NTU Course Leader Conference: 17 May 2016

Surgery sessions summary (8:30am – 4:30pm) Chaucer Building

Surgeries will run throughout the conference. You may book a slot on the day or email the relevant contact to book in advance.

S1 Student representation & academic societies **Magda Marzec** (magda.marzec@su.ntu.ac.uk) **Lizzy Kelly** (lizzy.kelly@su.ntu.ac.uk) NTSU	**S2 Success for All (CO303)** **Sarah Lawther** (sarah.lawther@ntu.ac.uk), CADQ **Sam Murphy** (sam.murphy@ntu.ac.uk), SSS
S3 High quality resource lists: supporting the Course Leader **Emma Hayes** (emma.hayes@ntu.ac.uk) LLR	**S4 Developing the academic skills of students** **Ian Rogers** (ian.rogers@ntu.ac.uk) LLR **Sandra Price** (sandra.price@ntu.ac.uk) LLR
S5 Alumni Fellowship Programme (CO204) **Clare Oswin** (clare.oswin@ntu.ac.uk) Development and Alumni Relations	**S6 Higher Education Achievement Record (HEAR)** **Kerry Brooksbank** (kerry.brooksbank@ntu.ac.uk) Academic Office
S7 Articulating how a course meets curriculum refresh points: a practical approach **Michael Loughlin** (michael.loughlin@ntu.ac.uk) Learning and teaching coordinator	**S8 Development and delivery of the Employability strand of CR (CO101)** **Debra Easter** (debra.easter@ntu.ac.uk) Employability Team
S9 Supporting student attainment (CO303) **Lisa Clughen** (lisa.clughen@ntu.ac.uk) School of Arts and Humanities	**S10 Digital Practice Framework** **Elaine Swift** (elaine.swift@ntu.ac.uk) Digital Practice Manager, CPLD
S11 Student attendance capture and reporting **Nicola Anderson** (nicola.anderson@ntu.ac.uk) Information Systems	**S12 New student induction health check (CO303)** **Ed Foster** (ed.foster@ntu.ac.uk) Centre for Academic Development and Quality
S13 Contextualising marking matrices at course & module level (CO303) **Kamilah Jooganah** (kamilah.jooganah@ntu.ac.uk) Centre for Academic Development and Quality	**S14 Internationalising the Curriculum (CG201)** **Cheryl Rounsaville** (cheryl.rounsaville@ntu.ac.uk) NTU Global
S15 How the Timetabling Group can help in course planning **Susie Reis** (susie.reis@ntu.ac.uk) Timetabling group	**S16 Appeals and complaints processes** **Sarah Troy-Brown** (sarah.troy-brown@ntu.ac.uk) Academic Office
S17 Enabling students to make a contribution through volunteering **Andy Coppins** (andy.coppins@ntu.ac.uk) NTU Volunteering Team	**S18 Supporting students: mental health and wellbeing, disability and finance issues** **Sarah Bustard** (sarah.bustard@ntu.ac.uk) Student Support Services
S19 Education for sustainable development: refreshing your curriculum (ES404) **Lina Erlandsson** (lina.erlandsson@ntu.ac.uk) **Jessica Willats** (jessica.willats@ntu.ac.uk) **Aldilla Dharmasasmita** ESD Officers, Green Academy	

Surgery sessions
8.30am – 4.30pm, Chaucer building (see the conference floor plan for surgery locations)

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S1 Student representation and academic societies

NTSU will share their plans for academic representation for the academic year 2016/17. Information about academic societies will also be available.

Magda Marzec (magda.marzec@su.ntu.ac.uk) VP Education
Lizzy Kelly (lizzy.kelly@su.ntu.ac.uk) VP Activities
Nottingham Trent Students' Union (NTSU)

S2 Success for All

This surgery is an opportunity for colleagues to discuss how to address differences in student outcomes within their own context. We will provide NTU and sector data, together with resources and examples of interventions aimed at addressing these disparities.

Sam Murphy is leading the Success for All projects within Social Sciences. In 2014-15 the School trialled a one to one support intervention linked to early formative assessment aimed at addressing gender differences, and this year the School are focusing on supporting BTEC students.

Sarah Lawther has been working with colleagues across the sector to understand how to address differences in student outcomes.

Sarah Lawther (sarah.lawther@ntu.ac.uk) CADQ
Sam Murphy (sam.murphy@ntu.ac.uk) School of Social Sciences

S3 High quality resource lists: supporting the Course Leader

How can we help you to create high quality and engaging resource lists? Find out about students' expectations of resource lists, good practice guidelines and the training, tools and materials available to support you in producing resource lists that are an integral part of your course content. If there is a specific area of resource list creation you would like help with, then book for one-to-one advice on using RLMS to support learning.

Emma Hayes (emma.hayes@ntu.ac.uk)
Library and Learning Resources

S4 Developing the academic skills of your students

This surgery will provide an opportunity for Course Leaders to meet with members of the Library Learning and Teaching Team to discuss the academic skills service portfolio and specific service provision for courses.

The team provides academic skills support across three sites working in partnership with NTU colleagues. This includes: embedded teaching within Schools; online resource creation and NOW Student Help; stand-alone and bespoke workshops; one to one appointments; online enquiries; and presentations. The team also actively engages and supports academic colleagues with curriculum development.

The support includes: maths and statistics; writing; referencing; copyright, IP, plagiarism; literature searching; Library OneSearch; subject resources; dissertation research; time management; presentation skills; mind mapping; Microsoft Office; NOW (including Binder and

e-portfolio); basic IT; RLMS (Resource List Management Software); and peer support provided by our student mentors.

Ian Rogers (ian.rogers@ntu.ac.uk)
Sandra Price (sandra.price@ntu.ac.uk)
Library and Learning Resources

S5 Alumni Fellowship programme

The Alumni Fellowship programme allows former students to give back to the University by donating (at least) two days of their time per annum to support the University and its students in a variety of ways.

Already a success in Nottingham Business School, the Programme will next be rolled out in Nottingham Law School; the School of Animal, Rural and Environmental Sciences; and the School of Arts and Humanities.

Find out more about the NBS programme at www.ntualumni.org.uk/nbs_alumni_fellowship or join me on 17 May to find out more.

Clare Oswin (clare.oswin@ntu.ac.uk)
Development and Alumni Relations

S6 Higher Education Achievement Record (HEAR)

The HEAR will provide NTU students with a single and comprehensive record of their achievements during their time at University and will have its first iteration during the 2016/17 academic year. The HEAR will replace the traditional transcript and diploma supplement with a fully verified electronic document; empowering students to have access to their own academic and non-academic achievement record.

The versatility of the HEAR lends itself to engagement with students beyond the curriculum, an employment tool and as an aide-memoire for students as they embark on a journey into the competitive arena of postgraduate study and employment.

Further information can be found at:
www.ntu.ac.uk/staffnet/staffnet_sites/site_links/184978.html
www.hear.ac.uk

Kerry Brooksbank (kerry.brooksbank@ntu.ac.uk)
Academic Office

S7 Articulating how a course meets curriculum refresh points: a practical approach

This will be an opportunity for colleagues to exchange ideas and seek support around any element of the curriculum refresh actions.

Michael Loughlin (Learning and Teaching Coordinator for Science and Technology) will share his recent experience in completing a dry run of Curriculum Refresh for a number of courses in SST, and will be joined by other members of the Learning and Teaching Coordinators Network to facilitate sharing of practices from different schools. The aim is to provide clear support in showcasing the excellent practice found throughout the university and to provide practical advice for each stage.

Michael Loughlin (michael.loughlin@ntu.ac.uk)
Learning and Teaching Coordinator

S8 Development and delivery of the Employability strand of Curriculum Refresh

CR action CO101: 'All students will develop relevant professional attributes gained through meaningful work placement or experience embedded into the design, learning, and assessment of every course'.

How do you plan to embed Employability and Enterprise within your course?

Help is at hand, drop in and talk to your Employability Coordinator and/or Careers Consultant and we can guide you through the process. Bring along your course content and we can help you kick off the review process and make some initial recommendations.

Debra Easter (debra.easter@ntu.ac.uk)
Employability Team

S9 Supporting student attainment at University

In 2002, I established the Arts and Humanities Academic Support Service, a service which aims to equip all students with the necessary skills and practices to succeed at university. Student feedback has been overwhelmingly positive and an improvement in student attainment a constant outcome: 'Academic Support has been instrumental in improving my grades. I can't rate it enough.'
As curriculum refresh asks that courses consider student attainment (S3; S5), I am offering this surgery to discuss any aspect of it with you, for example: theories, frameworks and teaching practices to enhance student attainment; confidence-building; useful resources to develop student assessment practices and study skills.

Lisa Clughen (lisa.clughen@ntu.ac.uk)
School of Arts and Humanities

S10 Digital Practice Framework

The NTU Digital Framework articulates a broad range of digital skills, competencies and practices that everyone engages in to some degree. If you want to know more about the new NTU Digital Framework and how it can support the work of you and your course team in terms of developing your students or your teams digital skills and capabilities, book on a surgery with CPLD.

Elaine Swift (elaine.swift@ntu.ac.uk)
Digital Practice Manager

S11 Student attendance capture and reporting

Providing the opportunity for students to capture their own attendance via the NTU Student App, as well as alternative on-line and printable registers resulting in robust and consistent attendance data suitable for the Student Dashboard and KPIs.

During 2015/16, a sizable number of courses started using the NTU built attendance capture application and the related reporting available from Cognos.

This surgery offers the opportunity either to introduce colleagues to the application and reporting, or to update knowledge and confidence in their use.

Nicola Anderson (nicola.anderson@ntu.ac.uk)
Information Systems

S12 New student induction health check

This surgery will provide course leaders with a quick opportunity to check their new student course induction against the NTU induction health check and discuss recent research into good practice for new student induction and transition.

We will provide resources and examples of innovative practices developed at NTU for course leaders to use.

Ed Foster (ed.foster@ntu.ac.uk)
Centre for Academic Development and Quality

S13 Contextualising marking matrices at course & module level

Matrices are pivotal in the grading of student work and can be used to help generate staff and student dialogue around assessment, including in relation to: the standards and criteria that are used to assess student work; the expectations for learning at university; and the steps needed to achieve academic success. The surgery will provide you with the opportunity to discuss any matrices related challenges that you may be encountering or if you would just like a second opinion on them. This surgery will also offer you the opportunity to gain a better understanding of how matrices can be used to their full potential to create a shared understanding of assessment between staff and students.

Kamilah Jooganah (kamilah.jooganah@ntu.ac.uk)
Centre for Academic Development and Quality

S14 Internationalising the Curriculum

This surgery is provided by NTU's IoC research group and offers information and advice on internationalising your curriculum. Drawing on HEA funded research carried out in 2015, the surgery provides a number of real examples or 'vignettes' of how different disciplines within NTU have integrated and introduced internationalisation within the curriculum. The understanding of internationalisation is broadly conceived – including a wide range of activities and approaches - and tailored to different disciplinary needs and emphasis. The surgery also provides course leaders with a useful checklist or tool – to assess their course and stimulate further ideas on how to internationalise. The checklist maps across to the actions and requirements for this aspect of Curriculum Refresh.

Cheryl Rounsaville (cheryl.rounsaville@ntu.ac.uk)
Sandra Kirk
Rose Gann
Clare Newstead
NTU Global

S15 How the Timetabling Group can help in course planning

The University's Timetabling Operations Group brings together expertise from College Timetabling, Academic Office, Estates Space Planning and IS, and can provide operational advice and planning support for timetabling, including new curriculum developments.

The Timetabling Operations Group surgery will provide Course Leaders with an opportunity to engage with professional support colleagues from these areas, on any aspect of timetabling, which could range from NSS and students' experience of timetables, to up to date information on the Estate and new facilities, Utilisation, and the potential benefits of early joint planning between academic teams and timetabling teams, on new curriculum developments.

Susie Reis (susie.reis@ntu.ac.uk)
Timetabling group

S16 Appeals and Complaints Processes

The Secretariat and Regulations Team in the Academic Office support appeals and complaints processes within the University. The NEC and Academic Appeals Processes have been reviewed and revised regulations will be in place for 2016-17.

This is an opportunity for colleagues to bring questions relating to appeals and complaints to a surgery session with the Secretariat and Regulations Team.

Sarah Troy-Brown (sarah.troy-brown@ntu.ac.uk)
Academic Office

S17 Enabling students to make a civic contribution through course or co-curricular volunteering

Colleagues will be able to find out about the volunteering opportunities currently open to students and discuss possible ways of developing these for their students. The session could be to enhance your knowledge of these opportunities, how to access them and learn why they are beneficial for your students to engage in. Alternatively the session could discuss ways you could embed a volunteering element within your course, with examples of how this is done elsewhere. See www.ntu.ac.uk/volunteering for more information.

Andy Coppins (andy.coppins@ntu.ac.uk)
NTU Volunteering Team

S18 Supporting students: mental health and wellbeing, disability and finance issues

This will be an opportunity for colleagues to learn about student support services, including how to help students with mental health issues, and other relevant services such as:

- Student Finance - funding and impact of withdrawing / suspending, repeating etc. on studying.
- Disabled Students - access statements and reasonable adjustments in teaching and learning.
- Fitness to Study.
- Helping students manage mental health issues.
- General queries relating to student support services - http://www.ntu.ac.uk/student_services/

Sarah Bustard (sarah.bustard@ntu.ac.uk)
Student Support Services

S19 Education for sustainable development: refreshing your curriculum

The Green Academy are a team working to promote Education for Sustainable Development (ESD) initiatives at NTU, 'enabling us to be an environmentally responsible and sustainable organisation', in line with the strategic plan. The display will provide an introduction to the concept of 'Future Thinking' and how this is put into practice. Delegates will have the opportunity to explore the newly refurbished 'Education for Sustainable Development: Future Thinking Learning Room', which houses a library of suggested resources. ESD Officers will be on hand to discuss the inclusion of relevant material in existing modules in line with curriculum refresh framework.

Lina Erlandsson (lina.erlandsson@ntu.ac.uk)
Jessica Willats (jessica.willats@ntu.ac.uk)
Aldilla Dharmasasmita (aldilla.dharmasasmita@ntu.ac.uk)
ESD Officers, Green Academy