

To: CPP Faculty

From: Victoria Bhavsar

Subject: Useful first day activity, Canvas reminder, and LOTS of cool opportunities

Date: Thursday, Aug 24, 2023

Dear faculty,

Well, a hurricane and an earthquake are a tough act to follow for an exciting start to the semester!

From first-year classes to final graduate seminars, here is a super-productive investment of first-day or first-week time: **Take 15 minutes for students to pull out their calendars and block class meetings plus hours per week outside of class meetings.** Have them put in *START* dates for exam reviews and projects, as well as the *due* dates. You can do it along with them, calendaring time for preparation and feedback.

For hours per week outside of class, be honest. Don't say to calendar 10 hours if 3 hours is realistic. If 10-15 hours outside of class is really needed, tell students *why* and encourage them that this is normal for the course. Sometimes students think they're "not good at this" when things take time to learn, and that's not true. Here's [a nifty workload estimator](#).

And here's some [more first-day ideas](#).

Take care,

Victoria

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In this email:

- [Canvas reminder](#): Publish your course!
- [Save the date](#): Campus symposium on AI in the classroom
- [Teacher-Scholar](#): Faculty peer-to-peer reciprocal coaching, "Micro"-SoTL learning community, Technology Tuesdays
- [Research, Scholarship, & Creative Activities](#): NCFDD membership, CAFE Creates
- [Faculty community & career](#): Parenting Faculty group
- [Individual consultations](#): One-on-one consulting
- [Friends of CAFE](#): RTP workshops

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Canvas reminder: Make sure your course is published, and that modules and items that you want students to see are published within the course. For Canvas help, please submit a [Canvas ticket using this link](#) (the ticket gathers information to help you faster). You can also call 909-869-3099 from 8am –

5pm. We ask your patience if you call; we are very short-staffed since we have no student assistants right now!

Save the date: Friday Nov. 3 -- Campus symposium and conversation on AI in the classroom

CAFE collaborates with Academic Innovations, the Library, and IT&IP for a day of engaging presentations and discussions on the influence of AI in higher education and practical strategies regarding AI in the classroom. More information coming soon!

Teacher-Scholar:

- **Faculty peer-to-peer coaching:** Have you ever wished someone would visit your class and give feedback that would not go into any official documentation? Faculty peer-to-peer reciprocal coaching is just exactly that! Join for Fall 2023 asap; contact [Victoria Bhavsar](#) for details.
- **"Micro"-SoTL and SoP learning community:** A 2023-2024 learning community for faculty and academic staff to create and implement very small, short term (days or weeks, not months!) scholarship of teaching & learning or scholarship of practice projects. Contact [Donya Rahimi](#) for details.
- **Technology Tuesdays:** Every other Tuesday, Sept. 12 – Nov. 21. 12:00 – 12:50pm via Zoom (registration info coming next week). We'll begin on Tuesday Sept. 12 with the Cal Poly Pomona Premier of the Quality Learning & Teaching Canvas template for you to use as you wish!

Research, Scholarship, & Creative Activities:

- **Activate your NCFDD membership:** CPP has an institutional membership. [Activate your membership](#) to get extensive resources on scholarship, publishing, and mentoring. CAFE's current favorite is [Core Conversations](#). NCFDD is available to CPP graduate students too!
- **CAFE Creates Fall 2023:** Join other faculty via Zoom to get writing done in a low-pressure, high-productivity environment -- state your goals. Sit and write. Cheer each other on!
 - Email [Erica Morales](#) for calendar invites on Wednesdays 10:00am – 12:00pm.
 - Email [Amy Dao](#) for calendar invites on Thursdays 9:00 – 11:00am.

Faculty community & career:

- **Parenting Faculty Group:** This informal community is open to all lecturers and tenure-line faculty who are parents or parents-to-be -- with "parenting" defined expansively. If you consider yourself a parent, you are one! To join, contact [Julie Shen](#), [Giselle Navarro-Cruz](#), or [Sally Romero](#).

Individual consultations:

- CAFE provides individual, confidential* consultations on classroom questions, career path issues, grant proposals, how the university works, and all things Cal Poly Pomona. We have two certified Gallup strengths coaches ([April Dawn](#) & [Victoria Bhavsar](#)) and "Everybody's Mentor" [Lisa Kessler](#). Please reach out directly! (*We are mandated reporters under Title IX.)

Friends of CAFE:

- **RTP Zoom Workshops from [Faculty Affairs](#):**
 - **Candidates' Workshop:** Friday Sept. 1, 11:00am--12:30pm. <https://cpp.zoom.us/j/85129413805>
 - **Evaluators' Workshop:** Friday Sept. 1, 1:00 – 2:30pm. <https://cpp.zoom.us/j/84108950623>
-  **[Instant Access Troubleshooting](#):** Share this tip sheet with your students!

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