

To: CPP Faculty

From: Victoria Bhavsar

Subject: Welcome back! Resources to get started

Date: Mon, Aug 19, 2024

Dear faculty,

WELCOME BACK! Everyone is full-up with the excitement of getting started so I will keep this short and immediate! See below for:

- A reminder to publish your Canvas course
- Fall 2024 Syllabus packet that includes sample syllabi and sample language for generative AI policies
- A NEW and SUPER-useful classroom help site
- CAFE's upcoming generative AI series and "LATTE" series
- Call for faculty reciprocal peer coaching Fall 2024

Take care and I hope to see you soon!

Victoria

--

**In this email:**

- [CAFE's Schedule](#): We're here! Plus, how to get Canvas help
- [Canvas News](#): Publish your course and its contents
- [Teaching Nuts & Bolts](#): Fall Syllabus packet, classroom tech, and upcoming programs
- [Teacher-Scholar](#): ArcGIS Online; First Year Experience Learning Community
- [Friends of CAFE](#): Facilitating Fairness workshop, Mental Health First Aid training

--

**CAFE's Schedule:**

- [CAFE](#) is open and ready to help. Call us M-F 8am-5pm at 909-869-3099, or see our [Team List](#) to identify just the right person. For in-person help, we recommend making an appointment.
- For Canvas help: Email [canvas@cpp.edu](mailto:canvas@cpp.edu), call the number above, or complete a [Canvas Request Form](#).

**Canvas News:**

- **[PUBLISH YOUR COURSE](#)** and contents so students can see it!
  - Make sure [Modules are published](#)
  - Publish individual content items within Modules
  - Use the [Student View](#) to make sure your students can see what you want them to see

- Use [Namecoach](#) in Canvas to add an audio recording, phonetic spelling of your name, and preferred pronouns to your Namecoach profile. Encourage your students to do this too!

#### Teaching Nuts & Bolts:

- CAFE's [Fall 2024 Syllabus packet](#) includes sample syllabi and language for generative AI policies.
- **Redesigned & Updated [Classroom Help Page](#):** Colleagues at IT&IP have a fantastic [classroom help site](#)! It's a one-stop shop full of videos, webpage info, and quickguides for the technology in your classroom. Get how-to's, descriptions of available technology, and see the adapters (with pictures!) your system has.
- **Generative AI Series:** Join CAFE and faculty experts for Zoom workshops/collegial conversations on learning to use AI in your classes. Topics include: [Basics of AI](#), [AI in the disciplines](#), [prompt engineering](#), [designing courses with AI in mind](#), and [designing assignments with AI in mind](#).
- **“LATTE” Series:** Our “Learning And Terrific Teaching Exchange” (ba-dum-tisshh – couldn't help ourselves) Zoom series! We'll start with 20 minutes on the clock to read a short article or watch/listen to video/audio content, and then discuss. These will be repeated but not recorded so plan to come in real time; all are Monday/Tuesday 12 – 1pm on various dates. Topics include: [Active learning](#), [free and respectful speech in the classroom](#), [giving useful feedback on student work](#), and [motivation at the end of the semester](#).
- **Fall 2024 Faculty Reciprocal Peer Coaching:** Work in partnership with a colleague for a semester to use new teaching skills and/or hone existing skills – or in other words, “I visit your class, you visit my class, and we have great talks!” Peer coaching is completely non-evaluative. We have space for up to 20 STEM and 12 non-STEM faculty. See the [Call for Applications](#); apply by Sept. 22.

#### Teacher-Scholar:

- [ArcGIS Online](#) is available to all CPP faculty, staff and students courtesy of the [Center for Geographic Information Science Research](#). Create, interact, and collaborate within spatial global information systems data provided by Esri, the university, government, and public contributors. Contact [Manny Ainza](#) for questions if you don't find your answer at [ArcGIS Online](#).
- **The [First Year Experience Learning Community](#) continues!** If you work with first year students or are interested in what works and what does not work for our students, join the FYE LC! We provide a collegial community for FYE instructors, offer a more uniform experience to students across FYE sections, and learn from each other. Please contact [Nina Abramzon](#), FYE Faculty Chair and Professor, Physics & Astronomy.

#### Friends of CAFE:

- **[Facilitating Fairness: Navigate Conflict & Improve Interactions](#). Thursday, Sept. 5, 12:00 – 1:00pm.** In person, SSB MPR 1967-69. [Register by Monday Sept. 2](#). Andrew Larratt-Smith,

J.D., Ombuds at UC Riverside gives practical guidance on how to navigate conflict and live Cal Poly Pomona's new [Principles of Community](#).

- **[Mental Health First Aid \(MHFA\) Training](#)**: Join over 1,000 CSU faculty certified to support wellbeing for students and everyone in our communities. MHFA training teaches participants to identify, understand, and respond to signs of mental health challenges and substance use disorders. The CSU Chancellor's Office offers three cohorts this fall. [Learn more and register](#).

--

**Victoria Bhavsar, Ph.D.**

Director, Center for the Advancement of Faculty Excellence

[vbhavsar@cpp.edu](mailto:vbhavsar@cpp.edu) | [www.cpp.edu/cafe](http://www.cpp.edu/cafe) | Chat or call me on [MS Teams](#)

California State Polytechnic University, Pomona

**Get Canvas help from CAFE:** Submit a [Canvas ticket](#), email [Canvas@cpp.edu](mailto:Canvas@cpp.edu), OR call 909-869-3099, M-F 8am – 5pm.