

To: CPP Faculty

From: Victoria Bhavsar

Subject: The END of Blackboard approaches! plus, update on grade information

Date: Tuesday, Dec 6, 2022 2:47 PM

Dear faculty,

Here's an important reminder for your to-do list: **Take time after grades are in to look through any courses or organizations you have on Blackboard.** Cal Poly Pomona's contract with Blackboard ends June 2023. After that, **no one** will be able to get data from Blackboard, including CAFE and IT&IP. Make a plan to get materials and information you want to save. CAFE and IT&IP can't provide individual support (i.e. we can't do it for you but we can show you how). See CAFE's [Transitioning from Blackboard](#) site for more information, tutorials, and how to get help.

Also, I want to amplify last week's note about grades! Connie Kuang, our Interim Registrar, gave me some corrections, details, and nuances. Please see her information immediately below; also, all faculty who are teaching this semester should have received an email from the Registrar directly.

Below the grade information, see our updated list of resources and programs including feedback on RSCA and SPICE proposals, plus opportunities from our colleagues at CSU San Bernardino and from the Office of Academic Innovations.

Wishing you VERY well indeed this last week of classes,

Victoria

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End of semester grade information from Registrar:

- Faculty members issuing a "WU" grade must specify the student's **last date of attendance**. Although the "WU" grade has a similar GPA impact as the "F" grade, an "F" grade should ONLY be assigned to students who have **completed** the course but fail to meet the minimum requirements of the course and is clearly below university quality. The grade of "WU" is **specifically issued to students who initially enrolled in the class and at some point stopped attending but did not withdraw from the course and failed to complete course requirements**.
- Students must initiate the request for an Incomplete. If a student requests an **Incomplete ("I")** grade and you support this request, please finalize the **Incomplete Grade Agreement** located in your grade roster in [BroncoDirect](#); an Incomplete Grade Agreement must be created, or the final grade roster will not be approved. If the student did not request an Incomplete, you should not give a student an incomplete grade. An "I" grade must normally be made up within one calendar year immediately following the end of the term during which it was assigned. For serious and compelling reasons to extend, such as military service or severe medical reasons, the instructor must initiate the extension request and submit the [Grade Extension Petition](#) to the Registrar's Office. Click the [Faculty & Staff Resources](#) section

on the Registrar's Office website on instructions: "[How to Create Incomplete Grade Agreement in BroncoDirect.](#)"

- The **Report in Progress ("RP")** is used in connection with courses that extend beyond one academic term and are authorized only for specific courses. The "RP" grade means that the work in progress is evaluated satisfactory to date, yet the assignment of a precise grade must await the completion of additional course work. All work is completed within one calendar year from the date of the first assignment of an "RP," and a final grade will be assigned. For master's degree thesis or projects (6950, 6960), the time limit is two years. Any extension of this time must receive prior authorization; submit a [Grade Extension Petition](#) to the Registrar's Office.

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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:

- **Feedback on SPICE and RSCA grant proposals:** "*Everybody's Mentor*," Lisa Kessler, CAFE faculty associate and retired interim Dean of Agriculture, will provide individual, confidential feedback on proposals. 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](#):** All campus members are invited to attend CPP's Black Thriving Initiative Launch Symposium via livestream on Zoom, **Thursday, Dec. 8, 1 - 2 p.m.** The first hour of the program will be livestreamed. [Register online](#), and 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](#).
- **From the Office of Academic Innovation: [Faculty & Staff Winter Institute on Digital Badging](#).** In person **Jan. 18-20, 2023**. Learn about [digital badging](#) to support students' career and professional readiness. [Register and learn more](#) about the Winter Institute. **The registration deadline is December 19, 2022.** Please contact the Office of Academic Innovation, ai@cpp.edu, for questions.

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 | [CAFE's Studio 6](#) at 909-869-3099

Winter break: Dec. 19 – 23 open regular hours unless Dec. 23 is declared a holiday | Dec. 26-Jan. 2
CLOSED | Jan. 3 re-open regular hours