To: CPP Faculty

From: Victoria Bhavsar

Subject: Idea for first day, Canvas news, and program highlights!

Date: Thursday, Aug 25, 2022

Dear faculty,

Welcome back to campus! I hope your summer has been restful and restorative!

Here's a super practical idea for the first day or so of class, or the first activity if you have an asynchronous component: **Take 15 minutes to have students pull out their calendars and block in time, both class meetings and 4-10 hours* per week outside of class meetings, for the semester.** Have them put in dates such as exams and project due dates, and -- bonus -- exam review and project *start* dates. From first-year classes to final graduate seminars, this is a productive investment of first-day time. You can do it along with them, blocking out time for feedback (i.e. grading).

We all say in our syllabus or in class, "This class will take time! You need to count on spending many hours every week outside of class!" We can make it tangible, help students to see and to save the space that our class requires in their lives.

Here's some more first-day ideas. Also, if you're still finalizing your syllabus, here are some sample syllabi and checklists, along with some covid safety language for Fall 2022.

Canvas news: Please make sure your course is published, and that modules and items that you want students to see are published. Our Canvas team is very short-handed as we are waiting for several of our student assistants to return from summer internships. Please be patient if you call Studio 6 (909-869-3099) and are on hold for longer than usual. If possible, please email instead: canvas@cpp.edu.

Take care,

Victoria

PS. *For the hours per week outside of class, be honest. Don't ask students to block 10 hours if 3 hours is realistic. If it is realistically 10-15 hours outside of class, tell them why so much time is needed and help them see that it's normal to need a lot of time. Sometimes students think they're not "good enough at this" if they can't do things fast, and that's not true.

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Research, Scholarship, & Career Support:

- *Faculty Learning Community for Research & Scholarship:* Facilitated by Rick Willson (URP). This FLC is for faculty who want to revitalize a research program or consider research with limited resources. Please email Rick (rwwillson@cpp.edu) for more information.
- *Workshops from the [National Center for Faculty Development & Diversity](#) (face to face only):*
    - Friday Oct. 7, 9am-12pm: *Building a Publishing Pipeline*
    - Friday Oct. 21, 9am-12pm: *Solo Success - When You're the Only ___ in Your Department*
    - Mark your calendar; registration link open next week

Teaching Programs:

- **"Small Teaching" Series:** Based on research about effective teaching & learning, this series of short workshops will introduce practical strategies that are quickly adoptable. We'll also create an open Canvas resource if you can't attend one in real time.
- *Faculty Peer-to-Peer Reciprocal Coaching:* Help a colleague and get help to adopt and consistently use the most effective teaching and learning strategies. This will involve visiting a colleague's class 2-3 times per semester and being visited 2-3 times. Limited to 30 participants; focus on courses with historically concerning pass rates and equity gaps. Look for more details and application form next week.
- **"Doing the Work": Winter Institute on Anti-Racist Teaching & Learning.** Save the dates for this five-day intensive -- January 10-12 and 16-17, 2023.
- [**Wall of COOL 2023**](#) **award presentation:** 9am - 12pm, Friday April 22, 2023. In addition to putting this on your calendar, watch for the Call for Nominations for Wall of COOL 2023!
- **CAFE Summer Institute 2023:** May & June 2023. This multi-week remote (synchronous + asynchronous) institute will focus on using classroom data to identify areas to improve learning

The End of Blackboard

Cal Poly Pomona's contract with Blackboard is ending June 2023. After that time, no one will be able to get data from Blackboard. Therefore, you will need to "harvest" any materials and information you need. Neither CAFE nor IT will be able to provide individual support (i.e. we can't do it for you). CAFE will have a series of workshops and hands-on sessions in Fall to help. **See our [Transitioning from Blackboard](#) site** for more information and tutorials.

Special Announcements from Friends of CAFE:

- **New site for [classroom technology info & tutorials](#):** MediaVision has created a one-stop website for information about how to use technology in every classroom and for classroom software -- check it out!
- **The Library has a [Technology Lending Program](#).** Students can check out laptops, hotspots, headphones, calculators, and more. Faculty can check out [wireless microphones](#) for classroom use.
- [**Fall Faculty Learning Community for First Year Experience (FYE) Faculty and Staff**](#): This FLC will provide a collegial community for FYE instructors, help us offer a more uniform experience to students across FYE sections, and help us learn from each other. Facilitated by Nina Abramzon

(Physics & Astronomy) and Dora Lee (Academic Support & Learning Services), with Donya Rahimi and April Dawn from CAFE. See the application form for details and to apply by Aug. 26.

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Get help from CAFE M-F 8am-5pm: canvas@cpp.edu | CAFE's Studio 6 at 909-869-3099