

Staff Learning and Career Development

NEWSLETTER | March 2024



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Dear colleague,

Thank you for signing up for the March newsletter. Throughout the spring, there are lots of exciting events and learning opportunities to look forward to. The Forum for Degree Apprenticeship Programme Leaders and Tutors is very exciting to us. As part of the Talking Teaching Across the Globe series on 14 March, we will look ahead to the next waves of Generative AI: applications and implications for HE staff and students.

This edition includes information about our new series of in-person menopause cafes to complement the existing online sessions and we are seeking your valuable feedback on our draft Leadership and Management Framework.

Don't forget that Oxford Brookes University coaching is available for all staff via the Brookes Coaching Pool. It's free and confidential.

Best wishes,

Learning and Organisational Development and OCAED teams

Teaching, Learning, and Assessment

The Degree Apprenticeship Programme Leaders and Tutors (DAPL+T) Forum

The Degree Apprenticeship Programme Leaders and Tutors (DAPL+T) Forum will take place on **Wednesday 17 April, 9.00am - 12.15pm, Green Room, Headington Hill Hall**. All those who design, teach, mentor and assess Degree Apprenticeship Programmes are invited to attend. We will celebrate the good feedback from Ofsted, and drawing on some of the 'excellent' feedback we will focus on enhancing and embedding the full cycle of teaching observations across our DA provision. Please sign up on the [registration form](#).

This in-person event will be followed with a bi-monthly, 60 minute, online forum so that we can connect, support and discuss contemporary Degree Apprenticeship agendas, and keep up to date with development and enhancement activity.

Degree Apprenticeships Providers: Register your interest to pilot teaching observation protocol

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

Academic Framework Review: staff perspectives

A new [Academic Framework](#) for undergraduate programmes was implemented in September 2020.

The Framework included changes to the undergraduate programme structure, progression rules and degree classification calculation methods. The new degree classification has been used for the first time for students graduating in 2022-23.

The University is reviewing the Framework using data on student continuation, degree outcomes and exceptional circumstances. We would like to know what staff think of the Framework.

Please take a few minutes to complete a completely anonymous, [4 question survey](#). The survey will remain open until Tuesday 5 March at 10.00am.

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 6 March 2024**, after a busy few months we will have a chance to pause and take stock. Come along to share your insights around current practice, to ask for community help with a challenge you are facing or just to find out what is going on.

The GenAI and Assessment Thinkspace

The GenAI and Assessment Thinkspace will meet 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 7 March 2024, 12.00 noon - 1.00pm, [book to attend](#)

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.

Please note:

Using GenAI ethically in teaching, learning or assessment means we must consider issues of data security and privacy. Therefore any use of GenAI software not supported by the University must be in accordance with the [IT Acceptable Use Policy](#) and sanctioned by the relevant authority in IT Services before being introduced (please contact info.sec@brookes.ac.uk to discuss your requirements).

Talking Teaching across the Globe

Looking ahead to the next waves of Generative AI: applications and implications for HE staff and students

Thursday 14 March 2024, 1.00pm - 1.50pm

[Sue Beckingham](#), Associate Professor and National Teaching Fellow at [Sheffield Hallam University](#)

[Peter Hartley](#), Independent Consultant, Visiting Professor at Edge Hill University, and National Teaching Fellow

Although 2023 is often referred to as the ‘year of AI’, the signs are that 2024 will be even more significant in the challenges that Generative AI (GenAI) poses for staff, students and HE institutions. This session will offer our analysis of developments in the technology and their uptake, and aim to identify the most important implications for our educational approaches, using examples of developing practice across the UK. For example, following the example of the OpenAI company with their ChatGPT and ChatGPT Plus, many GenAI applications are now offered in two or more versions – the ‘free’ and the ‘professional’. Can HE afford to provide students with the ‘full professional’ experience? If not, how do we plug this gap? For more information on how to attend, please see the [Talking Teaching across the Globe webpage](#).

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 7

- [Assessment 3: Quality assurance, partners and processes](#), Monday 25 March, 9.30am - 11.30am (online), or Tuesday 26 March, 2.00pm - 4.00pm (face-to-face)
- [Key elements of module leadership](#), Monday 25 March, 2.00pm - 4.00pm (face-to-face), or Tuesday 26 March, 9.30am - 11.30am
- [Publishing SoTL/writing](#), Wednesday 27 March, 2.00pm - 4.00pm (online)
- [Engaging your students with reading](#), Thursday 28 March, 9.30am - 11.30am (online)

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 Advisors in developing the academic practice of Advising.

A new CPD session, 'Academic Advising: how to respond to students in distress' is taking place from 9.30am - 11.30am on Wednesday 27 March. [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 8 Semester 2.

IDEAS Programme Design Sprites

[Programme Design Sprites](#) 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 Sprites are suited for PDTs engaging with a revalidation/Quinquennial review or the Annual Quality and Monitoring Process (AQMR). The Sprites are also suitable for individuals wishing to review their teaching.

The dates are:

- Monday 15 April, 1.30pm - 3.00pm, Headington Campus
- Thursday 18 April, 1.30pm - 3.00pm, Headington Campus
- Tuesday 23 April, 1.30pm - 3.00pm, Headington Campus

[Book via the Staff Learning portal](#)

Brookes International Higher Education Reading Group

Our next Brookes International Higher Education Reading Group meeting will be held online on **Wednesday 17 April 2024, 2.00pm - 3.00pm**. In this session we will examine Montgomery and Trahar's (2023) recent examination of the intersection between internationalisation and decolonisation and how, whilst often seen as mutually supportive, internationalisation may perpetuate coloniality. We look forward to seeing you at what promises to be a stimulating discussion. More information can be found on the [Brookes International Higher Education Reading Group webpage](#). To attend, please complete our [registration form](#).



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.

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**. 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.

Please visit the [conference website](http://www.brookes.ac.uk/bitlc24) for more information.

Please save both dates.

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](#).

Free member events coming up:

- [Belonging, Mattering and Becoming: Empowering Education through Connection - Open forum 1](#), 5 March 2024 - 11.30am - 12.45pm, online
- [Generative AI: Beyond Assessment webinar 1 - The Careers and Employability Perspective](#), 7 March 2024, 10.00am - 11.30am, online
- [TMP Alumni - Navigating Disruption](#), 23 April 2024 - 8.30am - 10.00am, 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. 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 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.

Menopause support on Staff Learning Portal

[The Menopause in the Workplace page on the Staff Learning Portal](#) is now live. It provides information about our new series of in-person menopause cafes that complement the existing online cafe sessions, the Oxford Brookes Menopause Toolkit and the Information Pack for Managers. We have also introduced the Menopause Talk Point podcast where colleagues engage in open discussions on various menopause-related subjects. It's a significant step towards fostering a supportive and informed workplace environment.

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.

Leadership and Management workshops

- [Good day at work](#), Friday 17 May, 9.30am - 12.30pm

Wellbeing and personal resources workshops

- [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
- [Building your confidence and self belief](#), Wednesday 10 April, 1.30pm - 4.00pm
- [Maintaining energy balance](#), Tuesday 16 April, 10.00am - 11.00am
- [Debt awareness training](#), Wednesday 24 April, 10.00am - 11.00am
- [Adopting a growth mindset](#), Tuesday 7 May, 10.00am - 11.00am
- [Healthy habits in the hybrid workplace](#), Wednesday 5 June, 11.00am - 12.00pm
- [Managing stress and overwhelm](#), Thursday 13 June, 1.30pm - 4.00pm
- [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

Provide your feedback on our draft Leadership and Management Framework

We appreciate the valuable input from our colleagues who participated in the [Leadership and Management Framework](#) workshops last summer, assisting us in defining the characteristics of effective leadership and management at Brookes. Using gathered data, we have developed a preliminary framework, and we invite your input. Please take a moment to share your feedback by completing a short [questionnaire](#).

Brookes Coaching Pool

A reminder that Oxford Brookes University coaching is available for all staff via the [Brookes Coaching Pool](#). It's free and confidential.

Coaching provides a safe listening space to work through challenges and plan next steps with a trusted thinking partner. Coaching can help foster inner resilience to external pressures. It is especially helpful in times of change, when things feel 'stuck' or when difficult relationships or lack of confidence are impacting you. Have a look at our webpages to find out more and hear how coaching has helped colleagues across Brookes.

“My coach helped to break down situations into smaller chunks and helped me to identify small steps I could take in the short term.”

Across Brookes

New EDI strategy

Give your feedback on the draft of the new EDI strategy. The strategy sets out Oxford Brookes' ambitions for the next five years and provides an overarching framework to guide Brookes' work on EDI. Please read the strategy and give your feedback to help create and sustain the inclusive culture that we aspire to.

Read the [draft EDI Strategy](#). Please [submit your feedback via this short form](#).

The form will be live until 5.00pm on Friday 8 March.

Teaching Awards 2024

Brookes Union is excited to announce that the annual awards celebration is back and bigger than ever and nominations for the 2024 Union Awards are now **open!**

Nominations are open for 3 ceremonies:

Teaching and Rep Awards: Teaching awards are a chance to award and celebrate academics and non-teaching staff of the University who have gone above and beyond to create a positive and rewarding impact on student lives. Rep awards are awarded to amazing reps who have performed their rep role with integrity and dedication to improve the student experience and the quality of academic teaching and learning.

Community Awards: Awards to reward the Brookes Union Community members to celebrate their brilliant efforts to create a positive impact on those around them.

Society Awards: Awards to celebrate student-groups or individuals who have created an inclusive environment for the members and organised engaging events.

Nominations close on the 24 March 2024. [Find more information about the awards.](#)

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/>