From:	Woolery, Emily
Sent:	Monday, October 3, 2022 1:54 PM
To:	Hebert, Brigitte; Maldonado-Greenlee, Lianne
Cc:	Willis, Roger
Subject:	Accreditation Evidence? -- Fw: FA Update :: Merging Canvas Shells

Hi Brigitte,

Does this email about merging canvas shells demonstrate reporting back to constituency groups? I copied Roger because the Senate is also included in this particular issue.

Emily

Emily Woolery
Faculty Association President
Mt. San Antonio College

For union-related questions, you are welcome to contact me at erwoolery@gmail.com.

From: Woolery, Emily <ewoolery@mtsac.edu>
Sent: Tuesday, August 9, 2022 4:17 PM
To: FacultyAssociation <facultyassociation@listserv.mtsac.edu>
Subject: FA Update :: Merging Canvas Shells

Faculty,

This message from the Office of Instruction (OI) regarding merging Canvas shells caused concern for many faculty. I met with President Scroggins to express these concerns regarding the District's process, which removed faculty from important and timely discussions and decisions in support of distance learning. President Scroggins and I agreed that a work group must convene to explore issues related to course shells, certification of regular and substantive interaction (previously regular and effective contact), and other issues related to these topics. The Faculty Association and Academic Senate shall appoint faculty to this work group, and work group recommendations may inform future contract negotiations.

While multiple professors have merged Canvas shells, merged shells is <u>not</u> an enforceable "past practice" because there was no contract language about Canvas shells or any mutual agreement between the District and FA on this topic. The Information Technology Department's assistance in merging shells was not done under the guidance of the OI. Therefore, in fall semester faculty may not merge Canvas shells except for the situations presented in this forwarded OI message. Please contact me at erwoolery@gmail.com if you have concerns or questions.

Emily

Emily Woolery

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Faculty Association President
Mt. San Antonio College

From: All Mt. SAC Faculty <AllFaculty@LISTSERV.MTSAC.EDU> on behalf of Fowler, Kelly <000003ebf75c68ce-dmarc-request@LISTSERV.MTSAC.EDU>
Sent: Monday, August 1, 2022 8:44 AM
To: AllFaculty@LISTSERV.MTSAC.EDU <AllFaculty@LISTSERV.MTSAC.EDU>
Subject: [ALLfaculty] Office of Instruction Update: Merging Canvas Shells

Good morning,

I wanted to provide an update regarding the process of merging Canvas shells.

After review, the merging of Canvas shells violates provisions in the Mt. SAC Collective Bargaining Agreement such as (please see below for more information):

- 10.G.6 Double Ticket Sections
- 14.C Class Size Limits

Therefore, the practice of merging Canvas shells is no longer permissible effective Fall 2022 unless an exception is approved. The only exceptions are:

- Credit-noncredit mirrored classes
- Cross-linked courses
- Double-ticket classes
- Noncredit adult secondary education classes
- Stacked classes

Under the permissible conditions listed above, the College meets all FERPA requirements. All requests to merge Canvas shells will be processed through the division office in collaboration with IT. If you have additional questions, please join one of the Office of Instruction office hours on Monday, August 1, at 1 pm or Thursday, August 18, at 9 am. Below are the Zoom links.

- **Monday, August 1 (1 pm)** Join Zoom Meeting: https://mtsac-edu.zoom.us/j/99207033301
- **Thursday, August 18 (9 am)** Join Zoom Meeting: https://mtsac-edu.zoom.us/j/97831577762

As the fall semester approaches, there are several Canvas tools and resources to copy course content effectively and efficiently—these are listed below. Although most faculty may be aware of these processes, this summary provides several of the quick go-to resources for assistance. Please reach out to Katie Datko (cdatko@mtsac.edu) if you have any questions.

- Global Dashboard: the to do list for all classes and one stop for grading
- Copying Course Content
- Multiple Content Elements: Copy To function and Import Tool for more than one module/element
- Managing Multiple Courses in Canvas is Easy: Direct Share
  - If you need to add or update Canvas course content, there is a relatively new feature that makes this super easy – Direct Share.

I want to thank the Faculty Association and the Academic Senate for engaging in a conversation about this topic. Please feel free to let me know directly if you have any questions.

Thank you,
Kelly Fowler

10.G.6. Double Ticket Sections: Double ticket sections that result in a class with twice the class limit indicated in the official course outline shall be compensated with a 25% increased load factor. Thus, a 3 LHE class taught as a double ticket class will result in a 3.75 LHE for the professor. In the Technology and Health Division, whenever two or more lecture sections of the same course with an aggregate course limit that is equal to or exceeds 48 are offered at the same time and are taught by an individual faculty member professor, the professor shall receive a 25% increase in load for the lecture portion of the course. (page 33)

14.C. Class Size Limits: Class limits, including distance-learning classes, may be established or amended only with the approval of the Class Size Committee. (page 55)
14.C.1. Established class limits may be exceeded by more than 20% for a given section(s) only by the voluntary action of the professor with the concurrence of the chairperson and the division dean of the department concerned.
14.C.2. Class size shall conform to local, State and Federal safety regulations.
14.C.3. Departmental and individual course differences in faculty-student ratio may be permitted, subject to the specific needs of students in acquiring knowledge in different academic disciplines or subject areas.

Kelly Fowler
Vice President of Instruction | Accreditation Liaison Officer
California Community Colleges Chief Instructional Officers, Secretary
(she/her/hers)

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