

Welcome to this week's Monday Minute (a few days early)!

We know the start of the semester is a busy time, and we thank you for the energy, preparation, and care you bring to supporting our students. Your efforts make a real difference, and we are grateful for all that you do as we move forward together this fall. Below are a few important updates and reminders for the week.



Banner 9 Update: Building Description in Student/Online Schedule

With the recent Banner 9 system update, the online schedule now displays the ***Building Description*** rather than just the building number code. To support a smooth start to Fall 2025, our analysts are making minor adjustments to ensure building descriptions are accurate and up to date. Looking ahead, as building numbers and neighborhoods are updated, our analysts will partner with the Facilities team to maintain consistency and clarity in how building information appears in the online class search.

Please consider giving students grace as they may arrive late to class during this first week of the semester.



Important: Dropping No-Show Students

As a reminder, Mt. SAC has two Administrative Procedures (APs) that also address dropping No Show students:

- [AP 5075 Course Adds and Drops](#) states that “an instructor may drop a student who has not arrived within the **first 30 minutes of the first course meeting of an in-person or synchronous online course**. For asynchronous online courses, students must complete the No Show activity designated by their professor **within three days to demonstrate attendance** or they will be dropped from the course for non-attendance.”
- Additional information in [AP 4105 Distance Learning](#) states (bottom of page 3), “faculty will drop, as a No-Show, any student who has not actively participated in the course or has not completed the faculty-determined check-in activity. Faculty members have discretion to establish any date between the official start of the term and the third day of the term.”

Per [Title 5 Section §58004](#), professors have the responsibility to clear their rosters of inactive students who are considered “No Show” students in online, hybrid, and face-to-face courses. For in-person courses, attendance is determined by physical presence, while in online courses, participation is measured through participation as defined in policy and on the professor’s syllabus. These policies apply regardless of course waitlists. To provide clarity for students, professors are encouraged to include a statement in their syllabus outlining their course-specific drop policy, including how and when No Show students will be dropped.

Please continue to reach out to your [Dean or Division Office](#) if you have any questions.



Revised: Deadline to Withdraw

The **deadline to withdraw from a course with a “W”** is now set at the **75% point of each class**, in accordance with [AP 5075: Course Adds and Drops](#), which was recently updated to align with Title 5 ([§ 55024](#)) regulations on withdrawals. If you viewed or printed your schedule prior to Wednesday, August 20, it may still display the withdrawal deadline at the 60% point. Please review your schedules carefully to ensure that the section dates reflect the updated deadline.



Canvas Integration of AI

IgniteAI is Instructure’s [recently announced](#) suite of generative AI tools that will be integrated directly into Canvas LMS through a partnership with OpenAI. The three main features include AI/LLM-Enabled Assignments, where instructors set learning objectives and students engage with AI in a chat-style interface. IgniteAgent, the AI assistant, supports instructors by drafting rubrics, quizzes, feedback, and more within their Canvas courses. Additionally, AI-Enhanced Analytics provides real-time dashboards for monitoring engagement and identifying students who may need early support.

These tools prioritize privacy and data security, remaining fully compliant with FERPA, COPPA, and GDPR regulations. All AI interactions are kept within Canvas, and no data is shared with OpenAI. The IgniteAI features will be opt-in when released, nothing will be “enabled” by default. Instructors will get to decide if they wish to use this suite of tools.



AI Institute: We Value Your Input and Encourage Your Involvement!

Earlier this month, Tiffany Kuo emailed the campus community inviting [your participation](#) in Mt SAC’s delegation to the [AAC&U Institute on AI](#), Pedagogy, and the Curriculum. Tiffany shared that following our successful [AI Summit](#) and Playlab implementation, the AI Institute represents a strategic opportunity for Mt SAC to further develop our institutional approach to AI integration.

Selected team members will collaborate with peers from across the country, develop an institutional action plan, and position Mt SAC as a leader in community college AI integration.

If you are interested in joining the cross-functional team, please review the flier, the [Smartsheet application](#), and apply by Friday, August 29th.



Multi-Factor Authentication (MFA) Training

Multi-Factor Authentication (MFA) provides an added layer of security to protect your account. After entering your login credentials, you will confirm your identity with a second factor—such as a code generated by an authentication app. This extra step makes it significantly more difficult for unauthorized users to gain access, even if your password is compromised.

To get started, please register for a POD session: *MFA: Double the Lock, Double the Safety*. Each session is approximately one hour and will be held in **Building 6, Room 264 (POD Loft Main Room)**. Please bring your laptop and phone. If you do not have a laptop, computers will be available.

For those who prefer not to use a phone, IT will provide a security key.

- [Tuesday, September 9, 8:00 a.m.](#)
- [Tuesday, September 9, 9:00 a.m.](#)
- [Wednesday, September 10, 10:00 a.m.](#)
- [Thursday, September 11, 3:00 p.m.](#)
- [Thursday, September 11, 4:00 p.m.](#)
- [Monday, September 15, 9:30 a.m.](#)
- [Tuesday, September 16, 3:00 p.m.](#)
- [Wednesday, September 17, 10:00 a.m.](#)
- [Monday, September 22, 3:00 p.m.](#)
- [Monday, September 22, 4:00 p.m.](#)
- [Wednesday, September 24, 10:00 a.m.](#)
- [Thursday, September 25, 2:00 p.m.](#)
- [Tuesday, September 30, 9:00 a.m.](#)
- [Tuesday, September 30, 10:00 a.m.](#)

If none of the sessions listed above fit your schedule, please email [Jonathan Singh](#) with your availability, and we will make every effort to arrange an individual onboarding session.

Self-Service Banner 9: If you would like additional assistance navigating through the new Self-Service Banner 9 options or the new class search, please reach out to [Loralyn Isomura](#).



Key Dates and Resources

- **First Day of Fall 2025:** Monday, August 25, 2025
- **Labor Day (Campus Closed):** Monday, September 1, 2025
- **Last Day to Add a Class (16 week):** Friday, September 5, 2025
- **Veteran's Day (Campus Closed):** Tuesday, November 11, 2025
- **Thanksgiving Holiday:** November 27 and 28 (Thursday and Friday)
- **Last Day of the Semester:** December 12, 2025
- **Grades Due (full term classes):** December 16, 2025
- [Mt. SAC 2025 - 2026 Academic Calendar](#)
- [Mt. SAC Calendar of Events](#)

As Dr. Shawn Ginwright writes in *The Four Pivots* (page 94), “Belonging is a mutual exchange of care, compassion, and courage that binds people together in a way that says you matter.” Let us carry this reminder with us as we move through the semester, extending grace to our students and to one another, and strengthening the sense of belonging that defines our community.

Wishing everyone a successful and inspiring first week as we begin the Fall 2025 semester together.

Thank you,
Kelly Fowler



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(she/her/hers)

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