

OXFORD CENTRE FOR ACADEMIC ENHANCEMENT & DEVELOPMENT

Inclusive, collaborative and compassionate

OXFORD
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Dear colleague,

Welcome to the July edition of the OCAED Newsletter!

This month, we're putting the spotlight on the exciting and evolving role of generative artificial intelligence at Oxford Brookes. We're delighted to invite colleagues from across the university, academic and professional services staff alike, to two events designed to explore, share, and reflect on AI in education and beyond.

Don't miss the Oxford Brookes Staff Artificial Intelligence Showcase on Wednesday 16 July, from 10.00am to 1.30pm. It's a relaxed and informal gathering where staff can connect, exchange insights, and get inspired by AI-driven work across the university.

On Monday, 7 July, we're hosting another edition of GenAI Thinkspace, from 12.00pm to 1.00pm. A virtual lunchtime session perfect for bouncing around ideas, raising questions, or just listening in on how colleagues are experimenting with generative AI tools.

We hope to see you there!

Thanks for your interest.

Oxford Centre for Academic Enhancement and Development team.

Keeping in touch

Oxford Centre for Academic Enhancement and Development

Email: ocaed@brookes.ac.uk

Website: <https://www.brookes.ac.uk/ocaed/>

Teaching, Learning, and Assessment

Upcoming internal workshops and events

- [Educational Leaders Forum](#), Wednesday 2 July, 9.15am to 10.00am, Fiona Kelner, Head of Inclusive Support and Sue Moon, Advice Team Manager, Inclusive Support Annual report findings and discussion. ELF takes a break over the Summer and will return on Wednesday, 3 September.
- GenAI Thinkspace, [Monday 7 July, 12.00pm - 1.00pm](#). You can add the Zoom events to your calendar by clicking the date/time. Please ensure you are logged in to your Oxford Brookes [Zoom account](#) before joining the session
- [Oxford Brookes Staff AI Showcase](#) on Headington Campus in JHB 208 Chakrabarti, Wednesday 16 July 2025, 10.00am - 1.30pm

Upcoming external workshops and events

Free JISC AI Literacy Training for Teaching and Learning Staff

JISC is launching [AI Literacy Curriculum](#) sessions for teaching and learning staff. They are daily 1-hour free online sessions taking place from 12.30pm to 1.30pm:

- Wednesday 2 July, Prompting for teaching and learning
- Thursday 3 July, Effective use of AI in teaching and learning
- Friday 4 July, How AI can improve productivity for teaching and learning
- Monday 7 July, AI, Accessibility and Education
- Tuesday 8 July, Recognising AI bias and misinformation
- Wednesday 9 July, Maintaining academic integrity in an AI age – FE
- Thursday 10 July, Privacy and data security for teaching and learning



To view full session details and register, visit the [Jisc training page](#). Free for Oxford Brookes staff as JISC members.

SEDA

- Events from [SEDA](#)
- The latest issue of the SEDA publication [Educational Developments magazine \(26.1\)](#) is available.

Quality Assurance Agency for Higher Education (QAA)

- [Generative AI resources](#)
- Events from [QAA](#)

Publications and resources

Free Podcasts from Advance HE

New [Episode 7 of the Let's talk about student success podcast](#) is now available. This episode explores enterprise education and discusses its importance to student success and the overall student experience.

[Episode 6 of the Let's talk about student success podcast](#) is available.

[Episode 5 of the Fellowship podcast.](#)

This episode looks at Descriptor 2 of the PSF and offers applicants top tips for completing a successful Fellowship application.

These events and resources are free of charge and included in our institutional membership.



Call for attendees: Oxford Brookes Staff Artificial Intelligence Showcase

Oxford Brookes Staff AI Showcase
Artificial Intelligence is reshaping how we teach, work, and collaborate, and your colleagues are already exploring its potential. Whether you're eager to share your AI experiences or simply curious, this event is your chance to get involved.

The AI Showcase will be taking place at Headington Campus, JHB 208 Chakrabarti on Wednesday 16 July, 10.00am to 1.30pm.



A relaxed, informal gathering for academic and professional services staff to:

- Demystify AI through real-world examples.
- Share how AI enhances productivity, learning, or accessibility.
- Inspire colleagues to experiment with AI in their work.
- Connect with a growing AI community.

Register to attend via the [short form](#). Explore how AI could support your work, discover practical tools, and gain fresh ideas – no prior experience needed, just curiosity! If there's enough interest, a livestream option will be explored.

Any Questions, please contact: Charlie Simpson, charlessimpson@brookes.ac.uk, Sam Folley, sfolley@brookes.ac.uk and Nicola Beer, n.beer@brookes.ac.uk

Let's explore AI together – see you at the showcase!

Copilot tips to help in your teaching, learning and productivity

The following are ideas and suggested prompts to use with Copilot. Oxford Brookes students and staff have access to the data-secure Microsoft Copilot AI chatbot, available through a Microsoft academic institutional licence.

When using Microsoft Co-pilot, signing in with your Oxford Brookes login ensures your data is protected, in accordance with Microsoft's privacy notice. However, we do not recommend you upload any confidential or protected data or information.



Tip 2 July 2025 - Using AI to Streamline Presentation Preparation. AI can be a great tool to help streamline session planning. Consider using the following prompt to help generate ideas on what to include within your session and how to link them to real-world scenarios:

"Summarise key concepts from [topic] and suggest real-world examples that would help prompt discussion."

You could take it a step further by asking AI to suggest a session plan outline or common misconceptions within this topic.

Got ideas for this segment? How are you using AI to improve your day-to-day life? Let [Samuel Folley](#) know.

Gain Advance HE Fellowship Through the EXPLORE Scheme

We offer two pathways for Oxford Brookes colleagues involved in teaching and/or supporting learning to gain professional recognition through Advance HE Fellowships: EXPLORE Taught (for colleagues new to Oxford Brookes) and EXPLORE Experiential (for colleagues beyond their first three years who contribute to teaching and/or learning support).

Why achieving Fellowship is important from one of our Curriculum Consultants (Brookes Student)

"As students who have left difficult environments to access university, or have support requirements that have previously been ignored or trivialised, we are incredibly grateful to the Brookes staff members who make our university experience a positive one. Thank you for demonstrating your commitment to Inclusive practice through achieving a Fellowship."

EXPLORE Taught: For Colleagues who teach and/or support learning who are **New to Oxford Brookes**

We are pleased to welcome all new academic and teaching colleagues who have joined Oxford Brookes this academic year. As part of your contract, you are required to engage with the EXPLORE Scheme from 2025/26. This will support you in gaining Advance HE Fellowship recognition through our accredited EXPLORE Taught scheme or, for those who already hold Fellowship, participating in our non-accredited EXPLORE scheme. You will be invited to attend an online induction session, where you will be introduced to the scheme, its pathways, and how it supports your professional development at Oxford Brookes.

Next Steps: Watch your inbox for the email invitation, which will be sent out in July. You can also find out more on the [EXPLORE Taught Scheme webpages](#).

EXPLORE Experiential: For Colleagues who teach and/or support learning.

2025/26: Expressions of Interest Open

Oxford Brookes supports colleagues in teaching and learning to achieve an Advance HE Fellowship, recognised internationally for professionalism and evidence-based practice in higher education.

We offer Fellowships at all levels: Associate, Fellow, Senior, and Principal. Fellowship enhances career development, demonstrates commitment to education, and is valued globally.

Next steps:

- Complete the [EXPLORE Experiential Scheme Expression of Interest Form](#) to be placed on the waiting list for 2025/26. This helps determine the most appropriate category for you (15–20 minutes required).
- Registrations confirmed in September 2025.
- The scheme runs for one academic year, starting October 2025, with submission deadlines in June 2026 (January 2027 for part-time colleagues).

Find out more on the [EXPLORE Accredited Experiential Scheme webpage](#).

Do you teach on a Degree Apprenticeship Programme?

We want to support you in supporting Degree apprenticeship students. Working with colleagues at the University of Warwick, we are researching how to enable and sustain academic and educational leadership and development for Degree Apprenticeship Programme Leaders and Teams (UREC registration number is L24338). The inquiry's intended outcome is a portfolio of activities to support practice. We draw upon your experiences leading, teaching, and contributing to Degree Apprenticeships and invite you to participate in the research.



The [participant information leaflet](#) is available.

Complete the questionnaire (no more than 15 minutes) and [sign up for the research](#)

Join our Degree Apprenticeship Forum

Join us to connect, collaborate, and stay informed on the latest in Degree Apprenticeships with our online meeting. We'll explore current agendas, support each other, and share updates on new developments and improvements. [Join the DAPL+T Forum](#).



IDEAS: Paid training for Associate Lecturers

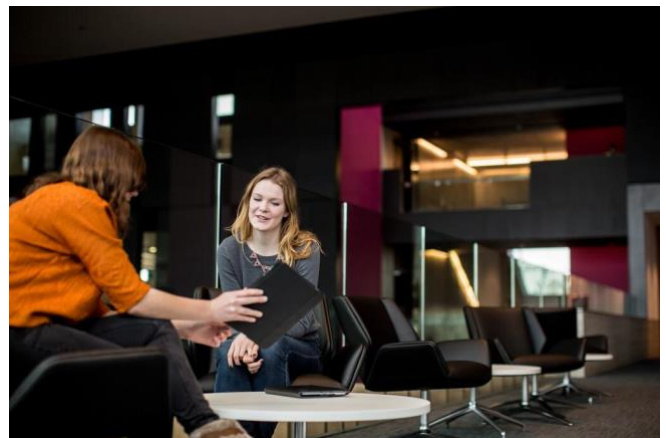
Are you an Associate Lecturer? The Oxford Centre for Academic Enhancement and Development (OCAED) invites you to a one-hour online course, [IDEAS: An Introduction for Associate Lecturers](#).

Learn about the Oxford Brookes [IDEAS Inclusive Curriculum Model](#) and its relevance to your role. After you have finished the assessment task, you will be compensated in the next payroll period.

Information for Academic Advisors

Please contact our Senior Faculty Academic Advisors with any queries:

- **AHSS**, Matt Lawson (matt.lawson@brookes.ac.uk) and Deborah Carpenter FHEA (dcarpenter@brookes.ac.uk)
- **HST**, Dan Butcher SFHEA (dbutcher@brookes.ac.uk) and Adam Lonsdale FHEA (alonsdale@brookes.ac.uk)



Further information can be found on the [Academic Advising](#) web pages.

Curriculum Consultants drop-ins

Our drop-in sessions provide tailored support on student experience topics, helping staff navigate student queries and enhance inclusive teaching practices.

Objectives:

- Increase Student Partnership use across departments
- Boost staff confidence in signposting and student support
- Promote inclusive academic environments



What are the drop-ins? Informal online or in-person sessions where staff can seek guidance on:

- Student engagement and feedback
- Mental health and wellbeing
- LGBTQ+ inclusion
- Neurodivergence and accessibility
- Supporting mature and international students

When and where? Weekly via Google Meets and in-person (locations TBC). Schedule shared via department newsletters.

How to attend: Book via our [online form](#) or email student.engagement.drop-ins@brookes.ac.uk for quick queries.

Drop-ins: Academic Enhancement Surgeries

All staff who teach and support learning are welcome to meet with a [member of OCAED](#) to discuss an aspect of academic enhancement and development. Your discussions can include, but are not limited to:

- Teaching and learning strategies, module design, or programme development.
- Find out about our academic continuing professional development portfolio.
- Providing insights into assessment and evaluation methods.
- Finding out about Fellowships and getting recognition for your teaching.
- Getting ideas about IDEAS.
- Exploring EXPLORE.



Click the date below to book a half-hour online slot

- [Tuesday 1 July](#), 11.00am - 1.00pm with [Nik Beer](#), SFHEA
- [Tuesday 15 July](#), 12.00pm - 2.00pm with [Nik Beer](#), SFHEA
- [Monday 21 July](#), 2.00pm - 4.00pm with [Ben Walker](#), SFHEA

If the above dates and times are inconvenient, please contact us at ocaed@brookes.ac.uk for alternatives.

Brookes Briefings: guides to teaching, learning and assessment practice

Refreshing your curriculum for 25/26

Whether refreshing your module design or exploring new teaching approaches, Brookes Briefings are a great place to start. We offer a wide range of Brookes Briefings designed to support and enhance academic practice as you prepare for the upcoming academic year. These concise,



research-informed guides provide practical strategies and pedagogical insights tailored to the needs of HE staff.

For example, the Brookes Briefing: [Promoting Active Learning – Designing Dynamic Teaching](#) explores how to create engaging, student-centred learning environments. It offers both practical ideas and the evidence-based rationale behind why active learning improves student outcomes. For more guidance on refreshing your curriculum, see our full catalogue of [Brookes Briefings](#), which offer scholarship-led, evidence-based teaching, learning, and assessment guides.

Across Oxford Brookes

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 eight writing retreats, four on campus and four online, between May and July. All retreats take place from 9.00am - 4.00pm 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.

Participants consistently provide feedback on how much they have achieved on the day, appreciating the calmness of the space, the ability to focus and be productive, and the supportive, welcoming community. You might also get ideas for how to start a writing group yourself, as some have.

The retreats are open to all Oxford Brookes staff and students. Please [book to attend](#).