

BULLETIN

29 February 2012

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PROFESSIONAL DEVELOPMENT FOR STAFF (PDS) PROGRAMME FORTHCOMING PDS SESSIONS ON OFFER:

- [Learning Enhancement](#)
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The programme handbook can also be accessed electronically at:

<http://www.bolton.ac.uk/LEPDU/Documents/PDSProgrammeHandbook2011-2012.pdf>.

Learning Enhancement

Coming soon.....

The Role of Research Supervisors in Information Literacy

Friday 27 April 2012, 12:00-2:00pm in T2-78, Eagle for WSS

Wednesday 2 May 2012, 12:00-2:00pm, T2-84, Eagle for AES and IMRI & IREET

Friday 11 May 2012, 12:00-2:00pm, T2-78, Eagle for AMT and IEC

Led by: Shirley Ward, IST & Library and Dr Paul Birkett, VC's Office

This session may be of interest to Postgraduate Research Student Supervisors,
Undergraduate & Taught Postgraduate Research Supervisors

Please note: although each session is designed with particular subject areas in mind,
staff may attend other sessions but will appreciate that subject-related themes may then
be more difficult to pursue.

Research & Enterprise

National and International Contexts for Research

Friday 2 March 2012, 10:00-12:00pm, D2-014, Deane

Led by: Prof Elias Siores

*****Supporting Research series sessions:** To book a place on these sessions please visit: <http://www.bolton.ac.uk/ResearchAndEnterprise/Events>. For further information please contact Nicola Dunn, ext 3615, email: n.g.dunn@bolton.ac.uk.

Developing Yourself & Others

Disability Awareness

Wednesday 7 March 2012, 10:00-11:00am, D2-004, Deane

Led by: Liz McGovern, Student Services

The University has a legal duty to meet the needs of disabled students. To find out more attend this session. Who for? All staff but particularly academics, new staff and support staff.

Equality & Diversity Awareness

Wednesday 7 March 2012, 3:00-4:00pm, D1-006, Deane

Led by: Shirley Silcock, Student Services

The Equality Act came into force on 1 October 2010 and applies to all Universities. The Equality Act applies to service providers and provider of goods and facilities. This session supports the University's strategic approach to Internationalisation and underpins the academic role of teaching an increasing diverse student body. The purpose of this session is to update on the new legislation with particular emphasis on the new protected characteristics and how to deal with harassment and bullying. If you deliver a service to students or staff this is the course for you.

Minute Taking Best Practice

Tuesday 13 March 2012, 9:30-12:00pm, T2-78, Deane

Led by: Jo Edwards, LEPDU

- What Makes Effective Meetings
- The Agenda
- Roles and Responsibilities of the Minute Taker
- Preparing for the Meeting
- Taking Notes
- Preparing the Minutes
- Best Practice 'The Bolton Way'

Supporting Students with Dyslexia

Wednesday 14 March 2012, 12:00-2:00pm, T3-034

Led by: Ann Canton

The session will cover indicators and difficulties associated with Dyslexia and discuss

practical support and reasonable adjustments which can be made by academic and support staff to support students at the University of Bolton.

UKBA Tier 4 – What are your responsibilities? - Look out for more sessions in April and May

Thursday 15 March 2012, 9:00-10.30am, M1-11, Deane
Led by: Beverley Knights & Kay Loxham, Student Services

Since the introduction of UKBA Tier 4 of the Points Based System in February 2010 the responsibilities and implications for the University and its students have changed significantly.

Sessions have been planned aiming to provide an overview of the UKBA's rules and regulations under Tier 4 of the Points Based System and an introduction to the role of the Immigration and Welfare Officers.

The implications for the University of failing to comply with the sponsorship duties are serious; ranging from an imposed limit on the number International students we can sponsor to being prevented from sponsoring International students completely.

Professional Development – University IT Systems

SITS Drop In

Wednesday 7 March 2012, 12:00-2:00pm, Staff Development Suite T2-069, Library, Eagle
Led by: Student Data Management

SITS (Tribal) is the University's Student Record System.

The target audience for these sessions is academic and professional services staff who are required to access information relating to students. Several members of staff from Student Data Management will be available to answer queries about the Student Record System and demonstrate simple querying and reporting techniques. For example:

- Student personal data (addresses, telephone numbers etc.)
- Intermediate transcript (module marks, grades etc.)
- eVision mark entry (on-line mark entry)
- Querying and reporting (using Microsoft Access)

'Please use the online booking form to book a place and also telephone Student Data Management on 3414 or 3816 to arrange a time slot.'

PowerPoint 2007: Adding Pizazz to your Presentations

Tuesday 13 March 2012, 10:00-12:00pm, Staff Development Suite T2-069, Library, Eagle
Led by: Tracy Ellis, LEPDU

This session will provide the skills to enable you to create presentations containing text

and graphics that can be used in conjunction with a data projector or to be printed as single slides or paper documents.

Access 2007: Designing Queries and Generating Reports

Tuesday 13 March 2012, 1:30-4:30pm, Staff Development Suite T2-069, Library, Eagle

Led by: Tracy Ellis, LEPDU

This session is aimed at those who have to manipulate large amounts of data from spreadsheets or University data systems. This session will provide the skills to query data to extract and produce reports.

This session is aimed at those who can use the fundamentals of Microsoft Excel.

Moodle Sessions

Would you like help or guidance with any of the following?

- Adding a Turnitin assignment
- Adding a Quiz
- Inserting a Questionnaire
- Replicating my 2010/2011 Moodle resources for 2011/2012
- Building a new Moodle Course
- Showing me a sample Moodle Course
- Using Moodle to book times for my Personal Tutoring
- Using Moodle to enrol my Students through SITS

Are you completely new to Moodle or perhaps like a refresher session, covering the following:

- What is Moodle?
- Logging into Moodle
- Creating a New Moodle Course
- Uploading Resources
- Linking your Moodle Course with SITS

We can provide support on the telephone, with step by step guidance notes, at your desk using your own PC or in the staff development training room; either in groups, teams or individually and we can tailor session to meet your individual needs.

If you need 5 minutes on the phone, half an hour at your desk, a 1 hour session on how to add audio to a PowerPoint presentation or a 2 hour session for 6 on how to use screen capture/recording software then give us a call, Gary Burns, ext: 3557 or Jennie Leyden, ext: 3852 or you can drop us an email at: elarning@bolton.ac.uk.

Mandatory Training

There is a requirement for the University to inform staff of certain legislation and for the University to provide support and information with regard to the interpretation of certain legislative acts/regulations.

You are invited to attend the following training which will help you understand how certain legislation might impact upon you/your role.

Bribery Act 2010 – eLearning Package - Please complete by the end of February 2012.

To access this eLearning package please click on the following link:
<http://elearning.bolton.ac.uk/course/view.php?id=6452>

Data Protection

Led by: Jo Edwards, LEPDU



As the Information Commissioner's Office (ICO) expresses increasing concern about the number of Data Protection Act breaches it urges organisations to ensure that staff are appropriately trained in the handling of personal data.

You may be aware that the University has created a new Data Protection Policy. To communicate this policy across the university, a series of briefings are going to be run for all staff. This will give everyone an understanding of what Data Protection is and procedures we must adhere to when dealing with personal information.

March dates:

Date	Time	Room
Tuesday 20 March 2012	10:00-11:00am	TBC
Tuesday 20 March 2012	11:30-12:30pm	TBC
Tuesday 20 March 2012	3:00-4:00pm	TBC

BOOKING A PLACE ON ALL PROFESSIONAL DEVELOPMENT FOR STAFF (PDS) SESSIONS

Information on all Professional Development sessions can be found on the LEPDU web pages at: <http://www.bolton.ac.uk/LEPDU/ProfessionalDevelopment/Home.aspx>. Forthcoming PDS sessions are promoted in the weekly LEPDU Bulletin every Wednesday.

To book a place on the PDS sessions (*unless otherwise indicated) please complete the online booking form at:

<http://www.bolton.ac.uk/LEPDU/ProfessionalDevelopment/PDSBookings.aspx>

Please check the PDS 'Quick Glance' Calendar for the dates and times of further sessions: <http://www.bolton.ac.uk/LEPDU/Documents/PDSCalendar2011-12.pdf>

Denise Mercer, LEPDU Administrator

MOODLE TIPS



Don't be afraid to experiment. Moodle is designed to be played with! Set up a test course for yourself and experiment with the different activities and resources. You can't break anything! or can you?

INVITATION TO CONTRIBUTE TO THE BULLETIN

If you have any news items that you would like to promote/place in the LEPDU Bulletin or items for recognising and applauding colleagues' success please forward these to: Denise Mercer, d.mercer@bolton.ac.uk.

EXTERNAL EVENTS/INFORMATION

HEA STEM Series Workshops - Enquiry Based Learning

Wednesday 14 March 2012, University of Liverpool

This is an afternoon event, places are free (and lunch will be provided). For more information and to complete the booking form, please go to:

http://www.heacademy.ac.uk/events/detail/2012/14_Mar_HEA_STEM_EBL_Liverpool

This event will be of interest to all staff who teach or support learning, particularly in STEM subjects.

The e-Assessment Question 2012 Conference and Exhibition

21-22 March 2012, London

The main theme for 2012 will be 'e-Assessment in support of qualifications, awarding and certification' with a secondary focus on innovation. For further information please visit: <http://www.e-assessment-question.co.uk>.

Standing Up for Science - media workshop

Friday 23 March, Manchester

For further information please visit:

http://www.senseaboutscience.org/data/files/VoYS_workshop_Manchester_23March2012.pdf

The e-Portfolio Implementation Toolkit Webinar

Tuesday 27 March 2012

The CRA spring webinar will be led by Gordon Joyes, University of Nottingham and Lisa Gray, JISC Executive and will take place during lunch-time. This session will introduce

the e-portfolio implementation toolkit which is the output from a JISC-funded e-portfolio implementation study <https://sites.google.com/site/epistudy/home> which ran from 2010–2011 and was led by the University of Nottingham. This toolkit is designed to support those involved in the implementation of e-portfolios in higher (HE) and further education (FE) and work based learning: practitioners planning to use e-portfolios in curriculum design and middle and senior managers addressing strategy and policy issues and challenges relating to the introduction of technologies for learning.

CRA institutional members are invited to join this webinar free of charge.

For more information and to reserve your place go to <http://alturl.com/gyqhg>

North West Enterprise School 2012

24-27 March, Preston

For further information please visit: <http://www.vitae.ac.uk/policy-practice/916-506621/North-West-Enterprise-School-2012.html>

HEA STEM Series Workshops - Plagiarism in STEM

Wednesday 28 March 2012, University of Exeter

Places are free of charge, and lunch will be provided. The HEA may also reimburse costs associated with travel.

For more information and to book, please go to:

http://www.heacademy.ac.uk/events/detail/2012/28_Mar_HEA_STEM_Plagiarism_Exeter

This workshop will be relevant to all staff who teach or support learning in STEM subjects.

HEA STEM Series Workshops - Getting Started in Pedagogic Research

Wednesday 28 March 2012, University of Liverpool

This is an afternoon event. Places are free (and lunch will be provided). For more information and to complete the booking form, please go to:

http://www.heacademy.ac.uk/events/detail/2012/28_Mar_HEA_STEM_PedR_Liverpool.

This event will be of interest to all staff who teach or support learning, particularly in STEM subjects.

SDF Spring Conference 2012: Spring into Manchester

Thursday 19/Friday 20 April 2012, Manchester

The 5th SDF Spring Conference 'Inspiring Learning-Enhancing Performance' will take place in Manchester on 19-20 April next year. The programme has been designed to appeal to staff development practitioners and administrators and aims to provide delegates with practical ideas and techniques that they can implement in their own institutions.

For more information please visit: <http://www.staffdevelopment.ac.uk/>

CALL FOR PAPERS/CONTRIBUTIONS

University of Hertfordshire Learning and Teaching Institute (in partnership with the JISC Advance):

Seventh International Blended Learning Conference: "Reflecting on our achievements – What's next for technology-enhanced learning and teaching?"

13 and 14 June 2012, University of Hertfordshire

The conference will once again have an international flavour and will also provide a unique opportunity to hear from the wide variety of work associated with the full range of current JISC projects and programmes; including those focussing on digital literacies, technology-enhanced assessment and feedback, curriculum design and open educational resources. For more information please visit:

http://www.herts.ac.uk/fms/documents/teaching-and-learning/lti/JISC_final123.pdf

There will be fifty free places available for University staff to attend the conference, bookings will open in February 2012.

Call for Papers Deadline: Wednesday 29 February 2012

Digital Inclusion and Learning - Call for Papers for a Special Issue of Research in Learning Technology

Abstracts can be submitted for informal feedback until **1 March 2012**.

Papers should be submitted via the online submission system by **1 May 2012**. The new online submission system will open in January 2012 and further information is available. The Special Issue will be published in autumn 2012.

For more information please visit: <http://www.alt.ac.uk/publications/rt/callforpapers20.4>

Employer Engagement in a Digital Age: Academic Practice and Technology Conference

University of Greenwich, 4 July 2012

All proposals will need to be submitted through our conference website.

<https://showtime.gre.ac.uk/index.php/ecomcentre/apt2012/schedConf/cfp>

Successful proposers will be allocated one free place at the conference.

Proposals close 2 April 2012. Successful proposals will be notified by early May 2012.

EXTERNAL NEWSLETTERS/PUBLICATIONS

Lifewide Magazine

The first Issue of *Lifewide Magazine* is now available from our community website

<http://lifewideeducation.co.uk/home>. The community has been established to provide an interactive forum for people who are interested in a more complete education that seeks to combine and integrate learning and development from all of the spaces and places in our life. We welcome new members to our rapidly growing community which

you can join by registering your interest on the Lifewide Education Community website.

SEDA Special - Putting the 'S' into ED: Education for Sustainable Development in Educational Development

This SEDA Special is number 31 in the series and is now available to buy online. and has been edited by Debby Cotton, Stephen Sterling, Vivian Neal and Jennie Winter. Full information can be found on http://www.seda.ac.uk/?p=5_2#122

CRA – PDP UK Newsletter – Issue 23

The in house journal of the CRA is only available to members. Well done to Mike Lawrence, AES and Maria Rodriguez-Yborra, AMT for contributing a feature to this newsletter!

Please use the link below to log in and access latest news letter:

<http://www.recordingachievement.org/news-and-events/publications.html>. It is also available on the LEPDU web pages at:

<http://www.bolton.ac.uk/LEPDU/LearningandTeachingProjects/Home.aspx> .

Please contact Denise Mercer, LEPDU Administrator, d.mercer@bolton.ac.uk for further information related to the LEPDU New Bulletin.