

To: CPP Faculty

From: Victoria Bhavsar

Subject: Syllabus language for AI; news from IT, Instant Access, and Canvas

Date: Mon 8/14/2023 1:08 PM

Dear faculty,

I hope you have all had a restful and restorative summer, with one more precious week to go. Those of you who are new to campus, welcome! I look forward to meeting you at some point.

Next week's email will begin to showcase CAFE's offerings for fall and beyond. For now, here are a few super-immediately useful things as we approach August 24:

- [Syllabus language](#) regarding AI and more
- [News from IT & IP](#) about classroom computers and a training opportunity
- ["Instant Access Complete"](#) from the Bookstore – your students can have their book on Day 1!
- [Canvas news](#)

CAFE is here and ready to help! For Canvas help, email canvas@cpp.edu. You can also call 909-869-3099 (from 8am – 5pm).

Take care,
Victoria

P.S. Department chairs, please forward this email to your new lecturer faculty who might not have a cpp email yet.

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Suggested syllabus language regarding AI:

Several folks have asked about it, so [here's what I'm using](#). See [my whole Fall syllabus](#), in fact; it includes info about Instant Access and a lot of updated language and resources in general, including a new grading system I'm trying out. Feel free to use any ideas you like, just make sure to edit the language so your syllabus sounds like *you* and not like me. Also check out these [syllabus activities](#) for your first day of class.

News from IT&IP

- All classroom lectern podium computers now require Bronco Account authentication to use classroom presentation equipment. See [BroncoIdentity](#) and [BroncoPassword FAQ](#) articles and contact [IT&IP Support Services](#) with questions. (And remember to log off!)
- The IT&IP classroom support team will demonstrate classroom technology and answer your questions on **Thursday, August 17, 8:00am – 12:00pm and 1:00 – 5:00pm, in Bldg 5-106, 5-107, and 5-122**. No appointments necessary; just walk in!

News from the Bookstore about [Instant Access Complete](#):

Students now will get ALL their books for ALL their courses (with very few exceptions) for one flat fee. Textbooks will be accessed digitally through Canvas, via the “Instant Access Complete” link in your Canvas course’s navigation menu. If students want to opt out, they can do so by Sept. 11. See [Instant Access Complete](#) for information, and for questions or support contact the Bookstore at fdnia@cpp.edu. Here’s some [special syllabus template language](#), too.

Canvas news:

- Students will be added to your Canvas roster 5 days before the start of classes (Aug. 19 or so). Meanwhile, use your Bronco Direct roster to email them.
- [Hit the Publish button](#) on your Canvas course when you’re ready!
- Please leave the “Instant Access Complete” link active in your Canvas navigation menu. Students may need it.
- Check out the new integration “Student Name Recordings” in Canvas – thanks to IT&IP, we now have the very cool tool [Namecoach!](#) You and your students can create an audio recording (and eventually add a phonetic description) of your name as part of your BroncoIdentity.

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