To: CPP Faculty

From: Victoria Bhavsar

Subject: Grades in Canvas and many programs & resources!

Date: Tuesday, Jan 30, 2024

Dear faculty,

One way to reduce questions and problems in your class is to ensure that students have an accurate picture of their grade progress when they look at Canvas.

Here are a few easy things that will help a lot:

- Use [Assignment Groups](#) to accurately reflect weight percentages from your syllabus, if you use percentages
- Actively enter a zero (0) if students do not submit required assignments. If there's a dash in the grade field for an assignment for a student, Canvas does not factor that assignment into to their grade.
- [Remove the "Total" column](#) from students' view
- If you want to see what your students are seeing, you can enter mock-up grades into your [Test Student's](#) grade fields, turn on the Student View, and see grades as if you were the Test Student.

Caution your students that however up-to-date you keep Canvas grades, the semester isn't over until it's over! Also, students *should* take responsibility for pro-actively tracking and understanding their own grades, reaching out to you with questions and concerns; they should not just "believe" Canvas. This could be a career readiness learning outcome for your course -- similar to understanding one's paycheck and bank account info. Do your part, though, by giving them as accurate information as possible.

On another topic entirely, I want to amplify the invitation that everyone received last week in your individual email, to respond to the **[Principles of Community](#)** survey by Feb. 9. **Find the survey link in your email with the subject "Principles of Community Survey."** It's fun to enter the drawing for $100 Bronco gift cards, but the real value is considering values for the academy at large and for Cal Poly Pomona in particular. Although the survey was simple, it was thought-provoking and I appreciated the time I spent on it.

Take care,

Victoria

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In this email:

- [Equity in Practice Symposium](#): Call for presentations!
- [Teacher-Scholar](#): CAFE Creates, Civic Engagement and Voting Rights Teacher Scholars Program
- [Faculty Career](#): Parenting Faculty Group, Finding Retirement Fulfillment FLC, RSCA feedback
- [Teaching Nuts & Bolts](#): Academic Integrity Faculty Zoom, Fearless Classroom Toolkit

- [Canvas Tip](): Leave the Instant Access link available
- [Friends of CAFE](): Scholarship Fest, Micro-Internship Mixer

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["Equity in Practice" Symposium](): Friday April 19, 2024: [Call for presentations open!]()

CAFE, the Office of Student Success, and IRPA invite faculty and staff to offer presentations and posters describing your work toward student success. Our goal is to illuminate and amplify effective practices and to spread the word about campus resources. Tell everyone about your work! [Presentation proposals]() are due Friday, March 1, 5pm (requires CPP log-in). Contact [Victoria Bhavsar]() for questions.

Teacher-Scholar:

- ***"CAFE Creates" Weekly Writing:*** **Wednesdays 10:30am – 12:30pm and Thursdays 9:00 – 11:00am.** Join other faculty [via Zoom]() to write in a low-pressure, high-productivity environment. Step 1: State your goals. Step 2: Sit and write. Step 3: Cheer each other on! For questions or to get a calendar invitation, contact [Amy Dao]() (Geography).
- ***[Civic Engagement and Voting Rights Teacher Scholars Program]()****:* Support democracy in the higher ed classroom by creating open education materials. The Civic Engagement and Voting Rights Teacher Scholars Program (Clemson University, funded by a grant from The Mellon Foundation - provides a compensated cohort-based opportunity for faculty to create educational materials to infuse civic and voter education into humanities or humanities-allied courses. Applications due February 15, 2024.

Faculty 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]().
- ***Finding Retirement Fulfillment FLC:*** All faculty thinking ahead to better plan this career chapter are welcome to join this supportive, confidential faculty learning community. Please email [Lisa Kessler](), CAFE's FERP Faculty Associate.
- ***Feedback on RSCA proposals:*** [Lisa Kessler]() is available to give confidential, one-on-one feedback to your [RSCA proposal](). They're due Feb. 4, so get in touch soon.
- ***For Lecturers only:*** **[Lecturer Evaluation Narrative Workshops & Q&A:]() Tuesday Feb. 6, 12:00 – 2:00pm OR Wednesday Feb. 7, 12:00 – 2:00 pm** (via Zoom). For lecturers required to submit a packet for annual evaluation or a 3-year evaluation. Covers the parts of an effective self-evaluation narrative, analyzing and describing student ratings data, and what else to include in an evaluation packet. Workshops will be recorded, but attend in real time to get specific questions answered. [Please register]().
- ***[Peer Review of Teaching]()****:* **Wednesday Feb. 28, 11am-1pm OR Thursday Feb. 29, 11am-1pm** (via Zoom). Cal Poly Pomona's evaluation of faculty teaching relies on careful, constructive peer review. How can peer review be more consistent, more useful, and less time-consuming, while being in alignment with Cal Poly Pomona policy? Based on scholarship in faculty evaluation, this session will offer ideas, rubrics, and instruments to support both peer reviewers and faculty who are reviewed. Workshops will be recorded, but attend in real time to get specific questions answered. [Please register]().

Teaching Nuts & Bolts:

- *Academic Integrity Faculty Zoom:* **Thursday Feb. 8, 12:00 – 12:50pm.** We'll discuss academic integrity issues including dealing with plagiarism, AI, using unauthorized study aids, taking tests in Canvas, and more. Come ready with your questions AND your ideas. Please register.
- *Fearless Classroom Toolkit Workshop:* **Friday March 1, 12:05 – 12:50pm, via Zoom.** A group of Fearless faculty and CAFE have developed a Syllabus template, first-day-of-class templates and ideas, and more to support Fearless Classroom strategies. See the Toolkit and consider how to use it for your own classes! Please register.
- *Prevent, De-Escalate, and Respond: What to Do about Disruptive Student Behavior:* Learn to prevent disruptive student behavior and de-escalate when poor behavior does crop up by responding from a culture of care and connecting students with the help they need. Work through real-life case studies and talk about your own experiences with students. Part 1 (1 hr): Disruptive Behavior, Prevention & De-Escalation Techniques. Part 2 (1 hr): Respond with a Culture of Care. If needed, you can attend Part 1 and Part 2 on different days. Sessions will NOT be recorded.
  - Register for TUESDAY Feb. 12, 12pm - 2pm. (Via Zoom)
  - Register for THURSDAY Feb. 22, 12pm - 2pm. (Via Zoom)
  - Presented by Nicole Mendoza, Education & Outreach Specialist with Student Conduct & Integrity; Vanessa Penaloza, Student Conduct Coordinator with Student Conduct & Integrity; Marysol Mendoza, Director of the Care Center, and Weston Prisbrey, Interim Associate Dean of Students.
- *CSU Course on AI in Teaching & Learning:* Learn basic AI terminology, engage in hands-on exploration of AI Tools, learn strategies for detecting AI-generated content, and techniques to address potential misuse of AI tools by students. Develop a personalized AI use policy and find resources to maintain currency in this dynamic field. 3 weeks, 20-25 hours, online, asynchronous. Feb 26, 2024 – Mar 17, 2024 OR Mar 25, 2024 – Apr 14, 2024. Get on the waitlist!

Canvas Tip:

- Make sure the "Instant Access Complete" link is enabled in your Canvas course navigation menu. Students need that link to access electronic course materials from the Bookstore. (See how to edit the course nav menu.)

Friends of CAFE:

- **Scholarship Fest is back!** It's scholarship season and the university is awarding *millions of dollars* to students of all majors. Encourage students to apply at CPP Scholarships.
- *Innovation Incubator Faculty & Staff Micro-Internship Mixer:* **Tuesday Feb. 13, 12:00-1:00pm**, at the iLab (Bldg 1-113). Discover the impact of micro-internships on professional development! A great chance to network and uncover new prospects for professional growth in a welcoming atmosphere. Please register.

- *Parenting Student Ally Training:* **Friday Feb. 9, 11am – 1pm** (via Zoom). *Parenting Student Allies* are a network of faculty, staff, and students who promote awareness, support, and resources for students with dependents. Get an authentic view into the lives of parenting students through a student panel, discuss parenting students in a non-judgmental and safe environment, and receive a certificate and Ally placard to post. Register and get the meeting link via MyBar.
- *Kellogg Honors College 20th Anniversary Lecture:* **Thursday Feb. 15, 4 – 5pm, BSC Ursa Major** (in person; please register). *The Power of Daring*, Dr. Kat Echazarreta. Electrical engineer Dr. Echazarreta says, "After battling with self-doubt, personal setbacks, and financial hardship I had one choice to make. Do I forge my own path or do I stop trying? From lack of financial resources to attend a university to dreaming of one day touching the stars, this talk highlights the power of trusting yourself along a difficult, long, and strenuous process." For more information contact the Kellogg Honors College.

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Faculty - get Canvas help from CAFE: Submit a Canvas ticket using this link. Call 909-869-3099 from 8am – 5pm.