


To: CPP Faculty  
From: Victoria Bhavsar  
Subject: Student evaluations, individual consultations  
Date: Wed, Nov 6, 2024

Dear faculty,

I want to amplify two resources today: Firstly, the Provost sent a message on Monday Nov. 4, 4:18pm, that included the [Employee Assistance Program by LifeMatters, via Empathia](#). LifeMatters offers many services including professional counseling, financial and legal consultation, and more. In addition, while CAFE does *not* have mental health professionals, we can provide individual consultations about classes or other faculty issues.

Secondly, on Thursday Oct. 31, 9:48am, Faculty Affairs sent out  [an email](#) describing the student evaluation process for our courses, giving resources on how to use the online evaluation system, and mentioning policies about giving time in class for the surveys. Please read that email thoroughly! Also, here's a [recording of a presentation](#) (40m:52s, content begins at 1m:30s) from Institutional Research, Policy, & Analytics about our evaluation system.

Regarding course evaluations, most *urgently*, you can now see a link for "Course Evaluations" in your Canvas course navigation menu. Only you can see it right now – students will see it beginning November 17. By default, students have two weeks to complete evaluations. **If you want to change the time frame for your course to less than two weeks, you must do it by November 10.** See the [system navigation guide](#) for instructions.

Most *importantly*, we all want the most useful feedback from our students. That requires getting very good return rates for the surveys. Below, see the email I sent to my Fall 2023 students. My strategies worked! I had a 92% completion rate that semester.

Hello everyone,

[Student evaluations](#) are now open and available for you to complete! Please look at the left-hand navigation menu in our Canvas course, or go to MyCPP and log in there. I value your feedback about the class and you have my promise that it will be used. In fact, your feedback is so valuable that we'll do two special things:

1. Although you can do the evaluation survey any time from now to December 1, we will take time during class on November 25 for you to do them.\*
2. I can see the completion rate for the surveys, but I cannot see results or if you completed your individual survey. If we get a 90% completion rate on the surveys, everyone will get to indicate one question of their choice on the final exam that they want to count 1.5 times as much. In other words if you think you did great on a question, that one counts extra! If you didn't do great on the question I won't take off extra, so this is a no-lose situation. But **ONLY** if we get to 90% completion rate! So, please contribute to the cause and to a great class for my next group of students!\*\*

\*If a course has a synchronous or face to face component, offering class time is required by Policy 1329.

\*\*Adjust as reasonable for your course; the idea is that a small academic reward for meeting a class-level goal is helpful.

Take care,

Victoria

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**In this email:**

- [Registration Open!](#): CAFE's Winter Institute 2025
- [Teaching Nuts & Bolts](#): Gradescope workshop
- [Teacher-Scholar](#): California pre-doctoral program
- [Career & Community](#): Parenting faculty lunch, individual consultations
- [gAI in General](#): Survey; training opportunities
- [Friends of CAFE](#): International Education Week

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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 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; 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:**

- **[“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.
- **[Gradescope workshop](#): Thursday Nov. 21, 12 – 12:50pm, via zoom**. Gradescope is a Canvas integration that streamlines grading significantly, helping us to provide timely, detailed feedback while maintaining consistency. Gradescope can deal with hand-written answers, drawings, equations and diagrams, and text answers. [Please register](#).

### Teacher-Scholar:

- [\*\*\*The California Pre-Doctoral Program\*\*\*](#) supports the aspirations of CSU students who plan to pursue their doctoral degrees. Applications open in December. Help your students to direct questions to campus coordinator [Dr. Claudia Garcia Des Lauriers](#) (Kellogg Honors College).
- [\*\*\*Cal Poly Pomona GIS Day: Wednesday, Nov. 20, 10am – 2pm, Ursa Major\*\*\*](#) in the Bronco Student Center. Celebrate all things GIS! Enjoy panel presentations, hands-on activities, and networking. See [Cal Poly Pomona GIS Day](#) for the agenda and to register.
- **Call for book chapter proposals:** [Dr. 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](#).
- **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](#).

### Career & Community:

- [\*\*\*Parenting Faculty Lunch: Tuesday Nov. 12, 11:30am – 1pm \(come when you can and leave when you need to\). Centerpointe Dining Hall Room 110.\*\*\*](#) Discuss Parenting Faculty Leave and Rights per our Collective Bargaining Agreement! Please invite other faculty parents you may know, tenure-line or lecturer. For questions, contact Julie Shen ([jshen@cpp.edu](mailto:jshen@cpp.edu)). [Please register](#) – we have space for 30 participants.
- **Consultations & coaching:** CAFE can provide one-on-one consultations and coaching for classroom or other faculty work issues. We have two trained strengths coaches, [Victoria Bhavsar](#) and [April Dawn](#), plus Faculty Fellow [Lisa Kessler](#). Please email any of us.

### gAI in General

- [\*\*\*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:**

- **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!](#)

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California State Polytechnic University, Pomona

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