

Academic Senate Staff Report

February 4, 2026

Prepared by: Sabrina Toney



University Employee Events & Opportunities

• **Miss Pearl's Valentine's Day Celebration – February 14th**

Date: Saturday, February 14, 2026

Time: 10:00 AM to 1:00 PM

Location: CPP Kellogg Ranch

[Get Tickets Here](#)

Celebrate Valentine's Day at CPP Kellogg Ranch with Miss Pearl, the Angora goat, and her sweetheart, Huston! Enjoy a fun-filled day:

- Meet Miss Pearl and other friendly animals at the Petting Farm
- Take a ride on the Cow Train
- Treat yourself to tasty snacks and drinks

Online Special: \$9 a person- Includes Petting Farm entry, one feed cup, a Cow Train ride, and a small popcorn.

General Admission: \$7 a person - Includes Petting Farm entry, one feed cup and a Cow Train ride.

Children under 2: Free with a paid adult.

• **Ash Wednesday Service – February 18th**

Date: Wednesday, February 18, 2026

Time: 11:00 AM to 6:00 PM

Location: Bronco Student Center – Orion Suite

The CPP Catholic Newman Club invites the campus community to observe Ash Wednesday through a day of prayer and worship. The service includes Confessions from 11 a.m. to Noon, followed by Mass from Noon to 1 p.m. Ash Distribution and Confessions continue from 1 to 5 p.m., with Adoration offered from 1 to 6 p.m. All are welcome to attend any portion of the day.

• **Somebody Should Do Something: How Anyone Can Help Create Social Change – February 18th**

Date: Wednesday, February 18, 2026

Time: 10:00 to 11:00 AM

Location: Zoom

[Join Webinar Here](#)

Changing the world is difficult. One reason is that the most important problems, like climate change, racism, and poverty, are structural. They emerge from our collective practices: laws, economies, history, culture, norms, and built environments. The dilemma is that there is no way to make structural change without individual people making different—more structure-facing—decisions.

In this presentation by Somebody Should Do Something co-author Alex Madva, learn how we, as CSU administrators, employees, and faculty, can connect our personal choices and social roles to structural change, and why individual choices matter, though not in the way people usually think.

- **Walk and Talk: Behind the Scenes with UPD – February 19th**

Date: Thursday, February 19, 2026

Time: 12:00 to 1:00 PM

Location: Police & Parking Services – Building 109

[RSVP Here](#)

Take a behind-the-scenes tour of CPP's police station with Officer Bentson and Sergeant Arangure from the Community Relations Unit and experience what goes into the day-to-day work of officers, dispatchers and parking and transportation staff.

Participants will explore what's inside a police vehicle, see a taser demonstration (no contact and everyone stays comfortable), tour the temporary detention cell, and pick up some UPD swag. Come with questions and leave with a better understanding of the people and work that help keep campus safe.

- **Indigenous Voices of the Land Series – February 25th to April 22nd**

Date: Wednesday, February 25th – Wednesday, March 18th – Wednesday, April 22nd

Time: 3:00 to 5:00 PM

Location: Zoom

[Webinar Registration Here](#)

Discover how Indigenous perspectives are shaping more inclusive, sustainable approaches to landscape design in Indigenous Voices of the Land, a four-part webinar series that centers Indigenous values, knowledge systems and lived experience.

The series is presented by Cal Poly Pomona Tribal Relations and the College of Environmental Design, in conjunction with the University of Pennsylvania Weitzman School of Design's McHarg Center for Urbanism and Ecology, and was created in collaboration with CPP's Desiréé Martinez, Tribal Relations Director, Muriel Fernandez, landscape architecture faculty, and UPenn graduate student Dagny Carlsson.

- **OIES Spring Symposium Explores Ethnic Studies Praxis – February 27th**

Date: Friday, February 27, 2026

Time: 8:00 AM to 5:00 PM

Location: TBD

The Office of Interdisciplinary Ethnic Studies invites the campus community to the 4th OIES Spring Symposium, Activating Community: Ethnic Studies Praxis as Resistance. The daylong program features a keynote by Lorgia García Peña, author of "Community as Rebellion and Translating Blackness: Latinx Colonialities in Global Perspective."

The symposium will also include a forward-looking Ethnic Studies plenary and presentations by faculty–student co-learning pairs highlighting collaborative research and transformative practice.

- **Sunday Horse Show – March 1st to May 3rd**

Dates: Sunday, March 1st – Sunday, April 12th – Sunday, May 3rd

Time: 2:00 PM

Location: W.K. Kellogg Arabian Horse Center

[Tickets available here](#)

Enjoy an afternoon with our talented students and the famed Arabian horses of the W.K. Kellogg Arabian Horse Center. The Sunday Horse Show showcases classic maneuvers, student horsemanship, and the long-standing traditions of the former Kellogg Ranch. After the performance, spectators are welcome to meet the horses up close.

• **Walk and Talk: W.K. Kellogg Arabian Horse Center – March 12th**

Date: Thursday, March 12, 2026

Time: 12:00 to 1:00 PM

Location: W.K. Kellogg Arabian Horse Center

[RSVP Here](#)

Saddle up for an exciting adventure to the W.K. Kellogg Arabian Horse Center that offers an up-close look at one of campus's most iconic spaces. You'll meet Maddie Ogburn and Kelly Pina who will teach you about the horses, the center and the day-to-day care that supports these remarkable animals, along with the shows, events and hands-on learning experiences that benefit students.

Attendees will also get an exclusive chance to explore areas of the Horse Center not typically seen on standard tours. Whether it's your first time or a return visit, expect something new in this engaging experience that blends learning, connection and appreciation.

• **Art Department Triennial Exhibition – Through March 12th**

Days: Monday through Thursday

Time: 11:00 AM to 5:00 PM

Location: Kellogg University Art Gallery – Building 35A

The Art Department Triennial returns with a wide-ranging exhibition showcasing art and graphic work by Cal Poly Pomona Art Department faculty, staff and students. See the 2026 exhibition exploring themes including environment and nature, urban planning and architecture, language and history, travel and memory, spirituality, the psyche and interpersonal relationships. Influenced by storytelling, religion and mythology, pop and street culture and repurposing, the works reflect both individual perspectives and the broader social issues shaping our world today.

Admission is free and appointments are available upon request.

• **Angels in the Outfield: CPP Night with the Angels – April 21st**

Date: Monday, April 21, 2026

Time: 2:00 PM

Location: Angels Stadium – Anaheim, CA

[Tickets available here](#)

Join fellow Broncos for an evening of baseball and school spirit at the CPP Angels Game. Purchase tickets for your family and friends and visit our pregame Bronco Village beginning at 5:08 p.m. for activities and community connection. For the first time, tickets include an exclusive Angels and CPP co-branded jersey, making this year's event especially memorable. Visit angels.com/cpp to secure your tickets and jersey.

• **Pet Spay, Neuter & Dental Cleaning Services – Through May 28th**

[Request an appointment here](#)

The Animal Health Science program will offer reduced cost spay, neuter and dental cleaning services for cats and dogs throughout Spring 2026. The clinic supports student training while providing essential care for pets in the campus community. Appointments are available

Monday through Thursday from January through early May and first come, first served. Eventbrite fees must be paid within 48 hours of receiving an appointment date. For questions, contact ahsprogram@cpp.edu.

Employee News & Updates

• **Common Human Resource System (CHRS) Demos & Knowledge Round-Up**

[CHRS Website](#)

[CHRS Inquiry Form](#)

The Common Human Resources System (CHRS) is replacing our current HR system. All 23 CSU campuses are switching to this single platform. CPP is in "Wave 4" with 7 other campuses going live on **March 23, 2026**.

CHRS Weekly Bronco Knowledge Round-Up:

Every week the first 3 employees with correct answers win \$5 in Bronco Bucks. Questions are based on knowledge articles employees are asked to review. Look out for emails from Common Human Resources System (chrs@cpp.edu) every week for a chance to win! All answers are posted on the CHRS website!

Scheduled CHRS Demos:

To help you prepare for the CHRS go-live, a series of live system demos has been added to your calendar throughout the month of February. These demos are role-based, and you have only received calendar invitations for the sessions that apply to you.

All demos will be recorded and posted to the CHRS website along with the presentation slides for future reference. Registration links for the in-person sessions will be shared in future emails.

All Employees – Personal Profile and Benefits

Date: Monday, February 9, 2026

Time: 10:00 to 11:30 AM

Location: Zoom

All Employees – Time and Labor

Date: Monday, February 16, 2026

Time: 10:00 to 11:30 AM

Location: Zoom

Faculty – Personal Profile (View Appointment)

Date: Tuesday, February 17, 2026

Time: 10:00 to 11:30 AM

Location: Zoom

All Employees – Absence Management

Date: Monday, February 23, 2026

Time: 10:00 to 11:30 AM

Location: Zoom

MPP & Timekeepers – Time and Labor & Absence Management

Date: Wednesday, February 25, 2026

Time: 10:00 to 11:30 AM

Location: Zoom

ENGLISH In-Person Condensed Information Sessions

Date: Monday, March 2, 2026

Time: 10:00 to 11:30 AM

Location: Student Services Building

SPANISH In-Person Condensed Information Sessions

Date: Monday, March 9, 2026

Time: 10:00 to 11:30 AM

Location: Student Services Building

• Health Plan Premium & Paycheck Review Reminder

[Cal Employee Connect Login](#)

New health plan premium rates were deducted from the December 2025 paycheck due to payroll processing timelines and the start of the new benefits plan year.

Please take a moment to review your most recent paycheck to ensure all deductions - including benefits, taxes, retirement contributions, and any voluntary elections - are accurate. Paychecks can be viewed in Cal Employee Connect. Verifying your information now helps ensure everything is correct and up to date for the new year.

If you notice anything unexpected or have questions, please email benefits@cpp.edu or call 909-869-3727.

• CPP Learning Trainings

[View Your CPP Learning Trainings](#)

Several required compliance courses in CPP Learning will be updated on Friday, January 9, 2026. As part of this update, any learner who is marked as "In Progress" in an affected course at the time of the update will have their progress reset and will be required to complete the updated course in full.

These updates help ensure that required training reflects the most current policies and regulatory requirements. If you have questions or need assistance accessing CPP Learning, contact CPPLearning@cpp.edu.

• Mileage Reimbursement Rate 2026 Updates

The CSU has updated the standard mileage reimbursement rate for business travel in accordance with IRS guidelines. For business travel occurring on or after Jan. 1, the reimbursement rate will increase from 70 cents to 72.5 cents per mile. Concur Request and Expense have been updated to reflect the new rate, so no additional action is needed from travelers. Mileage driven for moving purposes will remain unchanged from 2025 at 21 cents per mile. For more information, visit the University Accounting Services website or email travel@cpp.edu.

• Campus Alerts Under Senate Bill 98

[Senate Bill 98](#)

[Full Article](#)

Cal Poly Pomona announced how it will implement Senate Bill 98, a new state law requiring universities to notify campus communities about confirmed immigration enforcement or routine compliance activity on campus. Alerts will be sent by email from SB98notify@cpp.edu and posted on the university's

Immigration Resources web page, where they will remain archived for the academic year. Notifications will include the date and time, campus location and a link to resources, but will not contain personally identifying information. Activity must be confirmed by University Police or designated officials before alerts are issued. CPP will continue to follow CSU guidance, protect privacy and support affected students. Read the full article to learn more about when alerts are issued and what resources are available.

• California Workplace Know Your Rights Act

[Workplace Know Your Rights Act, Senate Bill 294](#)

[Voluntary SB 294 Designation Form](#)

[Department of Industrial Relations Website](#)

[SB 294 FAQs](#)

[HR Policy Employment Notices Website](#)

The **Workplace Know Your Rights Act**, Senate Bill (SB) 294, was signed by Governor Newsom on October 12, 2025. The law requires employers to provide a template notice, which includes information on many areas of workers' rights under state and federal law, by February 1, 2026 and thereafter on an annual basis.

The law also requires employers to allow employees to designate an emergency contact to be notified if the employee is arrested or detained at work or during work hours, and the employer has actual knowledge of the event. This part of the law must be implemented with current and new employees by March 30, 2026.

If you would like to make your voluntary SB 294 designation, please complete the form. Please note, the person you designate as your contact for this form may be your Primary Emergency Contact or a different person.

More detailed information can be found on the Department of Industrial Relations website and the California Workplace – Know Your Rights poster. The poster is currently available on the Department of Industrial Relations website in English and several other languages.

For SB 294 related questions, please visit [SB 294 FAQs](#) on the [HR Policy Employment Notices web page](#) or contact hrpolicy@cpp.edu.

• CSUBUY Procure-to-Pay (P2P) System Now Live

[CSUBUY P2P Website](#)

Cal Poly Pomona has officially launched its new CSUBUY Procure-to-Pay (P2P) system, which went live Jan. 26. CSUBUY P2P replaces the former purchasing process with a single, modern platform that brings purchasing, approvals, ordering, receiving and payment together in one place. The system simplifies workflows, reduces manual steps, improves transparency and helps ensure compliance with CSU policies. This implementation is part of a CSU systemwide effort to streamline and standardize procurement and payment processes across all CSU campuses. For training materials and resources, visit the CSUBUY P2P website.

• CPP Presidential Search Process

[CPP Presidential Search Website](#)

[Feedback and Comment Submission Form](#)

The California State University Board of Trustees has launched a nationwide search for the next president of Cal Poly Pomona. The effort is led by a distinguished, multi-constituency search committee. As the #1 Polytechnic University for Diversity & Economic Mobility, Cal Poly Pomona seeks an

exceptional leader who will champion our students, mission and values. We invite the campus community and our diverse stakeholders to be part of the process.

Following CSU policy, the Chair of the CSU Board of Trustees, Jack B. Clarke, Jr., appointed a Trustees Committee for the selection of the president. The Advisory Committee is composed of representatives from the faculty, staff, students and alumni, as well as a member of a campus advisory board, all of whom are selected by the university's constituency groups per their selection criteria. Also on the Advisory Committee is a vice president or academic dean from the campus and a president of another CSU campus — both selected by the chancellor in consultation with the board chair. Both committees function as one unified group in the search process.

Comments regarding professional qualifications, experiences and personal attributes may be submitted via Survey Monkey.

• **New Zoom Backgrounds**

[CPP Brand Hub Website](#)

liven up your virtual meetings with new Zoom backgrounds that showcase your Bronco spirit. Choose from stunning campus views, CPP-themed designs or special-edition month backgrounds, such as Black History Month. View and download the images from the CPP brand hub . Have a suggestion for a future Zoom background? Send your idea to brand@cpp.edu.

• **Employee ADA Requests**

[Employee ADA Resources Website](#)

Under the American with Disabilities Act and Fair Employment and Housing Act, qualified individuals with disabilities must have equal access to all aspects of employment that are available to employees without disabilities. These Acts also require employers to afford such individuals reasonable accommodations that will allow them to perform the essential functions of their jobs.

Cal Poly Pomona is fully committed to ensuring equal employment opportunity for qualified applicants and/or employees with disabilities and engages in a timely, good faith, interactive process to determine effective reasonable accommodations.

Employees with questions about disability support and accommodation should contact the [ADA Coordinator](#) who has been designated as the campus authority to verify employee disabilities and to prescribe specific accommodations for employees with documented disabilities.

Please refer to the Interactive Process Guides below for both Supervisors and Employees:

- [Employee Interactive Process Guide](#)
- [Supervisor Interactive Process Guide](#)

• **Employee Affinity Groups**

[Employee Affinity Group Website](#)

Employee Affinity Groups (EAG) bring together Cal Poly Pomona employees who share common identities, interests, or goals. The purpose is to foster belonging, connection, and collaboration across campus. These employee-led groups create spaces for support, networking, and professional growth and help make CPP an even more inclusive and engaged community.

If you are interested in joining an existing group or starting a new one, visit our Employee Affinity Group website.

University & CSU Employee Engagement

- **Showcase Your Department at BroncoBound 2026** – Due February 20th

BroncoBound 2026

Date: Saturday, March 21, 2026

Time: 9:00 AM to 1:00 PM

Help students discover the best that Cal Poly Pomona has to offer by showcasing your programs and services at the BroncoBound '26 Resource Fair. This signature event welcomes admitted Fall 2026 first-time freshman and transfer students to campus on **Saturday, March 21, from 9 a.m. to 1 p.m.**, offering your department a prime opportunity to connect directly with future Broncos, answer questions and highlight resources that support student success. Your participation is essential to creating a welcoming and informative experience for our guests.

Tables must be registered by **Friday, Feb. 20**. For questions, contact the Office of Outreach, Recruitment, and Educational Partnerships at outreach@cpp.edu.

- **Nominate a Book for 2026-2027 Common Read** – Due March 1st

[Common Read Website](#)

[Nomination Form](#)

The First-Year Experience Committee is accepting your book recommendations for the 2026– 27 Common Read. Faculty and staff are invited to recommend fiction or nonfiction titles that spark discussion and reflect diverse perspectives. Selected works help shape a shared reading experience and meaningful campus-wide conversation. Submit your nomination on the Common Read website by **Sunday, March 1**.

- **Case Study Participation: Free Fitness Assessment & Personalized Exercise Plan**

[Submission Form](#)

Interested in a free fitness assessment and a personalized exercise plan? Volunteer as a case study participant for students in the Master's Health and Human Performance program in the Kinesiology and Health Promotion department. As part of their coursework, students learn to conduct graded exercise tests and prescribe exercise while preparing for careers as exercise science professionals, health and fitness educators, or researchers. The course uses a flipped-classroom model with hands-on learning during class time.

Approximately 18 apparently healthy adults, or those with medically controlled diseases, who want to become more physically active are needed. Learn more and sign up by submitting a form.

Questions? Contact Dr. Zakkoya Lewis-Trammell at zakkoyal@cpp.edu.

- **CSUEU Chapter Service Opportunities**

CA Governor Candidate Interview with Congressman Eric Swalwell

Date: Thursday, February 5, 2026

Time: 12:00 to 1:00 PM

Location: Zoom

[Register Here](#)

Stewards Lunch-and-Learn Office Hour

Date: Friday, February 6, 2026

Time: 12:00 to 1:00 PM

Location: Zoom

All Chapter 319 Stewards are welcome to attend. Please check your emails for an invite from Jessica with the Zoom information.

Members from the CSUEU Bargaining Team Visit to Cal Poly Pomona

Date: Thursday, February 26, 2026

Time: 10:00 AM to 2:00 PM

Location: ENV Building 007, Room 0235

All units (2, 5, 7, and 9) are welcome and encouraged to stop by during your lunch breaks to speak with Terry, Teresa, and Aly from the CSUEU Bargaining Team to receive updates on contract bargaining.

• New “Points of Pride” Website for Sharing Our Story

Points of Pride Website

Strategic Communications is excited to announce a new way to help you showcase and celebrate our Bronco community. The Points of Pride website is your one-stop hub for content showing the very best of CPP. Explore a curated collection of images, rankings, student and alumni success stories, and more. You can use this content on your website, flyers, brochures or anywhere you want to exhibit our university's excellence.

• Submissions for “CPP This Week” Newsletter

Master Events Calendar

Please send submissions to cppthisweek@cpp.edu.

Submission Requirements:

1. Maximum length is 120 words
2. 4-to-8-word long headlines
3. Web link
4. Contact information
5. Description
6. Date (*if applicable*)
7. Time (*if applicable*)
8. Location (*if applicable*)
9. Add events to the university's master events calendar

Announcements may be edited and will run a maximum of four weeks (please specify if fewer). Accuracy is the responsibility of the person submitting the information.

• The California State University AI Commons

AI Commons Website

The CSU AI Commons website serves as the central hub for the California State University system's generative AI initiative. The site organizes resources by audience (faculty, staff, students, alumni), making it easy to find role-specific guidance on integrating AI into daily work and curriculum.

Here's what employees can find:

Professional Development & Training - The site offers multiple pathways for AI skill development. CSU Learn provides diverse courses on AI fundamentals, ethical considerations, and practical applications for business functions. Faculty and staff can access courses that cover AI terminology, hands-on tool exploration, content detection strategies, and help participants develop personalized AI use policies.

Guidelines & Security - The site provides comprehensive guidelines for safe and responsible AI use, addressing data security, privacy, intellectual property, and compliance. Employees learn about the CSU's enterprise contract with OpenAI that protects university data and ensures no CSU information is used for model training. The site clarifies which AI tools are approved and explains the procurement process for new tools.

Governance & Committee Work - Information about the Systemwide Generative AI Advisory Committee is available, which advises on operationalizing CSU AI policy across teaching, learning, scholarship, productivity applications, IT security, and intellectual property implications.

- **New “CSU Voices” Platform**

[Learn more about CSU Voices here](#)

[Join the CSU Voices Community](#)

The California State University has launched **CSU Voices**, a new e-advocacy platform that invites students, faculty, staff, alumni and supporters to engage on key policy issues affecting public higher education. The initiative provides timely updates on state and federal developments and offers opportunities to take action when it matters most. By joining CSU Voices, you'll receive timely updates on policies that impact our students, alerts when your voice can help influence legislation, and stories that show the real impact of CSU in every community.

- **UPD Perceptions Research Study Survey – First 1,000 Participants**

[Survey Link](#)

Faculty and staff are invited to contribute to this 10-minute anonymous survey approved by the CPP Institutional Review Board about what campus community members think of the University Police Department. Study participation is open to all current CPP students, faculty, staff and administrators over 18 years of age. The first 1,000 participants will receive a \$1 Amazon gift card. For questions, contact Peter Hanink at pahanink@cpp.edu.

- **Free Speech Event Fund – AY 2025-2026**

[Read more about the fund and apply here](#)

The Bronco Leadership Center is proud to announce the 2025-2026 Free Speech Event Support fund! This fund is open to CPP departments, colleges and student groups hosting events occurring in the 25-26 academic year with free speech component — such as a panel discussion, debate, open forum, guest lecture or similar activity. Qualifying events can receive up to \$1000 for your event. The goal is to encourage dialogue, foster understanding and ensure that free expression thrives on campus. Whether your event is large or small, if it advances the spirit of open conversation, you may be eligible for support.

University & CSU Professional Development

- **Project Management Community of Practice Meeting – February 11th**

Date: Wednesday, February 11, 2026

Time: 11:00 AM

Location: Zoom

[Registration Link](#)

Join the Project Community of Practice (PMCoP) and gain access to exclusive monthly meetings designed to inspire connection, promote learning and professional growth. The PMCoP brings together project management practitioners in a dynamic and supportive environment where ideas are shared, skills are strengthened, and practice evolves.

This month, you can meet Andy Handy, an MBA-qualified professional, Certified Master Health and Wellness Coach, and expert in psychological safety with over five years of dedicated study. Andy's work sits at the powerful intersection of project delivery, psychological safety and brain science, offering practical insights that can transform the way projects and teams operate.

Don't miss what promises to be one of their most anticipated meetings of the year. Register today and be part of the conversation.

- **NACCU Near You: One Day Campus Credential Event – February 11th**

Date: Wednesday, February, 11, 2026

Time: 8:45 AM to 4:00 PM

Location: Bronco Student Center

[Register here](#)

CPP will host NACCU Near You, a one-day professional development event that brings campus credential leaders together for learning, collaboration and shared best practices. The event is part of CPP Enterprises' ongoing partnership with the National Association of Campus Card Users (NACCU), a national organization that supports universities in managing campus ID cards and access systems. Through this collaboration, CPP has strengthened the Bronco One Card, which supports purchases, dining access and secure campus operations across campus, while gaining insight into emerging technologies such as mobile credentials.

Faculty and staff interested in campus credential systems are encouraged to attend.

- **ACE Women's Network: Lunch & Learn – March 20th**

Date: Friday, March 20, 2026

Time: 11:00 AM to 2:00 PM

Location: CSU San Bernardino Main Campus

[Registration Link](#)

This year's spring ACE Women's Network of SoCal Lunch and Learn will celebrate women who are reshaping the meaning of leadership and crafting pathways that reflect their values, voices, and visions. Our panel brings together leaders from the University of California, the California State University, and the California Community Colleges – each offering insight into what it means to lead authentically and on one's own terms.

- **Academic Applications of AI (AAAI) Microcredential for Faculty & Staff**

[CSU Canvas AI Courses Website](#)

The Academic Applications of AI (AAAI) Faculty Microcredential (2.0) is a comprehensive program to enhance **faculty and staff** understanding of generative AI is now available systemwide. Whether you are a researcher, support staff, or simply curious about AI, this course offers valuable insights. This course was developed by SDSU.

[Self-Enroll here](#) - Click the button below, choose "CSU Employee & Student Login In," select your campus from the dropdown menu, and click the "Enroll in Course" button on the top right.

After completing this course, you will be able to:

- Articulate and differentiate how language-based and image-based generative AI tools actually work.
- Describe an action plan for ensuring student awareness of bias, privacy, and other ethical concerns inherent in using generative AI tools.
- Construct a syllabus statement on using generative AI tools appropriate to at least one of your courses.
- Understand the variety of popular generative AI options and selectively build a tailored toolkit appropriate to your academic work.
- Iteratively refine prompt results leading to effective querying of generative AI.
- Course Commitment: 2-10 hours online, asynchronous
- Digital Credential: [Academic Applications of AI Microcredential](#)

Upon successful completion of the course, participants will be eligible for a badge/credential.

Course Updated: November 2025

• AI Tools for Higher Ed Staff and Professionals Microcredential

[CSU Canvas AI Courses Website](#)

[Course Testimonials](#)

This online course is offered systemwide and will help higher ed professionals learn the AI Tool Basics, including what they are, as well as why, when, and how to use them. The course was developed at Fresno State University.

Two Course Modality Options

1. **Facilitated by an Instructor** (Registration will open in December 2025)

Course commitment: 4 weeks, approximately 20-30 hours

Digital Credential: [AI Tools for Higher-Ed Staff Professionals \(Facilitated\)](#)

Spring Schedule: February 23 to March 15, 2026 | March 23 to April 19, 2026

2. **Self-Paced without an Instructor** - [Self-Enroll Link](#)

Course commitment: Approximately 6-8 hours

Digital Credential: [AI Tools for Higher-Ed Staff Professionals \(Asynchronous\)](#)

By the end of this course, participants should be able to:

- Explain key concepts and concerns related to generative AI (gAI) and its potential applications in the workplace.
- Evaluate available gAI tools for relevance to professional tasks.
- Identify specific areas where gAI could be applied to streamline workflows or address challenges.
- Develop (facilitated course) and consider (self-paced course) or effective prompts for generating relevant and high-quality outputs using gAI tools.
- Explore (self-paced course) or discuss (facilitated course) critical issues related to ethical and responsible use of AI in the workplace.
- Critically assess the quality and reliability of AI-generated outputs for use.

Upon successful completion of the course, participants will be eligible for a badge/credential.

Course Updated: September 2025