

To: CPP Faculty
From: Victoria Bhavsar
Subject: A productivity hack for Week 15 & Finals
Date: Wednesday, Dec 6, 2023

Dear faculty,

This is short because everyone is nearing “permanent wilting point” at Week 15, especially THIS semester’s Week 15. Here’s a productivity tip that takes almost no time and yet is really hard to do for some reason, so if you can do it, you are extra! **Stand up and stretch every 45-60 minutes, big bonus if you walk down the hall to get a drink of water.** Set a timer to remind you.

Working in shorter, concentrated spurts helps you stay on task. Walking sends blood and oxygen throughout the body including to the brain. Resting your eyes for a moment from the screen wards off headaches. Hydration without over-caffeination helps reduce fatigue, stimulate cognition, and improve mood (good for us and everyone around us).

Take care,

Victoria

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In this email:

- [Save the date](#): Friday April 19, 2024: Equity in Practice Symposium
- [Teacher-Scholar](#): SPICE proposals due in January
- [Teaching Nuts & Bolts](#): Final grades workshops from the Registrar; Canvas Gradebook tips
- [Friends of CAFE](#): First Year Experience Learning Community

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Save the date: Friday April 19, 2024: “Equity in Practice” Symposium

CAFE, the Office of Student Success, and IRPA invite faculty and staff to offer presentations and posters on their work. Our goal is to connect people and illuminate and amplify effective practices. We’ll also present the [Wall of COOL 2024](#) awards! Save the date and watch for the calls for presentations.

Teacher-Scholar:

- [SPICE proposals](#) are due January 26, 2024; see the SPICE website for the grant repository, FAQs, and the link to the submission portal. “Everybody’s Mentor” [Lisa Kessler](#) in CAFE is available to give feedback or discuss ideas.

Teaching Nuts & Bolts:

- [Assigning Final Grades recording](#): A workshop & Q&A session with the Registrar's team, discussing what final grades mean and how to assign them. Learn the difference between F and WU...and why you might want to assign a WU "anyway."
-  [Canvas Gradebook tip sheet](#): A distillation of Canvas Gradebook features, useful in the time crunch of getting final grades figured out.

Friends of CAFE:

- [Spring 2024 Learning Community on First Year Experience](#): A collegial community for FYE instructors to create consistently excellent FYEs for our particular students. Facilitated by Dr. Nina Abramzon (Physics & Astronomy) and Dr. Dora Lee (Academic Support & Learning Services). See the [FYE LC Application](#).
- ["Office Hour" by Julia Cho](#). December 5, 6, & 7 at 7:30pm from Theatre & New Dance. [Get tickets](#) (only \$5). As the clock ticks down on her meeting with student Dennis, professor Gina realizes that "good" versus "bad" is a convenient illusion. New York Magazine says, "Office Hour is interested not only in the question of gun violence, but in the painful, isolating struggle faced by the children of immigrant parents in this country."
- [Academic Innovation Winter Institute: Jan. 17 & 18, 2024](#). *Exploring Micro-Internships: A Guide to Understanding and Successfully Implementing Short-Term Work Experiences*. Discover how micro-internships can benefit students, seamlessly integrate micro-internships into your syllabi, and network with colleagues around campus.

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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.