



Teaching
in Practice series

Teaching in Practice series (TiPs)

I am delighted to present the Teaching in Practice Series for 2018-19. At LJMU we are strongly committed to the development of our professional and academic staff – as stated in the Strategic Plan 2017-22 we aim to be ‘A University that attracts high-quality staff, equips them to succeed, and recognises their contribution’. This series demonstrates our commitment to professional growth through development opportunities. A new set of workshops for Programme Leaders is included in the schedule, recognising the importance of emerging and existing academic leaders in our University. We welcome your feedback on this approach and any future developments you would wish to see included in the programme.

With my best wishes

Professor Peter Byers Pro Vice Chancellor Education

About TiPs

The Teaching and Learning Academy works directly with Faculties, Schools and Professional Services to enhance the learning experience for all our students through educational enhancement, innovation and the transfer and adoption of effective practices and approaches.

In this booklet, the Academy brings together a range of development opportunities for all staff supporting teaching and learning. These workshops will be delivered by several departments including the Academy, the Leadership and Development Foundation, and Student Advice and Wellbeing, alongside Faculty staff. In addition, in some instances, online resources may be signposted.

If there is an area of practice you would like support with but that is not included in these workshops or resources please contact Rachel Boulter, r.m.boulter@ljmu.ac.uk.

How do I book a place?

Unless otherwise stated, to book a place on any of these events listed, please email TLAcademy@ljmu.ac.uk.

Please note, for most events, venues are not included. Once you have emailed to book a place, we will book you onto the event you requested. You will then be sent a meeting request via Microsoft Outlook a minimum of a week prior to the event which will confirm the campus and room.

Please accept this meeting request (if you are still able to attend). This is to ensure we have accurate numbers for catering, if required.

Your Feedback

We value your feedback on the events you attend. At the end of each event we will send you a brief online survey, asking for your feedback. Please note that you are not obliged to complete this survey but that, if you choose to do so, your comments will inform our future provision. Please be assured that any comments will be non-attributable.



Teaching in Practice

The events listed below are available for all staff to attend and are listed in date order.

Adobe Connect

Adobe Connect is the new LJMU Virtual classroom environment. Fully integrated with Canvas, Connect allows for seamless blended and distance learning provision within any Canvas course. Connect works via browser or using a mobile app, so tutors and students can easily access or deliver materials or across a variety of devices. This session will highlight how to launch Connect through Canvas, using the Connect interface; how to use your existing Powerpoint presentations in a virtual classroom, student collaboration using Connect recording and sharing your Connect sessions. The session will identify opportunities for using Connect in one to-one cases, providing support for ongoing work and using 'Virtual drop-ins' as a flexible time-saver for staff and students.

To book a place, please email TLAcademy@ljmu.ac.uk.

TEL Team

TLA

Wed 19th September

12.00pm - 1.30pm

Mt. Pleasant Campus

Tues 16th October

12.00pm - 1.30pm

City Centre Campus

Assignments in Canvas

The Assignment tool within Canvas provides a unified comprehensive suite of assignment handling features and will be familiar to users of the Blackboard assignment tool, whilst also offering new powerful features and enhanced usability. This hands-on workshop will take you through the process for creating, submitting and marking assignments in Canvas; it is strongly recommended that anyone who has previously used online submission in Blackboard, or who would like to use online submission in the future, should attend.

To book a place, please email TLAcademy@ljmu.ac.uk.

TEL Team

TLA

Wed 19th September

2.00pm - 3.30pm

Mt. Pleasant Campus

Wed 3rd October

2.00pm - 3.30pm

City Centre Campus

Wed 17th October

2.00pm - 3.30pm

City Centre Campus

Meetoo: A system to support in-class real time responses from students

Meetoo is a technology that facilitates polling or the raising of questions via mobile devices in training, meetings, classes and conferences. This is a very flexible, easy to use system that could be used in a wide variety of ways.

There are two basic functions, running a poll, and allowing others to respond to a given topic. These can be created and delivered via the web or a powerpoint slide, and the audience can respond via any web enabled device, e.g. phone, tablet, or laptop.

This session will provide hands on training and a space to discuss and develop ideas for the use of this system in your sessions.

To book a place, please email TLAcademy@ljmu.ac.uk

TEL Team

TLA

Tues 25th September

11.00pm -12.30pm
City Centre Campus

Thurs 18th October

11.00pm - 12.30pm
City Centre Campus

Canvas Virtual Clinic

As part of our ongoing development of how staff use the new VLE, the TEL team are hosting 'Virtual Clinics'. These sessions can be accessed remotely using a PC or mobile device and have been scheduled to try to avoid clashes with timetabled teaching. Sessions will offer some structured delivery, a Q&A and troubleshooting.

Each session will have a brief 'theme' but content is led by those wishing to participate.

For further information, please contact Phil Rothwell, p.b.rothwell@ljmu.ac.uk.

There will be time allocated during the session for any questions - if you have any in advance of the clinic, please mention them when booking.

Please book in advance as the link to access the Clinic will need to be emailed to you before the session.

To book a place, please email TLAcademy@ljmu.ac.uk.

TEL Team

TLA

Wed 26th September

1.00pm -2.30pm

Wed 10th October

11.00pm - 12.30pm

Wed 24th October

1.00pm - 2.30pm

Introduction to Canvas

Introduction to Canvas is aimed at all new staff and may also be useful to existing staff members wishing to update or refresh their approaches to Canvas use. This session covers: the fundamentals of using Canvas; how to navigate the system and change your account settings; how to upload and share materials using Files, Modules and Pages and where important places, such as the Grades area can be found. It will also cover how to use the Announcement tool to communicate effectively with students. There will also be time to ask questions regarding specific issues or queries you might have in relation to Canvas and discuss any further training in which you may wish to take part.

To book a place, please email TLAcademy@ljamu.ac.uk.

TEL Team
TLA

Wed 26th September
1.00pm - 2.30pm
City Centre Campus

Tues 9th October
12.00pm - 1.30pm
City Centre Campus

Wed 24th October
1.00pm - 2.30pm
City Centre Campus

Canvas- Approaches to enhance learning

This workshop looks at some of the ways that you can take Canvas beyond the fundamentals to enable students to work collaboratively, deliver content in a structured manner and help students measure their progress. This session will look at Groups, Collaborations, discussion boards and using modules to structure pathways through learning.

To book a place, please email TLAcademy@ljamu.ac.uk.

TEL Team
TLA

Thur 27th September
1.00pm - 2.30pm
Mt. Pleasant Campus

Wed 24th October
1.00pm - 2.30pm
City Centre Campus

Canvas Cafe

Members of the TEL team will be spending time out in Faculties at Byrom Street, Redmonds Building and John Lennon Art and Design Building to answer any Canvas questions you might have and provide hands on help and support for Learning Technology based tasks.

If you have a specific issue you would like assistance with, we would advise that you book in advance via email at TLAcademy@ljmu.ac.uk to ensure your request can be accommodated. Alternatively, just come and say 'Hi' on the day and we will do our best to help you get the most out of Canvas.

Please can you ensure that you have attended an Introduction to Canvas course beforehand.

To book a place, please email TLAcademy@ljmu.ac.uk.

TEL Team
TLA

Tue 18th September

1.00pm - 2.30pm

Mt. Pleasant Campus

Wed 26th September

1.00pm - 2.30pm

City Centre Campus

Tue 2nd October

12.00pm - 1.30pm

Mt. Pleasant Campus

Wed 3rd October

11.00pm - 12.30pm

Mt. Pleasant Campus

Wed 10th October

2.00pm - 3.30pm

Mt. Pleasant Campus

Tue 23rd October

1.00pm - 2.30pm

City Centre Campus

Thur 25th October

12.00pm - 1.30pm

Mt. Pleasant Campus

Creating Canvas Homepages

Need to set up a homepage for your Canvas course but have got 'blank page syndrome'?

In this session you'll take a look at how to layout page elements such as headings, paragraph text, images and tables, how to get free high quality images or use your own, how to link to other parts of your course and how to do all of this with mobile users in mind.

To book a place, please email TLAcademy@ljmu.ac.uk.

TEL Team

TLA

Thur 20th September

11.00pm - 12.30pm

Mt. Pleasant Campus

Wed 17th October

11.00pm - 12.30pm

Mt. Pleasant Campus

Powerpoint: Considering the impact of Powerpoint presentations on the student learning experience at LJMU

There are wide ranging examples of practice with respect to PowerPoint use as a teaching aid at LJMU. There are also equally varied perspectives on acceptable practice, that must be considered from the perspective of teacher and learner, the content of the subject discipline and the overall design philosophy of a taught session. Powerpoint slides may be one of the only tangible learning resources that a student receives in conjunction with a lecture. This considered, it is possible that students use their own evaluations of PowerPoint slides as an indicator of their overall taught learning experience at LJMU. It may, therefore, be important to manage student expectations regarding the role, use and purpose of PowerPoint to their learning.

To book a place, please email TLAcademy@ljmu.ac.uk.

Becky Murphy

Subject Head

SCS

Wed 3rd October

1.00pm - 2.30pm

Mon 26th November

10.00am - 11.30am

Panopto

Panopto is LJMU's institutional video recording and management system, that greatly simplifies the process of media creation and sharing through an easy to use set of tools and secure integration into Canvas course spaces. Panopto is already winning the praise of LJMU staff and students through a number of applications including sharing of short video messages by tutors, recorded lab demonstrations, narrated PowerPoints, live broadcasts, student presentations and video assignments. As a tool it is allowing staff to better support diverse student needs and rethink how programmes are delivered such as 'flipped' teaching, with comprehensive usage analytics for evaluation of techniques. It can further engage the learner through built-in quizzing, captioning and group notetaking. This session will showcase a number of applications, with case studies from across LJMU, and give attendees the chance to try out using Panopto within their own courses.

This system is very flexible and has a wide range of possible uses. The session will help you understand how it works and best way to make this work for you.

To book a place, please email TLAcademy@ljmu.ac.uk.

TEL Team
TLA

Wed 3rd October
2.00pm - 3.30pm
Mt. Pleasant Campus

Canvas and Turnitin

Turnitin continues to be available for use within Canvas courses, offering a rich suite of tools for electronic assignment handling and marking. This workshop will provide attendees with hands on experience of setting up Turnitin assignments with the Canvas unified assignment tool, experiencing student submission process and exploring the familiar Turnitin functions of generating originality reports and Grademark.

To book a place, please email TLAcademy@ljmu.ac.uk.

TEL Team
TLA

Wed 10th October
2.00pm - 3.30pm
Mt. Pleasant Campus

Canvas Quizzes

The Canvas quiz tool offers tutors new ways to engage and assess their learners, using new forms of interaction, through an attractive and easy to use interface. This hands-on session will guide attendees through the process of quiz creation, demonstrating available question types, the inclusion of rich media, provision of feedback and interpretation of results. The session will also look at how Blackboard online quiz materials look after they are migrated into Canvas.

An upgraded version of this tool is expected to be made available ahead of the next academic year, and these enhancements will also be explained during this session.

To book a place, please email TLAcademy@ljamu.ac.uk.

TEL Team

TLA

Wed 19th September

2.00pm - 3.30pm
City Centre Campus

Wed 17th October

2.00pm - 3.30pm
City Centre Campus

Assessing Groupwork

Group work is an essential part of many degree programmes. It encourages and fosters communication and social skills in addition to developing team working and leadership qualities. A number of Professional Bodies also stipulate that group working is a required component of accredited courses. But group work often brings debate: students perceive a devaluing of their mark if team members don't 'pull their weight' and the team performs less than optimally (more critically at final year level); staff often struggle to ensure that work is equitable and that all students demonstrate learning across all the learning outcomes. In this session we'll explore the issues around learning and assessment of group work and look at some tools and techniques to make the process manageable and equitable.

To book a place, please email TLAcademy@ljamu.ac.uk.

Martin Hanneghan

Associate Dean (Education)
FET

Wed 31st October

1.00pm - 2.30pm

Wed 6th Feb

1.00pm - 2.30pm

Research and Practice in HE Seminars

“Permit us to question — to doubt, that’s all — to not be sure.” Richard Feynman (1955)

This year is the sixth year of the LJMU Research and Practice in HE Seminars.

To encourage institutional discussion and debate in learning, teaching and education, these seminars will be delivered by invited speakers who are leaders of educational practice and enquiry. Combining presentation with discussion, the seminar series showcases examples of scholarship and innovation to shed new light on educational issues and challenges within the higher education domain, as well as exploring new directions for pedagogic research and scholarly practice.

All staff are welcome, and are encouraged to attend. To book a place, please email TLAcademy@ljmu.ac.uk.

Wednesday 31st October - When feedback is forgotten

Dr Robert A. Nash, Senior Lecturer in Psychology at Aston University

Students frequently receive feedback on how well they have achieved in the past, and how to improve in future. But how much of this feedback do students actually remember afterwards? In the first part of this seminar, I will describe an ongoing research programme that explores how and when people remember assessment feedback. Through a series of controlled experiments, our work has uncovered two robust cognitive biases that influence how and whether feedback is remembered. Pinpointing why these memory biases occur, though, has proven surprisingly difficult. In the second part of this seminar, I will situate our experimental findings within the context of our broader research on how, when, and why students engage proactively with the feedback they receive. I will propose where our collective efforts might best be placed, if we wish to strive for our feedback to have greater impact.

Teaching and Learning Academy

Wed 31st October

4.15pm - 5.30pm

Wed 12th December

4.15pm - 5.30pm

Wed 30th January

4.15pm - 5.30pm

Wed 13th March

4.15pm - 5.30pm

Wed 22nd May

4.15pm - 5.30pm

Robert Nash is a Senior Lecturer in Psychology at Aston University, and a Senior Fellow of the Higher Education Academy. He studied Psychology at the University of Warwick, where he completed both his undergraduate degree and his PhD. Since then he has held positions at Lancaster University and the University of Surrey, before joining Aston in 2015. He is an experimental psychologist, and his main research specialism is in human memory, with focuses on biases and distortions of memory, and applications to the legal system and to education. He is an editorial board member of the scientific journal 'Psychology, Crime & Law', a governing board member of the 'Society for Applied Research in Memory and Cognition', and recently published an edited book on 'False and Distorted Memories'. Since 2013 he has been pursuing a parallel line of research on the topic of feedback in education; in particular, the issue of students' engagement with the feedback they receive. Previously funded by the Higher Education Academy, this research programme is currently funded by the Leverhulme Trust, where Rob is combining his interest in feedback with his background in memory research, by investigating students' memory for feedback.

To book a place, please email TLAcademy@ljmu.ac.uk.

Details about later seminars (including locations) will be advertised nearer the time of each.

Active Learning

Active learning focuses on teaching methods and approaches that encourage students to take an active, engaged part in the learning process. This is in contrast to more traditional methods of teaching such as a lecturer trying to 'transmit' knowledge to students as they sit and listen. Through the structuring of meaningful activities students are placed in charge of their learning by thinking how to apply their learning. The VARK learning styles questionnaire will be completed. Support will be given to developing a Faculty active learning approach that extends across courses and programmes. This active learning workshop is designed to provide academics of all levels with an appreciation of the role and purpose of active learning and will:

- examine the concept of active learning
- critically consider how subject area and discipline may impact on active learning

Clare Milsom
TLA

Thur 22nd November
1.30pm - 3.00pm

- consider the challenges of active learning in large group teaching
- review a range of methods and approaches for active learning
- identify the constraints and opportunities for active learning

To book a place, please email TLAcademy@ljmu.ac.uk.

Support for developing an Advance HE Fellowship application

Gaining professional recognition through Advance HE (previously the Higher Education Academy) provides national recognition of a commitment to professionalism in teaching and learning in HE. It also provides an indicator of professional identity for HE practitioners including the entitlement to use post-nominal letters, FHEA.

This briefing session will provide staff with:

- guidance on the activities and experiences to utilise as evidence for an application
- full details of the application process

To find out more or to book a place, please email Rachel Boulter, r.m.boulter@ljmu.ac.uk.

Rachel Boulter
TLA

Mon 19th November
10.00am - 11.00am

Thur 7th March
11:00am - 12.00pm

Educational Enhancement Network Meetings

These network meetings are hosted by the PVC Education, Professor Peter Byers. The purpose of the meetings is to discuss the implications of institutional and sector developments on academic practice. The meeting will start with an informal lunch and end with an open 30 minutes Q&A session, led by Professor Byers.

Please note this event is open to all staff (academic and professional services).

Lunch will be provided. Numbers for this meeting are limited and advance booking is required.

To find out more or to book a place, please email Rachel Boulter, r.m.boulter@ljmu.ac.uk.

Peter Byers
Pro-Vice-Chancellor
Education

Mon 5th November
12.00pm - 2.00pm

Wed 20th March
12.00pm - 2.00pm

Wed 22nd May
12.00pm - 2.00pm

Programme/Subject Leader Opportunities

The events listed below are aimed at programme and subject leaders and are listed in date order.

Understanding subject level assessment within the Teaching Excellence and Outcomes Framework

The Teaching Excellence and Student Outcomes Framework (TEF) is set to transform the higher education landscape by promoting excellence in teaching and privileging strong student outcomes. With the second round of provider level assessment completed the University is currently engaged in the subject level pilot. Over the next four years the framework will extend to discipline-level and postgraduate taught provision, essentially touching every taught aspect of higher education.

The Teaching Excellence and Student Outcomes Framework workshop is designed to provide programme leaders with an overview of the system of assessment, and will:

- explore how subject-level assessment could operate, focusing on the two models currently being piloted by the Office for Students;
- examine the role that programme leaders and managers will play in improving quality and preparing for TEF provider and subject level submissions

To book a place, please email TLAcademy@ljmu.ac.uk.

Clare Milsom
TLA

Wed 17th October
1.30pm - 3.30pm

Inclusive Curriculum Design

The notion of an inclusive curriculum is based on a simple principle: that education should reflect a diverse society, promote engagement and facilitate the success of all students, regardless of their educational, dispositional, circumstantial or cultural background. As such, the inclusive curriculum goes beyond notions of adjusting existing curricula and educational practices to respond to different needs. Instead, it looks to creating the curriculum as a 'space' where all learners feel included from the outset. This does not just focus on what educators design and deliver, but understands the impact of the 'hidden curriculum' on student learning. In other words, how curriculum operation is influenced by unspoken assumptions about how students should act and react. This session will explore the key features of the inclusive curriculum and consider mechanisms through which the inclusive potential of the curriculum can be realised.

To book a place, please email TLAcademy@ljmu.ac.uk.

Phil Carey
Associate Dean
(Education)
EHC

Wed 24th October
1.30pm - 3.30pm

Student Advice and Wellbeing

A number of recent pieces of research have highlighted the breadth of issues which can adversely impact on the individual student experience, from student funding and financial capability to the pressures of maintaining good mental and physical health while studying at university.

Student Advice and Wellbeing Services work with students and staff at all levels of the University to provide advice, guidance and support on all aspects of student life. This session will provide Programme Leaders with an overview of the key pastoral issues facing students both locally and nationally, along with an understanding of the support available to LJMU students and how and when academic staff can make a referral to relevant support teams.

There will be an opportunity for discussion and questions.

Staff with immediate queries regarding individual students should contact studentadvice@ljmu.ac.uk or call 0151 231 3153 / 3154.

Phil Bakstad
Student Advice and
Wellbeing

Mon 29th October
1.00pm - 2.30pm

Academic Leadership

The role of academic leader can be a demanding and multi-faceted one, requiring the individual to balance out a wide range of practical responsibilities, whilst still maintaining a visionary and inspirational perspective to their programme team. This session allows academic leaders to consider the methods, styles and techniques that they can adopt, comparing and sharing ideas with others in similar roles, and examine methodologies used across the sector. This session is primarily aimed at existing Programme Leaders, but is also suitable for Module and Subject leaders.

Jason Boulter

Leadership and
Development
Foundation

Thur 1st November

10.00am - 3.00pm

Wed 20th March

10.00am - 3.00pm

Outcomes:

Discuss the role of the academic leader and the responsibilities for representation of the institution and of their team

- Compare and contrast academic leadership and academic management, and consider how to balance the roles
- Consider ways to engage, motivate and promote team identity and collegiality
- Identify team role types and preferences of others and consider implications for role allocation
- Identify how coaching and mentoring techniques can be used to aid programme team development

To book a place, please email TLAcademy@ljmu.ac.uk.

Support for developing a Senior Fellowship application

Gaining professional recognition through Advance HE (previously the Higher Education Academy) provides national recognition of a commitment to professionalism in teaching and learning in HE. It also provides an indicator of professional identify for HE practitioners including the entitlement to use post-nominal letters, SFHEA.

This briefing session will provide staff with:

- guidance on the activities and experiences to utilise as evidence for an application
- full details of the application process

To find out more or to book a place, please email Rachel Boulter, r.m.boulter@ljmu.ac.uk.

Rachel Boulter

TLA

Thur 8th November

10.30am - 11.30am

Wed 6th March

12.00pm - 1.00pm

Employability within the Curriculum

With the forever changing landscape of Higher Education, Universities are increasingly being required to focus on issues of employability with employers stating that a 'degree is not enough'. In the 2012 QAA Report it was reported that university education should try to engage students with recognising their employability beyond the university experience. Employability however is not an easily understood concept and there is much debate in relation to not only its meaning but to its effective implementation. This presents a wide range of issues at programme level and is something that programme teams often grapple with. This session will begin by discussing the different definitions and understandings of employability and focus on the ways in which programme teams are currently engaging with their understandings, discuss the challenges and focus on approaches and solutions. It is hoped that it will be an engaging session that will provide plenty of opportunities for discussion and approaches that can be taken back to programme teams.

To book a place, please email TLAcademy@ljmu.ac.uk.

Ester Ragonese

Associate Dean
(Education)
APS

Fri 16th November

10.00am - 11.30am

Wed 27th February

1.00pm - 2.30pm

Making the most of your data

This session is for programme leaders (especially those new to the post) and other academic staff who would like to find out more about key student surveys and how to maximise enhancement potential of the survey outcomes. Examples of the questions to be covered (discussed) are:

- How student surveys data can be accessed and how to get hold of the historical data for comparative/ longitudinal purposes?
- How to write effective module or programme-specific questions and get the answers you need (yes, you can do that as part of the module evaluation survey!)
- What response rate could be considered as reliable?
- Module evaluation reports - what they contain at the moment and how reporting could be improved (your input is needed here!)
- How to analyse and respond to polarised comments?
- What student engagement data is telling you and why it's important?
- Closing the feedback loop – challenges and opportunities.

Elena Zaitseva

TLA

Wed 21st November

1.00pm - 2.30pm

Wed 13th March

2.00pm - 3.30pm

The session will be tailored to participants' needs and cover the Module Evaluation, UK Survey of Student Engagement (UKES), and, by request, Postgraduate Taught Experience Survey and/or International Student Barometer.

To book a place, please email TLAcademy@ljmu.ac.uk.

Institute of Leadership and Management (ILM) Mentoring and Coaching

Programme Leaders find themselves in a position of needing to get tasks completed without necessarily having line management responsibility. Helping others to shine a spotlight on what needs to be done, its importance and how best to do it is a key part of coaching and mentoring. This programme enables participants to explore precisely what can influence direction, engagement and attitude.

This two 2 day programme on the dates listed is open only to programme leaders.

The workshops will include:

- An introduction to and understanding of coaching and mentoring
- Models used in the coaching / mentoring process
- Characteristics of the effective coach / mentor
- Opportunity to practice coaching and reflect on your skills
- Benefits of coaching and mentoring
- Your next steps with coaching and mentoring

The standard fee for attendance on these two days is £59. However, this is being waived for the dates listed above.

To book a place, please email TLAcademy@ljmu.ac.uk.

John Trantom
Leadership and
Development
Foundation

Day 1

Mon 3rd December
9.30am - 4.30pm

Day 2

Wed 5th December
9.30am - 4.30pm

Repeated:

Day 1

Mon 25th March
9.30am - 4.30pm

Day 2

Wed 27th March
9.30am - 4.30pm

Technology enhanced learning support for programme leaders and their teams

Programme Leaders are invited to consult with the Teaching and Learning Academy to design a Technology Enhanced Learning Development workshop for themselves and their team. This training will take into account your requirements as a team and TEL team will meet with you beforehand in order to:

- Establish which features of Canvas or other learning technologies your team are currently using most frequently;
- Discuss any additional features or tools that you might find helpful to enhance your teaching and learning;
- Evaluate how students are engaging with your courses and look at how this might guide approaches to Canvas course design;
- Discuss any features specific to your programme which may benefit from specific TEL training (for example strategies for managing larger student cohorts using Canvas)
- Look at any hardware that might complement TEL delivery in your programme (webcams for lecture capture or webinars for example) and provide advice as to how you might go about sourcing appropriate equipment.

Once we have collaboratively designed the nature of the sessions, we will schedule a time for yourself and your team and deliver a workshop to best suit your availability (usually over half a day) The Academy will follow up subsequent to the workshops to evaluate the sessions delivered and discuss any follow up activities. If the Academy have provided equipment we will also plan how to evaluate use of the equipment and the impact of use on TEL delivery.

If you are interested in this support for you and your team please contact Phil Rothwell, p.b.rothwell@ljmu.ac.uk or on ext. 8663.

Validation Training for Chairs, Panel Members (Collaborative and Internal)

Academic members of staff are sought to act as representatives on validation and periodic programme review panels. Face-to-face events are now used as the mechanism for all validation and periodic programme reviews. As a result, a large pool of academic staff are needed to volunteer to act as Chairs and University Representatives. Would you be willing to volunteer and help to support your colleagues in the development of their new and existing programmes?

Validation/review events provide excellent staff development opportunities; a chance to meet staff from across the University and partner institutions and to discuss proposals and share best practice. Volunteers might also want to gain a greater understanding of the approval process for both internal and collaborative programmes.

All academic staff are eligible for the role of University Representative. For the role of Chair, staff should hold a senior academic position and in respect of collaborative events, to have prior experience of collaborative validation events and collaborative programmes. We can provide opportunities to shadow events in order to support further development.

For further information contact: AcademicRegistryTeam@ljmu.ac.uk

Resources and Guides

Teaching and Learning Academy: Innovations in Practice

The latest issue of the TLA journal Innovations in Practice is currently available. This issue's papers include a diverse range of topics, including column pieces on student volunteering, embedding enterprise education, small group-working and study abroad. The issue also features a reflective essay on SoTL and 'in-house' journals, reviews and a 'sector round-up' of 'grey literature' in the first half of the academic year.

Innovations in Practice, Volume 12, No. 1

<https://openjournals.ljmu.ac.uk/index.php/iip/issue/view/41>

The journal is still 'a work in progress' and any feedback (including any tips) are welcomed. Please direct any comments to Virendra Mistry, (Editor, Innovations in Practice), at v.mistry@ljmu.ac.uk

Further information about the Academy's work is available at: <https://www.ljmu.ac.uk/microsites/teaching-and-learning-academy>.

Leadership Development Founda- tion Toolkit

The Leadership Development Foundation (LDF) Toolkit is an interactive, quick access, e-support tool for all staff and managers. It can be used for your own personal and professional development or to support other staff with theirs. Through engagement with the toolkit, you can enhance your performance, expand your knowledge and improve your skills.

The toolkit can be accessed here:

<https://app.goodpractice.net/#/ljmu/s/7a3e0556>.

You can also Bookmark your favourite resources creating your own personal playlist of what you might find useful on a day-to-day basis, for specific tasks and duties, or just to come back to a later date. If an area or subject is not covered on the Toolkit please email LDF directly at: LDF@ljmu.ac.uk.

Programme Leaders Guide

There is a revised Programme Leaders Guide available for 2018-19 which will be available on the LJMU website soon. In the meantime, please contact your Faculty Registrar for a copy.

LJMU Management Development Programme

HR and the Leadership and Development Foundation will be delivering a suite of training for staff with management responsibilities during 2018-19. Further information will be available shortly. In the meantime, please contact your local HR Business Partner for further information.

Learning Technology Blog

The Technology Enhanced Learning team regularly post updates and recommendations on their blog. You will find useful articles and how to guides as well as guidance on how to get support:

<https://ltech.ljmu.ac.uk/>

