

To: CPP Faculty

From: Victoria Bhavsar

Subject: WU's vs F's vs I's; end-of-semester checklist, and a couple of new things!

Date: Wednesday, Nov 30, 2022

Dear faculty,

I hope everyone had a restorative and enjoyable short break last week, gaining enough energy to finish the semester with some reserves. As we finish, here's a useful bit about grades, and a tip for helping your students finish strong as well. (See [Policy 1601](#) on grades – and when in doubt, consult your department chair.)

- **What's the difference between WU and F, and does it matter which I put in BroncoDirect?** "WU," or unauthorized withdrawal, is conferred when a student does not complete enough work in the course for a letter grade to be conferred. "F" is conferred when adequate work is completed to determine that the student has not achieved progress enough to pass the class. For example, a student who takes the first exam and then completes little or no further work should probably be graded WU. A student who takes all the exams but does not pass them should probably be graded F. WU and F have the same impact on a student's GPA, but yes, it matters what you put. A WU *may* be able to change to an authorized withdrawal, so it's to a student's benefit for you to confer these grades correctly.
- **When should I give an Incomplete?** An "I" or "Incomplete" is given when a student has completed the majority of the coursework but is interrupted in their progress, and can complete the rest in a reasonable time. A "contract" specifies what work must be completed, by when. For example, a student who has passed three out of four exams and has a family medical emergency that prevents them from being able to adequately prepare for the final might be offered an incomplete. An "I" should not be offered if a student is failing the course. Lecturers can confer Incompletes; the department follows up on the contract.
- **A [semester wrap-up checklist](#)** can help everyone finish stronger with fewer emails on your part. Notice the crossed-off item – writing the checklist revealed that I had planned too much and should back off. The checklist took about 15 minutes, so it's a small investment for a good return. (Bonus – checklists like this for your own, non-class projects can clear your head and allow you to identify things that can wait until later.)

Take care,

Victoria

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**Anti-Racist Teaching & Learning Winter Institute is FULL! Register for the wait list.**

*We are at capacity, but please register for the wait-list.* CAFE's [Winter Institute: Anti-Racist Teaching & Learning 2.0](#), will be held **in person** January 10-12 and 17-18, 2023. Hear speakers including CPP's own Dr. José Aguilar-Hernández, Dr. Michelle DeJohnette, Dr. Cecilia Santiago-González, Dr. Anthony Orlando & Dr. Gerd Welke, and Dr. Sandy Kewanhaptewa-Dixon -- plus very special guest speaker Dr. Luke

Wood. In addition, work with each other and on your own. See [Winter Institute: Anti-Racist Teaching & Learning 2.0](#) for all the details.

### Research, Scholarship, & Career Support:

- **NEW! Spring 2023 Faculty Learning Community for Research & Scholarship:** Rick Willson (URP, professor emeritus, Provost's Award for Excellence in Research 2014) facilitates. Faculty in all disciplines and career stages are invited to revitalize or initiate your research & scholarship. The group will discuss scholarship of integration and application; scholarship of teaching and learning; interdisciplinary research and new topics; community action research; and creative works. Thursdays from 12-2pm (Feb. 2, 16, Mar. 2, 16) with first and last meetings in person. Contact [Rick Willson](#) to join.
- **"Everybody's Mentor":** Lisa Kessler, CAFE faculty associate and retired interim Dean of Agriculture, provides individual, confidential consultation and coaching. Email [Lisa](#) directly to set up an appointment.
- **The "CAFE Creates" Writing Group: Fall Semester Wednesdays, 9am-11am.** Contact [Amy Dao](#) or [Erica Morales](#) for more information and to join.

### From Friends of CAFE:

- **From the Office of the President: The [Black Thriving Initiative Launch Symposium](#): Thursday, Dec. 8, 1 - 5 p.m. in Ursa Minor.** The Black Thriving Initiative Launch Symposium will include speakers and discussion about racial healing and justice, truth telling, cultural humility and how each of us can act as allies and advocates. The first hour will be livestreamed via Zoom. [Register online](#) by Thursday, Dec. 1. Learn more on the [Black Thriving Initiative website](#).
- **From CSU San Bernardino: ["ISSUES-X," a unique NSF-funded opportunity](#)** for STEM faculty across the CSU system to engage in a year-long faculty learning community (FLC). Share current practices and collaboratively investigate additional evidence-based teaching practices in STEM. Priority applications are due December 11. Compensation is generous: \$6500 upon successful completion. For more information and to apply, see the [application form](#).

### 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.

### Save the dates for Spring 2023:

- **[Wall of COOL 2023](#) award presentation:** 9am - 12pm, Friday April 21, 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.

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