

To: CPP Faculty

From: Victoria Bhavsar

Subject: Talking about grading; workshops & office hours

Date: Mon, Nov 25, 2024

Dear faculty,

Here is a [workshop from the Registrar](#) about the different kinds of grades we can give, and how to confer grades. Learn the differences among RP, RD, WU, F, I, and more.

Along those lines, it's about time in the semester that students want to talk about grades and begin advocating for adjustments. This can take up a lot of time, energy, and emotion. Here are ideas for making these conversations more positive and productive:

- **Note patterns of questions or problems.** If something in the course design, grading system, or syllabus seems to cause issues, make a note and consider later if an adjustment could head problems off next semester. This does *not* mean “consider watering down your expectations.” Instead, think about clarity, consistency, and articulating principles rather than writing elaborately detailed rules for every possible situation.
- **Don't hold long conversations over email.** If a simple, short-but-kind response and explanation does not suffice, require that the student talk to you further on Zoom or in person. Then send a follow-up email to summarize and document the conversation. Keep written language matter-of-fact and direct, and do use respectful salutations and sign-offs.
- **When talking on zoom or in person, listen without interrupting.** And, try to see grade conversations positively. Unless there's real evidence to the contrary, see students as practicing the difficult skill of self-advocacy. You don't have to provide what they ask for if it's not reasonable, but you can commend them for taking the risk of asking.

I hope you have a great week and are able to enjoy time with friends and family. CAFE will be closed on Thursday & Friday, re-opening on Monday at 8am. See below for some special workshops and office hours opportunities to help close out the semester.

Take care,

Victoria

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In this email:

- [Special Programs](#): CAFE's Winter Institute 2025, Faculty Reciprocal Peer Coaching
- [Career & Community](#): “The Truth about Time Management,” Spring book group
- [Teaching Nuts & Bolts](#): Canvas Gradebook workshop and office hours; Gradescope recording
- [Teacher-Scholar](#): Extended deadlines for publication opportunities; SPICE grant feedback

- [AI in General](#): Research survey seeking faculty input
- [Friends of CAFE](#): CSU Student Success Data Analytics Course

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Special Programs

- **10 spaces left for [CAFE's Winter Institute 2025](#)**: [Register now for Jan. 7-9 and 13-14, 2025](#). Get empowered with practical pedagogical tools, robust scholarship, and a community of peers to create classes that promote equity, justice, and success for all students. Special guests *Pure Praxis* theater group provide an interactive performance, too! Faculty of any discipline and any stage in the faculty career are welcomed and encouraged; stipends are available for completion.
-  [Faculty Reciprocal Peer Coaching Spring 2025](#): The single most popular program CAFE has ever offered! In short: I visit your class. You visit my class. We talk! (There's more to it than that, of course.) We have funding for 20 STEM faculty and 12 non-STEM faculty.  [Applications](#) from faculty who have not participated before are particularly welcome.

Career & Community:

- **[“The Truth about Time Management”](#): Monday December 16, 11:00am – 12:30pm via Zoom**. The truth about time management is...time management requires telling the truth. Our calendars can be truth-telling documents to help us keep promises -- including to ourselves. This session will set you up for winter break and provide useful strategies for spring semester. [Please register](#).
- **[Book Discussion “Say the Right Thing”](#): Spring Semester**. *Say the Right Thing: How to Talk About Identity, Diversity, and Justice* by Kenji Yoshino and David Glasgow is a “practical, shame-free guide for navigating conversations across our differences.” Facilitated by Cindy Pickett (Psychology), take time to explore tangible strategies for fostering understanding and not alienate each other. Choose from in-person and Zoom options to accommodate your schedule, and choose a hard copy or Kindle book. [Please register](#).

Teaching Nuts & Bolts:

- **[Canvas Gradebook workshop](#): Thursday Dec. 5, 12:00 – 1:00pm, via Zoom**. Canvas administrator Ann Loomis presents a session on using Gradebook at the end of the semester. Come with specific questions or just a refresher as you start finalizing semester grades. [Please register](#).
- **[Canvas Zoom office hours](#): Tuesday Dec. 10, 4:00 – 5:00pm, Wednesday Dec. 11, 9:00 – 10:00am and Thursday Dec. 12, 12:00 – 1:00pm**. Canvas administrator Ann Loomis offers [drop-in Zoom hours](#) for help with grading in Canvas.

- **Canvas help in general:** Submit a [Canvas ticket](#), email Canvas@cpp.edu, OR call 909-869-3099, M-F 8am – 5pm.
- **Gradescope workshop recording:** If you missed the Nov. 21 Gradescope workshop, see the recording. Gradescope can help to make grading more efficient and more helpful to students for all kinds of assignments including text, figures, equations, and drawings.

Teacher-Scholar:

- **Extended deadline: 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 [JGI Global Publishing](#). **Proposals are due December 2.** Learn more about the book, recommended topics, and submit proposals at the [Call for Chapters](#).
- **Call for chapter proposals:** [Dr. Neil Chaturvedi](#) (Political Science) seeks chapter proposals for an edited volume entitled *The 2024 Election and the Politics of Identity: Intersections of Representation, Backlash, and Change*. **Proposals are due December 16.** Please contact Dr. Chaturvedi for the full CFP.
- **SPICE grant feedback:** [Lisa Kessler](#), CAFE Faculty Fellow, is available to provide feedback on [SPICE grant proposals](#), which are due February 10, 2025. Please email Lisa directly – and don't wait until February!

AI in General:

- **Seeking Faculty Perspectives on AI at Cal Poly Pomona:** This research study, performed by [Alex Harwood](#), AVP for Advanced Computing and Chief Technology Officer, will help shape our understanding of AI's impact at Minority-Serving Institutions like ours. Take 10-15 minutes to [complete the research survey](#). You can also choose to participate in focus groups or interviews.
- **Artificial Intelligence (AI) and Machine Learning (ML) webinar series:** Hear from industry experts from NVIDIA and Mark III Systems. Sessions are Thursdays 12:00 – 1:00pm; recordings available following.
 - Replay: [Intro to Machine Learning and AI: What is it and why we do we need it?](#)
 - Replay: [Intro to Deep Learning: An Introduction to Neural Networks](#)
 - November 14: [Introduction to Datasets](#)
 - February 13: Introduction to Computer Vision
 - March 13: Intro to Large Language Models (LLMs)
 - April 10: Deep Dive Tutorial into LLMs (NeMo)

Friends of CAFE:

- ***CSU Certificate Program in Student Success Analytics: January 24 - April 18, 2025, via Zoom.*** Turn institutional data into action! A special faculty-only track is offered this spring, that includes access to your own individual [Course Equity Portal](#). No previous experience with data is required. [Register by Friday Dec. 13, 2024.](#)
- ***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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Get Canvas help from CAFE: Submit a [Canvas ticket](#), email Canvas@cpp.edu, OR call 909-869-3099, M-F 8am – 5pm. CAFE will be closed on Thursday Nov. 28 & Friday Nov. 29, 2024, re-opening Monday Dec. 2.