To: CPP Faculty

From: Victoria Bhavsar

Subject: First day of class, syllabus packet, PUBLISH your Canvas course, and more!

Date: Fri, Jan 17, 2025

Dear faculty,

Greetings from CAFE as Spring 2025 begins! Many of us are having a difficult start to the semester especially due to the fires, but also with concerns about other local and global issues. I hope everyone reading this is safe, and that those who are important to you are also safe and cared for.

As we start the semester, the first day or two of classes is such an important time. Here's a packet of ideas for a great first day of class, with sample agendas for different class time formats – plus a story about what a good plan for a first day can achieve in terms of class cohesion and positive attitudes!

Normally, students who do not attend the first day of class (or for asynchronous courses do not log into Canvas in a timely fashion) may be administratively dropped so that wait-listed students can join the class. See the CPP Catalog "Drops – Instructor Initiated."

However, given the fires that have affected so many students, **please make sure you reach out to students first** – give them a chance to respond that they plan to attend. Flexibility early in the semester will be extremely helpful to them. In your syllabus and first day materials, please mention university resources available to students. In particular, the Broncos Care Basic Needs Initiativeprovides funding to students in crisis, via the Care Center. If a student discloses to you that they were impacted by the fires, please submit a "Student of Concern" referral form so the Care Center can connect them with appropriate resources. Impacted students should also be directed to CPP Fire Response for a complete list of enrollment, financial, and wellbeing resources.

Speaking of help, for faculty & staff who need crisis help, EODA is working to make the "Bronco Employee Relief Fund" available. Please stay tuned for updates on that resource. If you want to offer help, you can donate.

One more thing! Remember to PUBLISH your Canvas course! Students can't see your course unless it's published.

Take care,

Victoria

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In this email:

- Special Programs: Faculty peer coaching, FYE FLC
- Career & Community: Lecturer Evaluation Narratives, "Say the Right Thing" book group, Learning community for those considering retirement
- Teaching Nuts & Bolts: Syllabus Packet, Canvas help
- Teacher-Scholar: SPICE grant feedback, Digital Humanities Consortium
- Friends of CAFE: OIES Symposium

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Special Programs

- ***Faculty Reciprocal Peer Coaching Spring 2025:*** The single most popular program CAFE has ever offered! In short: I visit your class. You visit my class. We talk! (There's more to it than that, of course.) We have funding for 20 STEM faculty and 12 non-STEM faculty – six spots still available! Applications from faculty who have not participated before and/or who teach sections of courses that have many sections (e.g. Public Speaking, California History) are particularly welcome.
- ***First Year Experience Learning Community:*** **Selected Thursdays 11:45am – 1:00pm.** Enjoy a collegial community for FYE instructors, and create and share course materials! Led by Nina Abramzon (FYE Chair, Physics & Astronomy) and Dora Lee (FYE Chair, AVP Academic Engagement and Success), with April Dawn and Donya Rahimi from CAFE. See the application form for more details and questions.

Career & Community:

- ***Lecturer Evaluation Narrative Workshops:*** **Monday Feb. 3 or Tuesday Feb. 4, 11:00am – 1:00pm, via Zoom.** Covers the parts of an effective self-evaluation narrative, analyzing and describing student ratings data, and other materials to include in an evaluation packet. All lecturers are invited, but the target audience is lecturers required to submit a packet for annual or 3-year evaluation. Please register.
- ***Book Discussion "Say the Right Thing":*** **Spring Semester.** *Say the Right Thing: How to Talk About Identity, Diversity, and Justice* by Kenji Yoshino and David Glasgow is a "practical, shame-free guide for navigating conversations across our differences." Facilitated by Cindy Pickett (Psychology), take time to explore tangible strategies for fostering understanding and not alienate each other. Choose from in-person and Zoom options to accommodate your schedule, and choose a hard copy or Kindle book. Please register.
- **Thinking about retiring?** Spring 2025, join the "Finding Retirement Fulfillment Learning Community" for all faculty thinking about retirement and/or FERPing. Share strategies and plans for a successful retirement in a confidential, caring community. Contact Lisa Kessler to learn more.

Teaching Nuts & Bolts:

- **Syllabus Packet**: This folder contains a CPP syllabus policy checklist, an "inclusive" syllabus checklist, three sample syllabi, statements about AI use, and more! Feel free to use anything you want – just make sure to edit for voice so your syllabus sounds like *you*, not CAFE!

- ***Canvas help in general:*** Submit a Canvas ticket, email Canvas@cpp.edu, OR call 909-869-3099, M-F 8am – 5pm.

Teacher-Scholar:

- ***SPICE grant feedback:*** Lisa Kessler, CAFE Faculty Fellow, is available to provide feedback on SPICE grant proposals, which are due February 10, 2025. Please email Lisa directly – and don't wait until February!
- ***Digital Humanities Consortium Scicom Toolbox:*** This online learning community created by Denisse Vasquez-Guevara (Communication) offers research-based science communication tools for public engagement with non-expert audiences from diverse cultures and backgrounds. 20 spots are available for the self-guided, 2-month workshop and YouTube channel. Please apply!

Friends of CAFE:

- ***Office of Interdisciplinary Ethnic Studies Teaching & Scholarship Symposium*** **[Instagram link]: Friday Feb. 21, 2025, 8:30am- 3:00pm, in person at Kellogg West.** Join scholars from CPP and the region to discuss "Returning to the Roots: Creating a Community-Responsive Ethnic Studies in Higher Education." OIES also offers conference travel awards and grants to co-sponsor events; proposal due Feb. 28, 2025. For questions, contact oies@cpp.edu.

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