

Academic Leadership for Unit Coordinators

OFFICE OF ASSESSMENT, TEACHING AND LEARNING

Unit Coordinators play a vital role in the delivery of quality teaching experiences. To support busy Unit Coordinators a range of academic leadership workshops will be offered by the Office of Assessment, Teaching and Learning. This program will give Unit coordinators an opportunity to meet with others in the same role, share ideas and solutions to common challenges, and be exposed to a range of practical strategies to support student learning and manage the stresses associated with Unit Coordination. Many of the materials will be adapted from recent ALTC projects aimed at supporting Unit Coordinators and recognising their vital academic leadership role.

More workshops are in development, including innovation in unit coordination and managing workload. For more information contact Dr Helen Flavell at h.flavell@curtin.edu.au

| Workshop Title | When | Where | Facilitated By |
|---|--|--------------------|--|
| Academic Leadership for UCs of Large Units | Thursday, 29th September 8.45am-4pm | 104.101 | Jon Yorke, Manager of Assessment, OATL A/Prof Sue Jones, Dean of T&L FHS |
| Transnational Coordination: Exploring the Best Processes | Tuesday, 4th October 12pm-2pm | 104:101/2 | Prof Shelley Yeo, Dean of T&L, FS&E Veronica Goerke, OATL |
| Communicating with EI | Wednesday, 12th October 9am-12pm | 400.230 | Prof Richard Ladyshevsky, Graduate School of Business |
| Using the MBTI as a Tool for Managing Teams | Thursday, 13th October 12pm-3pm | 500:1102B | Prof Richard Ladyshevsky, Graduate School of Business |
| Mindfulness in Teaching | 18th October 9am-1pm 25th October 1pm-5pm | 201:507 104:101 | Janelle Booker and Emily Musgrove, Curtin Counselling |

**Curtin
University**

SEPTEMBER, 2011

OCTOBER, 2011

UC Leadership

Workshops

will run in

September &

October, 2011

Register for these workshops online through the Employee Kiosk
For assistance contact Evelyn Gibbs:
e.gibbs@curtin.edu.au



**Office of Assessment,
Teaching and Learning**

For more information
contact:
Dr Helen Flavell

Phone: 9266 9584
E-mail:
h.flavell@curtin.edu.au



Curtin University

| Workshop Title | Workshop Content |
|---|--|
| Academic Leadership for UCs of Large Units | <p>Part 1: Leading Assessment and Moderation The focus will be on assessment, especially those that arise when working with larger cohorts. Key themes expanded in this session will include:</p> <ul style="list-style-type: none"> • The current policy context in Australia and how it relates to assessment; • Academic standards, TEQSA and accountability; • Global, national and local influences on assessment (such as the OECD AHELO project and the CLA); • Moderation, marking and feedback: the issue of large cohorts and impact on work-load. <p>Part 2: Building the Unit Team The second part of the workshop will address managing and supporting a team of sessional staff within the context of coordinating a large unit. There will be an opportunity to work through common challenges associated with large unit teams and to share solutions and good practices. Key themes addressed in this session will include:</p> <ul style="list-style-type: none"> • Recruitment procedures • Providing adequate administrative support • Induction and development • Teaching evaluation • Recognition • Performance management. |
| Transnational Coordination: Exploring the Best Processes | <p>This two hour workshop is for Unit Coordinators who are involved in managing or delivering units both at Bentley and transnationally. Transnational coordination involves overseeing unit delivery in a country other than the home institution. During the workshop, you will analyse situations related to unit delivery in offshore locations and using resources – such as relevant Curtin policies – determine the best processes and procedures for positive outcomes. The resources to be used were designed by Curtin University and Swinburne University of Technology as part of an ALTC project: Learning without borders: Linking development of transnational leadership roles to international and cross-cultural teaching excellence. During the workshop, you will have the opportunity to peruse the other resources currently only available on a test website but openly available by 2012.</p> |
| Communicating with EI | <p>This workshop explores communication from an ‘intrapersonal’ perspective by looking at internal thinking and how this influences academic leadership. Understanding one’s internal dialogue, in turn, helps with interpersonal communication and one’s ability to work with emotional intelligence. The session, facilitated by Professor Richard Ladyshevsky, will be highly interactive and will examine negative self-talk, communication in conflict and provide practical strategies to enhance interpersonal communication within the context of coordinating units. This workshop will be of particular benefit for Unit Coordinators with responsibility for managing teams of tutors and sessional staff and complements the “Building the Unit Team” workshop on 29th September.</p> |
| Using the MBTI as a Tool for Managing Teams | <p>In this workshop you will be exploring teams and the Myers-Briggs Type Indicator (MBTI). Participants will undertake the Myers-Briggs Type Indicator prior to the workshop to identify their personality thereby providing an understanding of their preferences in dealing with many day to day situations independently and with others. It will also give valuable insight into why others behave and act the way they do. With this information participants can better understand the dynamics of relationships and how to manage actions to build effective relationships within the context of unit coordination. This workshop is ideally suited for Unit Coordinators of large units who have responsibility for teams of tutors and/or sessional staff.</p> |
| Mindfulness in Teaching | <p>Research has shown that teachers who have undertaken mindfulness training have reduced stress, are better able to manage their emotional responses, and create more positive learning environments (Jennings & Greenburg, 2008). Busy Unit Coordinators are often under considerable stress and tend not to have time to take care of themselves, nor do they to make themselves a priority. This four hour session offers an introduction to mindfulness with a specific focus on its application to academic leadership and provides you with an opportunity to look after yourself, manage stress and, in doing so, help create better learning experiences for your students.</p> <p>Practicing mindfulness helps us to be in the present and aims to help us let go of judgment and resistance to the way things are. Through practice, this can bring greater clarity that invites us to make non-reactive choices about our situation. Please feel free to bring yoga mat or towel if you choose to do your mindful practice lying down. Comfortable clothes are recommended.</p> |