

To: CPP Faculty  
From: Marisela R. Chávez  
Subject: Winter Institutes, Accessibility Workshops, and More  
Date: Tue, Nov 18, 2025

Dear Colleagues,

This time of year can be both rewarding and demanding. There's so much end-of-semester work coupled with the anticipation of finals and grading. I've heard from many faculty about a sense of overwhelm but also excitement to see how much they and their students have learned this semester. I hope the short break next week provides time for what you need to focus on, whether it's taking care of yourself, catching up on grading, or getting time for writing, research or creative activities.

All the best,

Marisela

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## Teaching and Learning

- ***Save the Dates for CAFE's 2026 Winter Institute***
  - Wednesday, January 7 – Friday, January 9 & Tuesday, January 13, 2026. Sessions will meet in person except for Friday, January 9 which will be a virtual meeting. More information and registration will be coming very soon!
- ***December Accessibility Workshops***
  - [Canvas Course Tune-Up and TidyUP, Tuesday, December 2, 12-12:45 pm](#)
  - [Designing Accessible Presentations Using PowerPoint, Thursday, December 4, 12-12:45 pm](#)
  - [Creating Accessible Word Documents, Tuesday, December 9, 12-12:45 pm](#)
  - [Demystifying PDF Accessibility, Thursday, December 11, 12-12:45 pm](#)

- ***CPP QLT Training and Espresso Review Opportunity***

- CAFE invites applications for the **QLT Training & Espresso Review** initiative. This program supports faculty teaching **larger courses** who have **not yet participated in Quality Learning and Teaching (QLT)** professional development.
  - Enroll in the Quality Learning and Teaching (QLT) training program offered by CSU Online Course Services for Spring Session 1: February 23-March 15, 2026
  - Receive an Espresso Review upon completion, an optional, individualized, actionable feedback session to help you apply QLT principles in your course.
  - Earn a \$200 stipend upon successful completion of the training
  - Participation is limited to 14 faculty members, prioritizing those teaching courses with a student enrollment of 70 or more in Spring 2026
  - [Apply for QLT Training and Espresso Review](#) by December 8, 2025

## Canvas News

- ***Brewing Up a Better Canvas Gradebook with CAFE, 12/11/2025, 2:30-3:30 pm, Zoom***

Join CAFE staff for a guided session on mastering your Canvas Gradebook before final grades are due. We'll walk you through reviewing points-based grading and weighted assignment groups, setting up and calculating extra credit, and adding letter grades in Canvas. Whether you're fine-tuning your gradebook or troubleshooting last-minute snags, this session will help you finish strong.

[Register for Brewing Up a Better Canvas Gradebook](#)

## Faculty Career Growth

- ***CAFE Department Chair Academy, 12/15/2025, in person***

This in-person event held at Collins College, Room 80-102 will provide valuable leadership development, networking opportunities, and resources for department chairs. Lunch will be provided. Topics will include Budgeting, Human Resources and Employee Labor Relations, and Outreach for Student Recruitment. Please RSVP by November 26, 2025.

[RSVP for CAFE Department Chair Academy](#)

## Friends of CAFE

- ***2026 Office of Academic Innovation Winter Institute***

**Wednesday & Thursday, 1/14-1/15/2026, 8:30 a.m. - 4 p.m., Bldg. 162, Room 1001**

The Office of Academic Innovation invites Cal Poly Pomona faculty and staff to attend the 2026 Winter Institute: Cultivating Partnerships for Inclusive Academic Excellence. This two-day event will highlight the Kellogg Honors College as a model for collaboration, inclusive mentorship and student success.

[Register for 2026 OAI Winter Institute](#) by **Friday, Dec. 12** to join the conversation and earn a digital badge recognizing your commitment to inclusive excellence.