

To: CPP Faculty

From: Victoria Bhavsar

Subject: Ten minutes or less? Here's an idea

Date: Thur, Oct 24, 2024

Dear faculty,

Sometimes you only have ten minutes! Going back to super basic course design strategies, here's an idea for something to do in ten minutes or less that will help your students *and* contribute to perceptions of course organization, a factor that strongly influences student evaluation results. For your next class period or meeting:

1. Write out a list of "what you'll learn today." These are, basically, [lesson-level learning objectives](#).
2. Post the list where everyone can see it during the class. Tell students that the exam questions will mirror this list.

That's it! If you have an extra ten minutes, end the class period by giving students two minutes to look back at the list and write down which ones they felt they learned during class and which ones they still need help on. Collect the answers and decide how to proceed based on their feedback. If you have an *extra* extra ten minutes, write down an idea for an exam question for each item (this might save you time later, in fact).

Excellent news! If you are interested in CAFE's January 2025 [Winter Institute on Anti-Racist Teaching & Learning](#) but have been waiting to see if funding is available – we have just learned that funding IS available. Registration is also open.

Take care,

Victoria

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In this email:

- [Registration Open!](#): CAFE's Winter Institute 2025
- [Teaching Nuts & Bolts](#): There's still time for "espresso" reviews
- [Teacher-Scholar](#): Publication opportunities, NSF research hub, CCE engagement grants
- [gAI in General](#): Survey of needs; training opportunities
- [Friends of CAFE](#): UnDocuAlly training
- [Institution News](#): Bronco Portal, Branding Forum

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[CAFE's Winter Institute 2025](#): Register now for Jan. 7-9 and 13-14, 2025

Thanks to a special collaboration with the Office of Student Success, the goal of CAFE Winter Institute 2025 is to empower faculty with practical pedagogical tools, robust scholarship, and a community of peers to create anti-racist classes that promote equity, justice, and success for all students. Faculty of any discipline and any stage in the faculty career are welcomed and encouraged to participate.; stipends are available for completion. We have capacity for 40 faculty participants and hope to have a mixture of new and returning participants. [Registration is now open](#).

Teaching Nuts & Bolts:

- **Request an “espresso” review:** Trained CAFE team members go through your Canvas course in 2 hours and provide detailed feedback based on the [QLT Rubric](#). This review is totally non-evaluative and feedback goes only to you; get a badge for documentation. Request an [Instructional Design consultation](#) and say “espresso review” in the Purpose field and “Fall 2024” in the Timeline field.
- **“LATTE” Series:** The last topic in our “Learning And Teaching Techniques Exchange” Zoom series is [motivation at the end of the semester](#). Join us November 18 or 19, 12-1pm.

Teacher-Scholar:

- **[Call for book chapter proposals](#):** [Jill Nemiro](#) (Psychology) seeks chapter proposals for an edited volume entitled *Preparing Students in Higher Education for Creative Collaboration in Virtual Teams*, offered by [IGI Global Publishing](#). Proposals are due November 16. Learn more about the book, recommended topics, and submit proposals at the [Call for Chapters](#).
- **[CSU Global](#):** This suite of publications, particularly the [CSU Global Journal](#), is an emerging California-focused publication based at Cal Poly Humboldt. Submissions are peer-reviewed and accepted on a rolling basis
- **[NSF HSI Resource Hub](#):** Join a community of STEM scholars focused on culturally responsive and relevant teaching practices. Enjoy collaboration and networking, professional development, and scholarship by and about Hispanic Serving Institutions. Look for databases, fellowships, funding opportunities, and more. Contact [Shokoufeh Mirzaei](#) (Industrial & Manufacturing Engineering)
- **[CCE Engagement Grants](#):** The Center for Community Engagement invites applications for \$1500 Impact Grants for Spring 2025 service-learning (S) courses. The goal is to support high-impact teaching practices on campus and respond to critical needs in Pomona and the Greater Los Angeles area. [Learn more and apply](#) by November 15. For questions, contact [Lauren Bernal](#).

gAI in General

- **[CAFE's generative AI Series](#)**: The last topic in CAFE's gAI series is [designing assignments with AI in mind](#). Join CAFE and faculty experts on October 31, 12 – 12:50pm!
- **[José Bowen's Teaching & Learning with AI Series](#)**: The last topic in the Chancellor's Office series with Dr. José Bowen is AI Assignments & Assessments, held on November 12. [Register](#) to attend in real time or get recordings. Visit the CSU's [Systemwide AI Resource](#) page for more.
- **[Have your say](#)**: Colleagues at CSU Monterey Bay are conducting [a survey](#) to better understand faculty training needs for using gAI in your classroom.

Friends of CAFE:

- ***UnDocuAlly Training via Zoom***: Gain an understanding of the historical context, resources, and strategies to support undocumented students on campus.
 - [Part 1](#): Tuesday Oct. 29, 11:00 am – 12:30pm. Covers foundational terminology, and issues and resources addressing the Undocumented community
 - [Part 2](#): Thursday Oct. 30, 11:00am – 12:30pm. Applies knowledge from Part 1 and covers specific support that California provides; how students can benefit and access resources.
- ***Save the Date for [International Education Week 2024](#): November 19 -- 22***. Celebrate the benefits of international education and exchange worldwide! This joint initiative of the U.S. Dept. of State and the U.S. Dept. of Education promotes programs that prepare citizens for a global environment and attract future leaders from abroad to study, learn, and exchange experiences.
- ***Save the Date for the [2025 Academic Innovation Winter Institute](#): January 15 & 16, 2025***. Learn about innovative practices in research mentorship, strategies to maximize mentoring efforts, enhance student success, and create inclusive research environments. [Register now!](#)

Institution News

- **[Bronco Applicant Portal](#)**: Fall 2025 undergraduate applicants to CPP will use the new Bronco Applicant Portal. Prospective students can check their application status, view checklists and holds, track important deadlines, see financial aid information, and more. Admitted students can accept their offer and register for Orientation. [See screenshots](#). For questions, contact [Traci Lew](#).
- ***New Branding Community Zoom Forums: Tuesday, Oct. 29, 12:00 – 1:00pm or 6:30 -- 7:30p.m.*** Amon Rappaport, chief communications officer, and Karen Lindell, director of marketing and brand strategy, will present and answer questions about CPP's new brand and strategy. Register to get the link for your preferred time.

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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.