

To: CPP Faculty

From: Victoria Bhavsar

Subject: Early-mid-semester feedback; individual consultations

Date: Wednesday, Sep 20, 2023 3:19 PM

Dear faculty,

Week 4 is a good time to plan to gather early-mid-semester student feedback in the next week or two. See if there's anything you should be aware of while there's still time to fix problems, and also get information that those end-of-semester student evals won't provide.

Here are two straightforward ideas for gathering feedback via a [Survey in Canvas](#):

- [Start-stop-continue survey](#)
- **Probe one or two items on your student rating form.** Ask students to do three things: 1) Rate the item, 2) Write a sentence or two explaining why they gave that rating, and 3) Make a suggestion for a change that would improve their rating a notch

Make sure to circle back to students: Summarize the feedback, indicate a couple of changes you'll make, and explain briefly why you won't make others.

You might also ask students how they are personally, in a way that doesn't put anyone on the spot. I've done this for several semesters. Students really appreciate it. Here are questions to give via Canvas survey or five minutes in class with index cards:

- How are you personally? 5 = doing great, no worries; 4 = okay, hanging in there; 3 = neutral, could go either way; 2 = pretty stressed; 1 = I am really struggling, needing help
- What, if anything, would you like to tell me about what's happening?
- If you would like me to follow up personally with you, please give your name.

If a student needs followup, DON'T deal with crises yourself. Help them contact appropriate campus resources like the [Care Center](#).

I want to highlight CAFE's faculty career offerings this week. See the upcoming [learning community](#) for faculty considering retirement. And, *everyone* is invited to take advantage of [individual consultations](#), coaching, and "Everybody's Mentor."

Take care,

Victoria

PS My class, Basic Soil Science, meets MW 9:00 – 9:50am! I welcome guests. Please email me if you'd like to drop in some time.

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In this email:


- [Registration now open](#): Nov. 3 Campus symposium on AI
- [Wall of COOL](#) nominations open!
- [CAFE's Canvas Tips & Tricks](#)
- [Teacher-Scholar](#): Chancellor's Office trainings
- [Research, Scholarship, & Creative Activities](#): Webinar on large grant proposals, STEM Research Mixers

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[Registration open](#): 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. [Please register](#).

[Nominate your class for the Wall of COOL!](#) We're inviting nominations for the [2024 Wall of COOL!](#) This light-hearted (but not light-weight!) award from CAFE recognizes excellent courses that effectively use technology to enhance student learning and success. [Nominations](#) are due **October 15**.

CAFE's  [Canvas Tips & Tricks](#): What's "Namecoach"? Also, what to do if Canvas will not load properly and/or a third-party integration like a textbook app will not open properly.

Teacher-Scholar:

- **[Chancellor's Office PD courses for hybrid & online teaching](#)**: The CO offers 3-week courses on creating excellent hybrid & online classes (and the info is good for face to face, too). These are free to take and can often be used to "certify" in a college, department, or even a different university, that you have received such training.
- **[Call for submissions: csuglobal](#)**, hosted by Cal Poly Humboldt, is an exciting, accessible, and scholarly venue for your and your students' consideration. [csuglobal](#) accepts all types of content (written, audio, photos, etc.) via a 'zine and two reviewed journals.
- **[Technology Tuesdays](#)**: Every other Tuesday, Sept. 26 – Nov. 21. 12:00 – 12:50pm via Zoom ([see the schedule and register with the link](#)). Tuesday Sept. 26 will showcase CAFE's Quality Learning & Teaching Canvas template for you to use as you wish.

Research, Scholarship, & Creative Activities:

- [Open access Hanover Research Webinar](#): Thursday Sept. 28, 9:00am Pacific. Large multi-institutional, multi-PI proposals support large-scale research agendas, but are quite challenging to pull off. Hanover shares key tips and strategies for moving these unwieldy projects forward.
- [Research Mixers \(ReMixes\) for STEM Faculty](#): Hosted by [Matt Povich](#) -- Monthly informal gatherings (with snacks!) to discuss ideas, concerns, and plans involving your research. See the [short flyer](#) for dates, times, location, and more info.
- **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:

- **Finding Retirement Fulfillment Learning Community (FRFLC)**: Join a community to create strategies for contributing expertise, mentorship, and leadership in your last few years as faculty and after retirement! Contact [Lisa Kessler](#). Supported by the Kellogg Legacy grant *Optimizing the Lifecycle of the Professoriate: Thriving Faculty = Thriving Students*.

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.)

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Get Canvas help from CAFE: Submit a [Canvas ticket using this link](#) OR call 909-869-3099, M-F 8am – 5pm.