

Good Evening,

Welcome to the *Monday Minute*—a new way for the Office of Instruction to share quick updates with you as needed. While it may not arrive every Monday, you can expect timely and relevant information when important matters arise. The three topics in this week's *Monday Minute* are Fraudulent Enrollment, Immigration Enforcement (Know Your Rights!), and an RSI Update.



#### **FRAUDULENT ENROLLMENT**

We have identified an increase in fraudulent enrollments within our credit courses for the Spring 2025 semester. To address this issue, we are collaborating with Student Services, Information Technology (IT), Academic Senate, Faculty Association, and the instructional team to implement a plan aligned with the California Community Colleges Chancellor's Office [guidelines on fraud prevention](#). Starting Monday, February 3, the Student Services team will send multiple email and text message notifications to potentially fraudulent students, allowing them to verify their status before being administratively withdrawn. Students who do not respond within five days will be administratively dropped from their courses, and a registration hold will be placed on their account. For genuine, non-fraudulent students inadvertently administratively dropped due to this administrative process, the Office of Instruction is working with the Academic Senate, Faculty Association, Student Services, IT, and the instructional team on a response plan to reinstate these students.

We appreciate the collaborative support from all of you and our partners in Student Services, IT, Academic Senate, and the Faculty Association in addressing Fraudulent Enrollment. Please reach out to your [Dean or Division Office](#) if you have questions or suspect fraudulent enrollment in your courses.



#### **IMMIGRATION ENFORCEMENT: KNOW YOUR RIGHTS!**

As part of our commitment to supporting our students, we want to ensure faculty are aware of the proper procedures should a federal immigration officer come to campus. Please review the **attached Campus Announcement and Immigration Enforcement Know-Your-Right flyer** for detailed guidance on responding to such situations.



#### **REGULAR AND SUBSTANTIVE INTERACTION (RSI) UPDATE**

As we continue strengthening compliance with Regular and Substantive Interaction (RSI) requirements, I want to acknowledge the team of faculty, RSI coordinators, RSI Mentors, Distance Learning Coordinators and the FCLT who are actively engaged in the RSI Review process. Your efforts ensure our distance learning courses meet accreditation and federal standards while providing students with meaningful learning experiences. Below are key reminders and important next steps about the RSI Review process. **If you have already *successfully completed* the RSI Review process, no further action is required—but please review the details below to confirm your status and deadlines.**

**Background Summary:** As part of our 2024 Accreditation review cycle, the Accrediting Commission for Community and Junior Colleges (ACCJC) determined that Mt. SAC must demonstrate RSI compliance with Standard II.A.7 and the Policy on Distance Education and Correspondence Education. Specifically, the college must ensure regular and substantive interaction (RSI) is demonstrated in all online courses. During the follow-up visit this fall, the ACCJC Peer Evaluation Team will monitor our RSI compliance through an RSI review of Spring 2025 asynchronous online courses.

### **Key Reminders for Faculty**

1. If you **signed up for RSI Review by January 31**, but are still waiting for mentor pairing, **you met the January 31 deadline**.
  - You have until February 13 to successfully complete the RSI Review process (your course must meet RSI criteria).
  - If the deadline is not met, your Division Dean may reassign you to another equivalent LHE assignment.
  - Please be patient if you have signed up but have yet been assigned a RSI Mentor. The process of assigning an RSI mentor takes time for the RSI Coordinators due to the large number of faculty going through the RSI Review process.
2. **Need to change the course you are submitting for review?**
  - Contact your RSI Mentor or RSI Coordinators at [rsicoordinators@mtsac.edu](mailto:rsicoordinators@mtsac.edu).
  - Do not resubmit through the RSI Sign-Up link.
3. **Completed RSI but still getting reminders?**
  - This may be a timing issue, and we apologize.
  - If you received an automated reminder after completing the review, please email the [RSI Coordinators](#) to confirm your status.

**Why this matters:** Ensuring our courses meet all RSI criteria is critical for student success and institutional RSI compliance ahead of ACCJC's fall follow-up visit. Your continued efforts are making a meaningful impact—thank you!

### **RSI Support & Resources**

- Please visit any of the resources for more information about RSI:
  - [Article 13 RSI Side Letter \(signed December 20, 2024\)](#)
  - [Mt. SAC RSI website](#). This resource includes an overview of the RSI Review process and where to get support for RSI in preparation for/beyond the RSI Review process.
  - [Mt. SAC RSI Canvas Hub](#). This is open to all faculty. It provides FCLT-curated resources, information on signing up for the RSI Review process, the RSI Rubric, slides from RSI workshops, and RSI policy information.
  - [Mt. SAC RSI Showcase](#) Canvas shell houses examples of RSI best practices. Have an RSI best practice to share on the RSI Showcase? Please contact the [RSI Coordinators](#) if you have any questions.
  - [FCLT News Bytes RSI Resources](#). Find 'byte'-sized posts to help you improve course design, discover features in Canvas, explore instructional technology tools, and find resources to support your teaching.
  - [Mt. SAC SPOT Recertification website](#). This has all the information you need regarding the SPOT recertification.

- [ACCJC: Distance Education Resources](#). Read about the revised distance learning review process used by the accrediting agency.

Please reach out to me directly if you have any questions or concerns.

Thank you,  
Kelly Fowler



## **Kelly Fowler, Ph.D.**

Vice President of Instruction | Accreditation Liaison Officer  
(she/her/hers)

✉ [kelly.fowler@mtsac.edu](mailto:kelly.fowler@mtsac.edu)

☎ [\(909\) 274-5414](tel:(909)274-5414)

📠 [\(909\) 274-2955](tel:(909)274-2955)

📍 Building: Building 4, Room: 2465A

### **Mt. San Antonio College**

1100 N. Grand Avenue  
Walnut CA 91789

[www.mtsac.edu](http://www.mtsac.edu)