Welcome to Week 11! This week's *Monday Minute* topics:

- Teach-In: *Restoring Truth—Academic Freedom in an Age of Censorship*
- RSI Reminders: Message from the RSI Coordinators
- Course Cancellation Protocols: Fall 2025 Pilot
- Self-Service Banner 9: Update and Information Sessions
- Merging Canvas Course Shells: Deadlines and Information
- Important Dates

Teach-In: *Restoring Truth—Academic Freedom in an Age of Censorship*

Mt. SAC's Humanities and Social Sciences faculty invite you to a powerful 12-hour interdisciplinary Teach-In: *Restoring Truth—Academic Freedom in an Age of Censorship,* happening Wednesday, May 14, in Building 13. This all-day event will feature faculty-led presentations, conversations, and civic engagement activities exploring the meaning and urgency of academic freedom. The Mt. SAC campus community is encouraged to attend, participate in the Solidarity Wall, write postcards to Congressional members, enjoy refreshments, and learn about what academic freedom means in this moment and why it matters through a historical and political lens. (Please refer attached email for additional information.)

📅 **Date:** Wednesday, May 14

📍 **Location:** Building 13 – Auditorium, Green Room, & Patio

🕐 **Time:** 9:00 AM – 9:00 PM

🎤 **What to Expect:** Presentations, discussions, action tables, postcards to Congressional members, Solidarity Wall, book raffles, and refreshments

📬 **Want to help?** Volunteer Form

📧 **Questions?** Contact HSS at hssdiv@mtsac.edu or (909) 274-4570

We hope that you will promote this event and consider bringing your classes you are unable to bring your classes, please encourage students to attend. (We h attached a flyer within the email that can be shared.) If you are willing to offer ext credit, we will provide Extra Credit slips students may collect as proof of attenda **So we have some idea of those who can assist in overseeing action tables an facilitating student conversations, please indicate your availability on [this volunteer form](#).**

In Solidarity,
Kim Earhart, Allie Frickert, and Kelly Rivera

RSI Reminders: Message from the RSI Coordinators

Please see the message below from our RSI Coordinators:

Hello online faculty,

With insights gained from hundreds of RSI course reviews, Sheila and I would like **pass along these tips for meeting RSI guidelines.**

- Remember that while ACCJC (our accreditor) will be evaluating courses t term, RSI is not a one and done process. **These guidelines must be uph every semester and in every online course.**

- With the final withdrawal date approaching this Friday for short-term (8-v courses (May 22) and the accelerated nature of a later-start short-term course, **it's a good time to check on students** (e.g., Canvas Inbox, Announcement, or using the "Message Students Who" tool in Grades). Fo example:

  - **Send another message to students who are below the passing threshold**, giving them the first steps they need to take to get caug or helping them understand the withdrawal process and what a "W means.

- o **Send more kudos to students who are passing/performing well** them the motivation to bolster/continue their good habits through end of the semester

- o If you've just started a late-start course, **message students who missed those first assignments to find out what's happening an how you can help and drop inactive students to help prevent fraudulent enrollment.**

- **Make it abundantly clear** to students **how you are monitoring their progress,** when and where they can expect those messages from you, and how they can contact you or meet with you. **Make sure you are follow through.** Monitor and engage them in the manner that you described.

- **Ensure that you have updated your drop policy so it is in agreement wi Article 13.A.7** in the faculty contract, "DL professors are responsible for dropping students if they do not regularly participate in activities defined i syllabus in 20% or more of any part of the scheduled class term prior to th established drop date for the class. Twenty percent (20%) (i.e., in class an replaced seat time) represents 3.2 weeks in a 16-week course, 1.6 weeks 8-week course, and 1.2 weeks in a 6-week course."

- State in multiple places (i.e., syllabus, course homepage, announcement calendar, end of module recaps) the **TIME and PLACE of your office hour**

- For office hours to count as RSI Standard 1, they must be live and synchronous—they **cannot be by appointment only.** They should be a se (predictable) time each week. Either use Tech Connect Zoom or make sur meeting link is posted in multiple, obvious locations (Announcements, homepage, syllabus, top of modules page, etc.).

- **For announcements to count as RSI they must contain course content** Record keeping reminders about assignments or due dates are important are not RSI on their own. Add 2-3 sentences explaining the content you wi covering this week and what students should pay close attention to.

Thanks so much for your continued hard work to support our online students

Sincerely,

Jenny Gernhart and Sheila Wright

RSI Coordinators

Course Cancellation Protocols: Fall 2025 Pilot

This fall, Mt. SAC is launching a new written protocol (attached) to credit course cancellations, developed jointly by the District and Faculty Association through the grievance process. This pilot protocol prioritizes student needs and emphasizes thoughtful, student-centered decision-making. It outlines key timeframes and promotes transparency, coordination, and ongoing feedback between faculty, department chairs, and instructional leaders. This is a Course Cancellation Protocol Pilot for Fall 2025 and will be reviewed in Winter 2026 to ensure it continues to meet the evolving scheduling needs of our students and programs.

Self-Service Banner 9: Update and Information Sessions

The IT team at Mt. SAC initiated the transition to **Self-Service Banner 9 today on Monday, May 5**, **2025.** While IT is leading this upgrade, we want to ensure you are aware of the **information sessions and support opportunities** available to help this transition. The Office of Instruction is hosting several information sessions this week that include an overview and thirty minutes for Q&A. The information sessions will demonstrate how to navigate the new class search tools, review class rosters, and utilize other faculty functions in Self-Service Banner 9. All the information sessions cover the same content.

Information Sessions and Drop-In Help/Assistance Hours:

- **Tuesday, May 6:** 4:00 – 5:30 PM
    - **Zoom:** https://mtsac-edu.zoom.us/j/9092745770

- **Wednesday, May 7:** 8:30 – 10:00 AM

  - **Zoom Link:** https://mtsac-edu.zoom.us/j/9092745770

- **Thursday, May 8:** 3:00 – 4:30 PM

  - **Zoom Link:** https://mtsac-edu.zoom.us/j/9092745770

- **Friday, May 9:** 10:00 AM – 12:00 PM (Virtual Drop-In Help and Assistance Hours)

  - **Zoom Link:** https://mtsac-edu.zoom.us/j/9092745770

Helpful Resources:

- To help you get familiar with the new look and feel, IT has created a side-by-side comparison: 👉 View Before & After Screenshots

- For more details about the upgrade, visit the new Banner website: 🔗 Self Service Banner 9 Information

If you have any questions, please reach out directly to Loralyn Isomura or Monica Cantu-Chan.

Merging Canvas Course Shells: Deadlines and Information

Please note the Request to Merge Canvas Shells deadlines. **Merge Request Deadlines:**

- **Summer 2025: Monday, June 9, 2025**

- **Fall 2025: Monday, August 11, 2025**

About Merging Canvas Course Shells

If you teach two or more CRNs of the same course (e.g., OCEA 10) in the same modality (e.g., face-to-face), double-ticket, stacked, mirrored (credit/noncredit), linked courses you you can opt to merge (or "crosslist" in Canvas/IT helpdesk language) the Canvas Shells so they become sections within one Canvas course instead of separate course shells.

When courses are merged, the content can be managed in one course shell, but professors must set up communications and assignments to comply with FERPA rules for student privacy.

- It is recommended that professors review [FERPA settings requirements](#) to decide they would like to merge courses. Professors are encouraged to review all the tabs on this page to ensure that the course settings, assignments, discussions, other tools & apps, and Zoom requirements when courses are merged will work for their course.

- If professors haven't already, they must complete a short (30 minutes) [FERPA training](#) in POD (this link is also on above Canvas page on FERPA settings requirements). **Please note that this training video has been updated!**

- Once completing the FERPA training, download your completion certificate and submit it to the [FERPA Certification Smartsheet](#). This step must be completed before requesting your merged course request to the IT Helpdesk or IT will not process your request.

- [Request Course Merging in IT Helpdesk](#) where professors provide their course CRNs and indicate which course will become the "Parent" course. Note that FCLT does not merge courses—IT is responsible for the actual merging process.

IT will make every effort to accommodate late requests, but merging is not guaranteed for requests received after the above dates. Merging **must take place before the first day of the term** or before any activity takes place in the course. Once any activity has taken place in the parent course, merging is no longer possible.

Professors may still work on their course while they wait for merging but will have to wait to set the FERPA-required settings until the courses are merged. Professors

set up and make edits to content in the course shell that will be the "Parent" cour
Any child CRNs will become sections in the parent course and look the same as
Parent course.

Professors can find [more info on FERPA (student privacy)](#) in the Canvas Faculty
Center as well. If you have any questions or need further clarification, please rea
out to your [Dean or Division Office](#).

Key Dates and Resources:

- **HSS Teach-In Event**, May 14, 9 am – 9 pm, Building 13

- **Memorial Day** (Campus Closed): Monday, May 26, 2025

- **Spring 2025 Finals Week**: June 9 – June 15, 2025

- **Mt. SAC Commencement**: Friday, June 13, 2025:

    - **Event Begins Promptly at 5:30 pm**

- **Spring 2025 Final Grades Due Date** (2nd eight-week, full-term, etc
  Tuesday, June 17, 2025, at 8 pm

- [2024 – 2025 Academic Calendar](#)

- [Mt. SAC Calendar of Events](#)

Thank you for the heart, talent, and dedication you bring to our students each and every day. Duri
Teacher Appreciation Week—and every week—we recognize the powerful impact you have on ou
students and our campus community. We are grateful for you.

Thank you,

Kelly Fowler

Kelly Fowler, Ph.D.
Vice President of Instruction | Accreditation Liaison Officer
(she/her/hers)

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