

To: CPP Faculty
From: Victoria Bhavsar
Subject: Just-in-time reminders for getting started
Date: Monday, Jan 23, 2023 11:36 AM

Dear faculty,

I'll limit this one to a couple of high-priority reminders since everyone's either holding their first classes today or scrambling to get ready to do so!

- **Remember to PUBLISH your Canvas course** for your students, **and also** to publish materials within the course that you want them to see.
- **To combine two Canvas courses into one** (i.e. you're teaching two sections of the same course and want to put them into one Canvas shell), it must be done before students submit ANY work. Email canvas@cpp.edu to make that request.
- **The Office of Interdisciplinary Ethnic Studies** presents an exciting workshop, [Writing for the Public](#), on Feb. 3, followed by a social at Innovation Brewworks. See [below](#).

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

Take care,

Victoria

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In this email:

- [CAFE's Winter Institute](#) – Thank you to all!
- [Technology Reminder](#) – Act NOW to get any remaining materials out of Blackboard
- [Faculty Community & Career](#) -- Faculty Zooms & Zoom café, confidential consultations
- [Research, Scholarship, & Creative Activities](#) -- "CAFE Creates" writing group, feedback on proposals
- [Lecturer-Specific Resources](#) -- Lecturer Orientation, Lecturer Evaluation workshop
- [News from Friends of CAFE](#) -- ACE Women's Network, Chancellor's Doctoral Incentive Program, NSF I-Corps Short Course

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Thanks to all for CAFE's Winter Institute! We want to express sincere appreciation for the 25 faculty who participated in CAFE's [Winter Institute "Doing the Work 2.0": Anti Racist Teaching & Learning](#). Our spheres of influence as faculty are powerful; what happens in the spaces where we are with students and colleagues matters a lot. For five days prior to the start of classes, faculty from many disciplines gathered for intense learning and course transformation. We thank them for their commitment and energy, and look forward to continuing to learn from them and with them. We also much appreciate MediaVision for supporting us with audio-visual expertise, and the Library for allowing us to use their beautiful space. We especially thank our scholarly contributors: José Aguilar-Hernández, the Cal Poly

Pomona Librarians, Michelle DeJohnette, Sandy Kenwanhaptewa-Dixon, Anthony Orlando, Cynthia Pickett, Cecilia Santiago-González, Gerd Welke, and special guest keynote speaker Luke Wood. Finally, we gratefully acknowledge special funding from the CSU Chancellor's Office.

Technology Reminder:

- **Blackboard. Is. Ending:** Cal Poly Pomona's contract with Blackboard ends June 2023. After that, no one – NO ONE – will be able to get data from Blackboard. Make a plan to get materials and information you want to save. See CAFE's [Transitioning from Blackboard](#) site for more information, tutorials, and how to get help.

Faculty Community & Career:

- **Faculty Zoom Mondays:** Mondays January 23 – May 22, 12pm-1pm. Drop into this open [Zoom Room](#) to share ideas, questions, and strategies with other faculty. Get a little tech help if needed.
- **The Friday Zoom Café:** Fridays January 27 – May 19, 3pm-4pm. For a private conversation, join the Friday Zoom Café. You'll be placed in the Zoom waiting room until your turn. (You can also schedule a conversation with Victoria any time, just [email](#).)
- **"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.

Research, Scholarship, & Creative Activities:

- **Writing for the Public with Kavita Das:** Friday, February 3, 9:00 – 10:30am. The Office of Interdisciplinary Ethnic Studies (OIES) launches spring semester with this exciting workshop. Educator and writer **Kavita Das** publishes for high-profile outlets including *The Atlantic*, CNN, NBC News, and the *Los Angeles Review of Books*. Following the workshop, join OIES for a spring social at Innovation Brew Works from 11:00am – 1:00pm. Spots are limited! [Register quickly](#).
- **"CAFE Creates" Writing Group:** Wednesdays, 10am - 12pm, via Zoom. Join other faculty getting their writing done in this low-pressure and high-productivity environment. Email [Amy Dao](#) to join.
- **Feedback on SPICE and RSCA grant proposals:** Lisa Kessler will provide individual, confidential feedback on proposals. Email [Lisa](#) directly to set up an appointment.

Lecturer-Specific Resources:

- **Lecturers are included and invited to ALL CAFE's programs and to use all of our resources!** This whole email is for lecturers, in addition to the lecturer-specific programs in this section.
- **CAFE Asynchronous Lecturer Orientation via Canvas:** Please contact Victoria Bhavsar directly for registration (vbhavsar@cpp.edu). Get information about contract, employment, and the California Faculty Association; strategies and resources for supporting the success of all students through excellent teaching and positive classroom climate; university policies and procedures that require compliance; questions to ask at department and college level for thorough onboarding. *There is a \$300 stipend for completing orientation activities.*

- [Lecturer evaluation workshop via Zoom](#): **Wednesday Feb. 1 or Thursday Feb. 2, 12:00 – 1:30pm**. For lecturers required to undergo annual evaluation or submit a packet for a 3-year evaluation. Learn about the parts of an effective self-evaluation narrative, analyzing and describing student ratings data, and what else to include in an evaluation packet. [Registration required](#).
- Here are two useful articles, especially if you teach at multiple campuses (hat tip to Charlie Royas, Aerospace!): [Mastering the Adjunct Flow at Multiple Colleges](#) and [Steps to Prioritise Competing Workloads](#).

From Friends of CAFE:

- [ACE Women Networks Pathways to Success](#) – **February 3, 9am-1pm**: This free virtual program, open to all, examines pathways to success in higher education leadership. A special feature is the *Male Leaders in Allyship* panel. [Get details and register](#).
- [Chancellor’s Doctoral Incentive Program](#) – **Deadline to apply February 15**: CDIP provides mentorship, professional development and financial support to doctoral students who have the motivation, skills and experience needed to teach the diverse student body of the CSU. See [CPP CDIP](#) for more information and to apply.
- [NSF I-Corps Spring 2023 Short Course](#) -- **March 10, March 24, & April 7, 2023**: In this FREE institute, participants work together to translate their research, products, start-ups, technology, or ideas into the marketplace, with an in-person field trip March 24. Learn how to qualify to apply to the NSF National Innovation Network Team Program with up to \$50,000 in funding. [Apply by Sunday, February 19, 2023](#).

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California State Polytechnic University, Pomona

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