#ListenActChange](#). To mark this week, the BAME Staff Network is hosting an online training session on 7 February from 1.30pm - 3.00pm on the topic of Microaggressions. This training session will be facilitated by Mariama Sheriff and Louise Taylor who are both academics at Oxford Brookes. It will enable participants to understand the nature of microaggressions, how to engage in a self-reflective practice to avoid perpetrating them, and how people can respond to microaggressions. If you are interested in attending the event then please complete the [registration form](#) to reserve a place.

LGBTQ+ History Month

We are pleased to invite all Brookes staff and students to our events for [LGBTQ+ History Month 2024](#), organised by the LGBTQ+ Staff Forum, Brookes Union, student groups, Chaplaincy, Equality, Diversity and Inclusion (EDI) Research Network and allies across the University. Details of our events are as follows:

Raising the Pride flag

Wednesday 31 January, 5.00pm outside Headington Hill Hall.

LGBTQ+ Research Showcase and Networking Event

Tuesday 27 February, 1.00pm to 3.00pm in John Henry Brookes Building (JHB) 406, Headington Campus, and online. Led by the EDI Research Network, this event provides a platform for staff and students to share work in progress. [Register your attendance](#) on the TicketSource website.

Lecture: Whole embodied humans: A Conversation for LGBTQ+ History Month

Wednesday 28 February, 6.00pm in the JHB Lecture Theatre and online for an engaging discussion with Rev Peta Evans titled ['Whole embodied humans: a conversation for LGBTQ+ History Month'](#).

Brookes Union events

Brookes Union, along with our student groups, have organised a range of additional events and activities throughout the month. Jacob Callicott, Brookes Union President, emphasises: 'The LGBTQ+ community at Oxford Brookes encompasses more than just students, and both students and staff can benefit significantly from shared experiences.' Staff are warmly invited to participate in the following events:

- **Pastries and Pride Breakfast drop-in**, Monday 5 February, 9.00am - 11.00am in the Union Boardroom
- **Valentines' Quiz**, Tuesday 13 February, 6.30pm - 8.00pm in the Brookes Bar
- **Oxford Pride Planning Workshop**, Thursday 29 February, 1.00pm - 3.00pm, location to be confirmed (email su.president@brookes.ac.uk for more details)
- [Brookes Union Events page](#) has more student events

Keep checking the [LGBTQ+ History Month webpage](#) for additional details, events organised by Brookes Union and student groups, and information on other local and community activities.

LGBTQ+ Staff Forum

The Oxford Brookes [LGBTQ+ Staff Forum](#) welcomes staff and postgraduate research students who identify as LGBTQ+ and their allies. For more information, or to join the Forum, please contact lgbtqplus@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

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