

To: CPP Faculty
From: Victoria Bhavsar
Subject: Teaching microtip; upcoming programs
Date: Wednesday, Aug 31, 2022

Dear faculty,

Here's something small that instantly improved students' experience in my class: A [simple agenda for the class period](#). I write it on the board, visible for the whole period, or make it available at a link for easy reference if we're on Zoom.

With the agenda, the students and I all stay more focused. They know what they're supposed to learn that day, and can take more organized notes. The agenda makes me articulate what I want them to accomplish and make sure class time is allotted, and of course we can bend the agenda if needed. If a detailed agenda isn't the right thing for your class, a list of topics or activities for the day, in order, will work fine.

I think the agenda works for at least three reasons: Reduces cognitive load (no more "What's going on?"), provides motivation ("It's on the agenda, must be important"), and unconsciously inspires trust ("She is prepared and has a plan").

Also! See this fabulous one-stop resource: MediaVision's [classroom technology info & tutorials](#) page. Those throwable "Catchbox" microphones look fun.

Take care,

Victoria

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Research, Scholarship, & Career Support:

- **Faculty Learning Community for Research & Scholarship:** This October - February FLC is for faculty who want to revitalize a research program or consider how to do research with limited resources. Please email [Rick Willson](#) (URP) or [Lisa Kessler](#) (CAFE) for more info.
- **[Building a Publishing Pipeline: Increase Your Writing Productivity:](#) Friday Oct. 7, 9am-12pm, in person only. [Register for more info and location.](#)** This dynamic workshop from the National Center for Faculty Development & Diversity will help you to write more, write more easily, and be more satisfied with your progress. You'll also meet lots of other scholars to share ideas with. **Who should come?** All faculty and all graduate students! Senior undergraduates working on final projects or headed to grad school will also benefit.

- [**Solo Success: Thriving When You're the Only _____ in Your Department:**](#) **Friday Oct. 21, 9am-12pm, in person only. [Register for more info and location](#).** This workshop from the National Center for Faculty Development & Diversity is specifically created to address the concerns of faculty (and graduate students considering the faculty path) who are minoritized in their department in some way. Connect with a community for support and accountability, and learn specific strategies for increasing productivity, serving strategically, teaching efficiently, and building strong and healthy professional relationships.
- ***The "CAFE Creates" Writing Group: Fall Semester Wednesdays, 9am-11am.*** This synchronous Zoom writing group will boost your scholarly productivity. We use friendly behavioral triggers such as pre-commitment, accountability, and collegial social pressure to facilitate your progress in anything that counts towards productivity in research, scholarship, or creative work. Contact [Amy Dao](#) or [Erica Morales](#) for more information and to join.

Effective, Efficient, and Enjoyable Teaching:

- ***"Small Strategies, Important Gains" Teaching Series:*** Learn practical, research-based strategies that are quickly and easily adoptable. All sessions held via Zoom. [Register for one or attend all!](#)
 - Thursday Sept. 8, 12:00-1:15pm: Retrieval, interleaved practice, and predictions
 - Thursday Sept. 22, 12:00-1:15pm: Gather & use mid-semester student feedback
 - Tuesday Oct. 25, 12:00-1:15pm: Exam wrappers & revision memos
 - Tuesday Nov. 15, 12:00-1:15pm: Connections, practice, and explanations
 - Thursday Dec. 1, 12:00-1:15pm: Summing up and preparing for finals
- ***The Fearless Classroom 2.0:***
 - Tuesday Oct. 11, 12:00-2:00pm, via Zoom: Follow up on the award-winning "[Fearless Classroom](#)" workshops originated by Ron Heimler. Learn more about the research underlying equitable classroom practices that lead to psychological safety, and take your strategies to a deeper level. [Please register](#) for the link.
- ***2022-2023 Faculty Peer-to-Peer Reciprocal Coaching Program:*** Peer-to-peer reciprocal coaching is a systematic method for faculty to work in partnership to use new teaching skills and/or hone basic skills into sophisticated praxis. Limited to 30 participants. See the [program description](#) for details and application link.

Save the dates for Spring 2023:

- **"Doing the Work": Winter Institute on Anti-Racist Teaching & Learning.** January 10-12 and 16-17, 2023. Save the dates for this in-person, 5-day intensive.
- **[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.

Technology:

[The End of Blackboard](#)

Cal Poly Pomona's contract with Blackboard ends June 2023. After that time, no one will be able to get data from Blackboard. Faculty will need to "harvest" any materials and information you want to

have access to. Neither CAFE nor IT&IP will be able to provide individual support (i.e. we can't do it for you). See our [Transitioning from Blackboard](#) site for more information, tutorials, and sessions.

Special Announcements from Friends of CAFE:

- **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.
- **Faculty Benefits Orientation via Zoom:** The HR Benefits team can help you with benefits enrollments and/or questions related to benefits. This is Tuesday, September 13, 2022, 9:00 -- 11:30am., at <https://cpp.zoom.us/j/87480355579>.

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Victoria Bhavsar, Ph.D.

Director, Center for the Advancement of Faculty Excellence

vbhavsar@cpp.edu | www.cpp.edu/cafe | Chat or call me on [MS Teams](#)

California State Polytechnic University, Pomona

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