To: CPP Faculty

From: Victoria Bhavsar

Subject: Pomodoros for grading; important accessibility news

Date: Wed, May 14, 2025

Dear faculty,

Here's a strategy for getting through all the final grading: "Pomodoros." A Pomodoro is 25 minutes of focused work on one task (maybe two), followed by a 5-minute break. After three or four Pomodori, you take a longer, 15- to 30-minute break.

This technique helps improve concentration, reduce mental fatigue, and maintain consistent progress. The key is to work with full focus and avoid distractions during the working times, plus get up and move a bit during the breaks. Pomodoro is especially useful for tasks that require sustained attention or for when we want to procrastinate (ALL OF US when grading!).

Why Pomodoro? The software developer who first articulated the strategy is Italian; he used a simple tomato (pomodoro) shaped kitchen timer.

Of course, tailor this to your needs – maybe 20 or 35 minutes of working time is better for you. Just work more than breaks, and after 2 or 3 full sessions, try to move to less mentally taxing tasks. This is important with grading because being tired leads to inconsistency, which leads to problems.

In the Wikipedia article linked above, I especially like the metacognitive questions for the last few working minutes if you finish a task early.

Take care,

Victoria

P.S. I used CoPilot to generate a first draft of the Pomodoro explanation.

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In this email:

- Canvas Tips: Enter grades in BroncoDirect
- Teaching Nuts & Bolts: Critical update to accessibility requirements for instructional materials
- Career & Community: OneTeam award nominations
- Teacher-Scholar: Area F Summer Learning Community (paid opportunity)
- Generative AI: Lots of recorded sessions; Academic Innovation summer conference
- Friends of CAFE: College Corps Fellowships

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Canvas Tips:

- Canvas and BroncoDirect do not "talk" to each other for final grades. **We must enter final grades in BroncoDirect itself, not just Canvas.**Check these how-to resources for entering grades in BroncoDirect: Short video version and pdf version (both require CPP login).

Teaching Nuts & Bolts:

- Our academic freedom to choose our instructional materials comes with responsibility to ensure they're accessible for students with disabilities, including our course documents, presentations, files, etc., in Canvas. In ***April 2026***, enforcement of federal accessibility requirements via Title II of the Americans with Disabilities Act will get much stronger, with implications that could touch faculty personally. CAFE will offer resources and help over Summer & Fall 2025, and early Spring 2026. For now, LinkedIn Learning (sign in with MyCPP) provides excellent short how-to videos for making accessible Word and Powerpoint.

Career & Community:

- ***Nominate your team for the OneTeam Award:*** Faculty and staff cross-departmental and cross-divisional teams make student success a reality. Nominate your team by **Friday, June 13**. Nominations will be evaluated on their impact on the campus community and how closely their projects and initiatives align with one or more of the university's core values. Submit application, learn about the selection process, and see past winners on the One Team website. For questions, contact Frank Lee.

Teacher-Scholar:

- ***Student Success in Area F/6***: Summer Faculty Learning Community supported by OIES. Spend one intensive week July 14-18 for readings, group discussions, peer review teaching materials, and guest lectures. Finish up with a proposal for interventions to be presented at the Fall Conference. This is a stipended opportunity. Applications due May 22. Contact Brianne Dávila with questions.

Generative AI:

- ***Office of Academic Innovation 2025 Faculty and Staff Summer Conference*:** **June 4-5, 8:30am – 4:00pm, in person**. Explore how AI is shaping the future of higher education and work. The event will feature keynotes, panel discussions, and interactive workshops led by experts in education and workforce development. Registration is free for Cal Poly Pomona faculty and staff. Get a promo code and register today!
- ***CAFE's Spring gAI Series*:** Recordings and materials from CAFE's Spring 2025 series
- ***AI Across the CSU: Innovations and Insights* Series:** Recordings and materials from the CSU's Spring 2025 series

- ***Chancellor's Office Online Course Services Summer Sessions:*** **Fully asynchronous.** Three sessions to choose from between late May and mid-August. CSU Online Course Services offers professional development courses, including *AI Tools for Teaching and Learning*. Learn more and register.

Friends of CAFE:

- ***College Corps Fellowship:*** **Inform your students.** College Corps is a great way to give back to the local community while gaining hands-on experience and reducing student debt. Students who serve for a year in K-12 education, climate action, or food security, can earn up to $10,000. The priority application deadline is **June 1**. Please reach out to College Corps staff for more information.

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