Brunel Educational Excellence Centre

Academic Practice Workshops

2017-2018

Brunel University London

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Workshops for Academic Staff Taking on New Roles

Workshop Title	Facilitator	Dates and Times	Description
Becoming a Member of Senate BOOK NOW	Mrs Jilly Court	Thursday 12 October 10.00am-11.00am	Held just ahead of the first meeting of Senate in the 2017/18 academic year. This workshop aims to help colleagues (staff and student members) make an effective contribution to the academic governance of the University through active and well informed participation. The session will cover: • Governance of the University and the role of Senate • format of Senate meetings • how to prepare for a Senate meeting • how to contribute in a Senate meeting • background and briefing on specific items on the agenda for the first meeting
Chairing Panels and Boards of Examiners BOOK NOW	Dr Sandra Naylor, Dr Richard Dotor	Wednesday 18 April 10.00am-12.00noon Wednesday 2 May 10.00am-12.00noon	The workshop will cover all that is required of the role, including overseeing assessment-setting, liaising with External Examiners, and running effective Panel and Board meetings. Changes to policy and process that are effective this year will be highlighted (especially changes to Senate Regulation 4). New Chairs are strongly encouraged to attend. This session should be helpful for all Chairs at all levels of experience.
Chairing Research Degree Viva Examinations BOOK NOW	Dr Kate Hone, Bernice Rogers	Monday 5 February 14.00pm-16.00pm	This workshop will cover the key expectations of the role, and how to deal with more challenging aspects of examinations which may arise. The session is compulsory for staff who expect to be asked to act as Independent Chairs of postgraduate research degree viva examinations
The Role of the Researcher Development Adviser BOOK NOW	Senthila Quirke, Dr Fiona Denney	Thursday 19 October 13.00pm-14.00pm	Participants will learn about the background to the researcher development agenda in UK higher education and about the specific responsibilities of the Researcher Development Adviser role on supervisory teams at Brunel. There will be opportunities to ask questions and find out about the different services that they can signpost the students to. After the workshop participants will be able to: • be effective Researcher Development Advisers, who can discuss skills development and employability related information with students

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Dr Fiona Denney
Brunel

Workshops to Support Teaching and Learning

Workshop Title	Facilitator	Dates and Times	Description
APEX 1 BOOK NOW	Dr Martyn Clark	October-February (Tuesdays) February-May (Thursdays) 10.00am-12.00noon	A one-year programme leading to Associate Fellowship of the Higher Education Academy aimed particularly at Graduate Teaching Assistants with approximately 6 hour teaching per week for the duration of the programme.
APEX 2 BOOK NOW	Dr Martyn Clark	October-February (Thursdays) February-May (Tuesdays) 9.30am-12.30pm	A two-year programme leading to Fellowship of the Higher Education Academy aimed at probationary academics.
APEX OPEN			
Reflective practice and the UKPSF BOOK NOW	Dr Martyn Clark	Tuesday 7 November 9.30am-12.30pm Thursday 25 January 9.30am-12.30pm Wednesday 25 April 9.30am-12.30pm Tuesday 26 June 9.30am-12.30pm.	An opportunity to engage with the UK Professional Standards Framework for teaching and supporting learning in higher education (UKPSF); to find out about professional recognition from the Higher Education Academy (HEA); and to learn about the Brunel Academic Practice and Professional Excellence Framework (APEX). This workshop is the first step for anyone interested in HEA fellowship but who isn't eligible for APEX1 or APEX2.
Pebble+ for APEX BOOK NOW	Alastair Gemmill	Thursday 23 November 10.00am-12.00noon Tuesday 6 February 14.00pm-16.00pm Wednesday 9 May 10.00am-12.00noon Thursday 5 July 14.00pm-16.00pm.	An Introduction on-line portfolio preparation for all APEX participants. The session will be delivered live over the internet to allow virtual attendance and participation using Blackboard Collaborate Ultra. Much like Skype, participants will click on a web address to see a shared screen and hear the presenter's voice in real time. You'll require a PC, laptop or tablet with headphones to attend this session.
Evidencing practice BOOK NOW	Dr Martyn Clark	Thursday 7 December 10.00am-12.00noon Monday 26 March 14.00pm-16.00pm Wednesday 13 June 10.00am-12.00noon.	A refresher on the UKPSF; HEA recognition; and APEX for participants who have made progress with their portfolio. Ideally, you will have begun to think about the examples of your practice that you will use in your portfolio.

Preparing an APEX submission BOOK NOW	Dr Martyn Clark	Wednesday 15 November 14.00pm-16.00pm Tuesday 27 March 10.00am-12.00noon Thursday 24 May 14.00pm-16.00pm	A final look at the UKPSF; the requirements for HEA recognition; and the structure of an APEX portfolio for participants who are nearly ready to submit.
Mentoring for APEX BOOK NOW	Dr Martyn Clark	Tuesday 5 December 10.00am-12.00noon Wednesday 7 February 14.00pm-16.00pm Thursday 7 June 10.00am-12.00noon	An introduction to professional recognition through APEX for anyone who has, or would like to, take on the role of mentor to someone working towards recognition as an Associate Fellow; Fellow; or Senior Fellow.
Introduction to Teaching for PhD Students BOOK NOW	Academic Practice team, Alice La Rooy, Richard Bale	Wednesday 20 September Thursday 28 September Tuesday 9 January 9.30am-16.00pm	A one-day introduction to supporting learning for postgraduate research students who intend to apply for roles as demonstrators or Graduate Teaching Assistants.
Copyright for Teaching BOOK NOW	Monique Ritchie	Wednesday 15 November 14.00pm-15.30pm Tuesday 10 April 10.30am-12.00noon	In this workshop you will learn how to use copyright material for teaching and learning, what you can do and what the terms of use are. You'll never take a picture from a Google Image search again! After this session you will be aware of copyright issues related to: • Books and journals, sound and film, images and multimedia, lecture notes and presentations • Blackboard • Digital Readings • Examinations.
Presentation Skills BOOK NOW	Simon Cain, Westbourne Training Consultants	Thursday 23 November 10.00am-13.00pm	This session will support you to deliver the key messages to a wide range of audiences in a consistent and persuasive manner. In particular, the training will support you to: • Design high impact presentations that leave a lasting impression on the audience. • Maximise opportunities to raise the profile of your research / faculty. • Present with greater authority. • There are no pre-requisites for attending this session. However, it would be helpful if 2 delegates volunteer to deliver a short presentation during the session.

Making Sense of Annual Monitoring BOOK NOW	Professor Mariann Rand-Weaver	Tuesday 26 September 10.00am-12.30pm	Annual monitoring is a key process for the University, designed to assure the quality and standards of the provision and sharing of good practice. This session will provide a guided tour of the procedure, forms and data provided, and is essential for those responsible for annual monitoring of programmes at programme / department / college level. To get the most from the session, participants should familiarise themselves with the process prior to attending http://www.brunel.ac.uk/about/quality-assurance/programme-monitoring-and-review
Embedding Information Literacy in the Curriculum BOOK NOW	Rowena Macrae-Gibson	Thursday 1 February 14.00pm-16.00pm Tuesday 24 April 14.00pm-16.00pm	In this workshop you will develop knowledge and critical understanding of underpinning concepts related to information and digital literacy; develop awareness of research-based evidence in this area and how these promote participation and enable lifelong learning and employability. After the workshop participants will be able to: • apply models of information and digital literacy to curriculum design • Identify and critically reflect on aspects of digital technology for their own use and for the benefits of their students' learning.
Open Access and Open Data for PhD Supervisors BOOK NOW	SCO Team, Catharine Bailey	Thursday 23 November 14.00pm-15.30pm Thursday 8 March 14.00pm-15.30	Participants will learn what is required of them and their students by the University and Research funders in relation to Open Access compliance, Research Data Management and thesis submission. Participants will learn about how the Library's Scholarly Communication team can provide support, tools and training to ensure they meet these requirements.
Supervising Doctorates BOOK NOW	Dr Fiona Denney	Wednesday 8 November 14.00pm-16.00pm	Participants will learn about the background and context to changes in how doctorates are supervised; the rules, regulations and Code of Practice at Brunel; dealing with some of the issues that commonly arise during the doctoral process After the workshop participants will be able to: • Supervise doctorates within the Brunel context • Join supervisors' discussion groups that will run throughout the year • This workshop is suitable for those new to doctoral supervision and those who would like an update on the Brunel processes.

Workshops to Support Research

Workshop Title	Facilitator	Dates and Times	Description
Blogs and Blogging for Research BOOK NOW	Library Academic Service Team	Monday 19 March 14.00pm-16.00pm	Aimed at researchers, this practical session covers finding and collating blogs within your research area and setting up your own blog. After the workshop you will be able to: • Find blogs. • collate them using feed readers to save time reading • get started writing a blog
Copyright and IP for Research BOOK NOW	Monique Ritchie	Tuesday 7 November 9.30am-11.00am	In this workshop, you will learn about key provisions in UK copyright law; relevant University policies; and about the support and resources available provided to help you manage copyright issues in your research. You will also learn about the risks and liabilities, when copyright isn't managed effectively. After the workshop you will be able to: • Use third party material confidently and legally for research • Develop a strategy or plan for managing copyright issues when conducting, publishing or archiving your research • Develop a strategy for managing copyright issues when conducting or publishing your research • Structure a permission request
Effective Editing BOOK NOW	Jennifer K.Potter	Wednesday 31 January 13.30pm-16.30pm	This workshop offers researchers an intensive and highly practical introduction to editing your own writing. After the workshop you will be able to: • Identify the essential components of good writing. • Assess your own strengths and weaknesses as a writer. • Differentiate between the different stages involved in editing a text effectively. • Construct sentences and paragraphs that progress your argument. • Apply the lessons learned to your own writing. Prior to the workshop, you will be asked to submit points of syntax or grammar you wish to discuss; and you should bring to the workshop up to 750 words of your own writing on which to practise the techniques learned.

Keeping Up to Date with Literature BOOK NOW	Library Academic Services Team	Tuesday 21 November 14.00pm-16.00pm Tuesday 27 February 14.00pm-16.00pm	This workshop is aimed at researchers wanting to know about the latest research being published in their field. Ideally, you would like to know about research, even before it's published. After the workshop you will be able to: • Use alerting services • Network more easily and become more organised
Managing Research Data: Policy, Principles and Practice BOOK NOW	Catharine Bailey, Monique Ritchie	Thursday 2 November 14.00pm-16.00pm Thursday 10 May 14.00pm-16.00pm	This workshop is aimed at researchers wanting to learn about how the University can help you manage your research data effectively and efficiently in line with the University and funders' requirements. After the workshop you will be able to: • Be able to construct a data management plan using available online tools • Understand the key requirements for good research data management practice throughout the research lifecycle, from creation to preserving data long term • Be able to use facilities provided by the University to manage your research effectively in line with institutional and funding body requirements.
Managing Your Professional Profile in a Digital World BOOK NOW	Rowena Macrae-Gibson	Tuesday 7 November 14.00pm-16.00pm Tuesday 6 March 14.00pm-16.00pm	This practical session on the importance of managing your online identity will help you to make use of a variety of tools and enable you to make the most of your profile. After the workshop you will be able to: • understand why it is important to have an online presence and how this can be achieved
Maximising Your Literature Search BOOK NOW	Library Academic Services Team	Tuesday 14 November 14.00pm-16.00pm Tuesday 13 March 14.00pm-16.00pm	In this workshop you will learn how to use features of databases, such as Academic Search Complete and Business Source Premier. You will go beyond basic keyword searching, using structured searching for quality results. Journal quality will be considered, making use of journal quality lists, the Journal Citation Reports and SCOPUS Journal Analytics After the workshop you will be able to: • Save searches and set up search alerts • Search indexes and thesauri • Search within a list of specific journals • Access and use citation information and bibliometrics Participants should already have a basic understanding of literature searching.

Open Access, Research Systems and Compliance BOOK NOW	David Walters, Chris Daley	Tuesday 31 October 10.00am-11.30am	In this workshop, you will learn how to evaluate and select suitable publishers and open access licence options to help you comply with University and funder mandates and how to deposit and archive your publications to maintain your eligibility for submission to HEFCE's Research Excellence Framework (REF). After the workshop you will be able to: • Explain the difference between Green and Gold open access publishing routes. • Deposit your publications in the University's internal database, BRAD, for archiving in BURA, the institutional repository. • Apply for open access funding. • Use tools to assess whether your publication route will comply with University, REF or other funder policies. • Evaluate publishers, using available resources to help identify potential predatory publishers.
Research Ethics Processes and Procedures BOOK NOW	David Anderson-Ford – Consultant	Wednesday 14 February 10.00am-12.00noon	This workshop will be an overall introduction to research ethics processes and procedures at Brunel. After the workshop you will be able to: • Understand the basic principles of research ethics as well as when and how they should apply for approval. • Identify the main points a research ethics committee will look for.
Research Project Management BOOK NOW	Steve Hutchinson – Hutchinson Training.com	Wednesday 24 January 9.30am-16.00pm	In this workshop you will learn about managing projects successfully from conception to completion and at each stage of the project life-cycle. After the workshop you will be able to: • use project planning techniques (including Work Breakdown, Critical Path Analysis, and Gantt Charts) • Understand risk analysis and issues management • monitor and guide the project • report progress effectively

The Conversation BOOK NOW	Michael Parker – The Conversation, Joe Buchanunn – Brunel Representative.	Wednesday 10 January 9.30am-12.30pm	In this workshop you will learn how to get your academic views and expertise published on The Conversation: an online, independent news platform offering content written by academics and researchers with deep expertise and edited by journalists. After the workshop you will be able to: • Understand what The Conversation is looking for, and how best to work with them to write public-friendly opinion pieces, explainer articles or study results. • formulate your ideas for an article for The Conversation • Turn ideas into a short pitch to their editorial staff.
Using Twitter for Research BOOK NOW	Library Academic Services Team	Monday 19 February 14.00pm-16.00pm	This practical session aimed at researchers will help you to use Twitter to raise your profile and keep up to date with relevant information for your research area. After the workshop you will be able to: • Create a Twitter account, • connect with others • Use relevant hashtags and lists and create a great profile. If you already have a Twitter account please make sure you know the username and password before coming to the session.

Teach Brunel Café Sessions

Workshop Title	Facilitator	Dates and Times	Description
Active Learning BOOK NOW	Dr Martyn Clark	Wednesday 1 November 13.00pm-14.00pm	'Good teaching is that which supports the appropriate learning activities and discourages inappropriate ones' (Biggs and Tang, 2011, p16). This café will discuss the idea of learning activity and some approaches to teaching for active learning.
Assessment for learning BOOK NOW	Dr Martyn Clark	Wednesday 13 December 13.00pm-14.00pm	This café will discuss the distinction made between 'assessment of learning' and 'assessment for learning', together with the idea that 'the change that has the greatest potential to improve student learning is a shift in the balance of summative and formative assessment' (HEA, 2012, p9)
Group Work BOOK NOW	Dr Martyn Clark	Wednesday 10 January 13.00pm-14.00pm	'Learning is enhanced when it is more like a team effort than a solo race. Good learning, like good work, is collaborative and social, not competitive and isolated. (Chickering A. and Gamson Z. (1987) Seven principles for good practice in undergraduate education). This café will discuss ideas for making learning more collaborative.
Teaching without PowerPoints BOOK NOW	Dr Martyn Clark	Wednesday 7 February 13.00pm-14.00pm	This café will discuss the implications for University teaching of idea that 'PowerPoint's pushy style seeks to set up a speaker's dominance over the audience' (Tufte E. (2003) PowerPoint Is Evil, https://www.wired.com/2003/09/ppt2/)
Curriculum Design BOOK NOW	Dr Martyn Clark	Tuesday 13 March 13.00pm-14.00pm	This café will discuss the practical implications of four sets of criteria for effective course design.

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