To: CPP Faculty

From: Victoria Bhavsar

Subject: Teaching microtip; amplifying an important message from Student Affairs

Date: Wed, Feb 5, 2025

Dear faculty,

See below for a teaching microtip and some good news about Kaltura, CPP's streaming video service!

More seriously, I want to amplify an email that Student Affairs sent last week (Thursday Jan. 30, 9:37am). It has links to information and resources to offer if your students are worried about federal policy changes, dealing with aftermath of the recent fires, or are facing other significant stresses. You might consider posting these in a Canvas announcement. Some of these resources may be helpful for faculty as well:

- FAQ Guide from the CSU Chancellor's Office Regarding Enforcement Actions on University Property
- Resources: Immigration Enforcement Actions is a comprehensive website for concerns related to immigration enforcement.
- In the event of enforcement actions, please direct subpoenas, warrants, or any order to Jason Rodriguez, Office of VP Administrative Services at 909-869-3019 or admin_affairs@cpp.edu.
- **Undocumented Students Services** serves all in the Bronco undocumented community, including staff and faculty, with mixed-status families, TPS, refugee status, and those undocumented with or without DACA
- **The International Students and Scholars Office** provides guidance for students maintaining F-1 immigration status
- **The Care Center** supports students who may be struggling or experiencing unforeseen basic needs challenges. Complete a Student of Concern Referral form.
- **Counseling and Psychological Services (CAPS)** is available for students M-F 8:00am – 4:30pm and after hours by calling (909) 869-3220, option "2"
- **The Centers for T.R.E.E.** maintain an unwavering commitment to cultivating a respectful, inclusive, and empowering environment where every individual has the resources and support needed to flourish and thrive

Take care,

Victoria

--

In this email:

- Career & Community: Interfolio drop-in office hours for lecturers
- Teaching Nuts & Bolts: Micro-tip -- "Retrieval practice"; the return of Kaltura delete!
- Teacher-Scholar: Extended deadline for SPICE grant
- Friends of CAFE: "AI and Us" Conference

--

Career & Community:

- ***For lecturers: Interfolio drop-in office hours via Zoom:*** Tuesday Feb. 25, 12:00 – 12:50pm and 5:00 – 6:00pm, at https://cpp.zoom.us/j/89078380735. If you are submitting an evaluation packet and need help navigating the Interfolio system, drop on in!

Teaching Nuts & Bolts:

- ***Teaching micro-tip:*** "Retrieval practice" is a very effective way to encourage learning. Here's one easy way: Instead of starting class by reviewing content ("Here's what we did in class last week"), ask students to *retrieve* ("What did we do in class last week?"). This tiny switch from information receiving to information retrieval practice boosts long-term learning and reduces forgetting.
- ***The Kaltura Delete button returns!*** CAFE has it on good authority that later this week, faculty will get back the ability to delete the old Kaltura videos that so many of us have! Look for an announcement email from IT.
- **Request an Espresso review!** Trained CAFE team members can go through your Canvas course in 2 hours and provide detailed feedback based on the core elements of the QLT Rubric. This review is totally non-evaluative and feedback goes only to you. One faculty member who had an espresso review said, "For such a quick review, the feedback included things I can change quickly and things I can consider for future. The review itself was very welcoming and supportive. I appreciate you highlighting both the strengths of the course and areas of concern."
- **Offer an outstanding hybrid or remote course: CSU Online Course Services** offers professional development courses that are accepted by most CPP departments as training for offering courses in hybrid or remote formats. Spring sessions are now open: Feb. 24 – March 16 and March 24 – April 20. Choose from *Introduction to Teaching Online Using QLT*, *Advanced QLT Course in Teaching Online*, *Reviewing Courses with the QLT Rubric*, and *AI Tools for Teaching and Learning*. Learn more and register.
- ***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. Please email Lisa directly. The SPICE grant deadline has been extended to Feb. 24.
- ***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:

- ***AI and Us Conference: Building Inclusive and Adaptive Futures Together*: Friday Feb. 21, 9:00am – 3:00pm. Bronco Student Center.** Join thought leaders, industry experts, and academic departments to learn and discuss how CPP is embracing this technology. For questions, contact events@cpp.edu.
- ***Dr. Temple Grandin to speak at Cal Poly Pomona*: Tuesday Feb. 11, 5:30 – 6:30pm, in person, Ursa Major in the Bronco Student Center.** Dr. Grandin is a world-renowned speaker and expert in animal behavior and autism, with insights into teaching and learning for neurodivergence. She has authored influential books including *Thinking in Pictures* and *The Autistic Brain*, and appeared on prominent news programs such as *20/20*, *60 Minutes*, and *Prime Time*. This is an incredibly special opportunity for us and our students. Please register quickly.

--

Victoria Bhavsar, Ph.D.

Director, Center for the Advancement of Faculty Excellence

vbhavsar@cpp.edu | 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, OR call 909-869-3099, M-F 8am – 5pm.