



Welcome to Week 4!

Here is what is in this week's *Monday Minute*:

- Temporary Functionality Issues with Microsoft O365 Student Licensing (Solved!)
- Faculty Prioritization Criteria
- Strategic Enrollment Management: Adding Sections
- Merging Canvas Course Shells: Deadlines and Information
- Mt. SAC Major Day (October 6)
- California Community Colleges Chancellor's Office: Teaching and Learning Cooperative newsletter (TLC Connect)
- Banned Books Week: October 4 – October 10
- Important Dates, Information, and Reminders

The Monday Minute – September 14, 2026

Temporary Functionality Issues with Microsoft O365 Student Licensing (Solved)

IT has resolved the recent issue affecting Microsoft O365 functionality for a small number of students.

The issue was caused by an unexpected change Microsoft implemented during the last week of the Spring semester and affected a very small number of students who had installed the desktop version of Microsoft 365 on personal devices or certain Student Laptop Loan Program laptops.

Full functionality was restored on August 17. IT continued monitoring and testing the environment for several days afterward to confirm the issue would not recur. Students have now been using Microsoft O365 applications for more than a week without interruption.

To recap:

- Computers in campus labs and classrooms were **not affected**.
- Faculty and staff computers were **not affected**.
- The issue was limited to the desktop Microsoft O365 applications installed on fewer than 100 student personal devices and certain Student Laptop Loan Program laptops.

IT has completed the necessary adjustments to restore service for students and support continuity for their coursework.

Thank you for your patience while we worked to resolve this issue. If any student continues to experience difficulties, please contact the [IT Help Desk](#) for support. Please contact [Michael Carr](#), Director of Academic Technology, if you have any questions.

FACULTY PRIORITIZATION CRITERIA: ACADEMIC SENATE AND INSTRUCTIONAL LEADERSHIP TEAM

The Academic Senate and Instructional Leadership Team (ILT) independently review and rank faculty position requests using criteria that consider student and program need, faculty capacity, enrollment and demand, equity gaps, college planning, and specialized or external requirements. Additional information about this process is in [Administrative Procedure \(AP\) 7120](#). Requests also align with the minimum qualifications as stated in the [19th Edition Handbook: Minimum Qualifications for Faculty and Administrators in California](#). **Please note that the RFP deadline has been extended to Monday, October 5.**

Here are the specific criteria for the Academic Senate and Instructional Leadership Team for the 2026 – 2027 Faculty Prioritization process:

- [Academic Senate Ranking Criteria](#)
- [Instructional Leadership Team Ranking Criteria](#)

Please contact [Tania Anders](#) (Academic Senate President), [Kelly Fowler \(VPI\)](#), or [Laura Martinez](#) (Executive Assistant), if you have any questions about the RFP process.

STRATEGIC ENROLLMENT MANAGEMENT: ADDING SECTIONS

As shared in the College's recent budget and planning update, Mt. SAC continues to experience strong enrollment. Although the College received State funding for a portion of our recent enrollment growth, approximately \$10.8 million associated with additional FTES generated in 2025–2026 was not funded by the State. This is an important consideration as we plan course schedules and evaluate the addition of sections.

We will continue with a strategic approach to adding sections while remaining responsive to student needs and progress toward completion. Decisions regarding additional section offerings will be informed by multiple enrollment data points and student success metrics, including:

- Student demand
- Fill rates
- Enrollment trends
- Course sequencing
- Workforce needs
- General education patterns
- Program and pathway needs
- Students' progress toward completion
- Faculty/lab availability

Our focus remains on providing students access to the courses they need while strategically navigating the current funding environment. Thank you to our faculty, department chairs, and classified staff for your input and feedback as we respond to state funding, unfunded enrollment growth, changing enrollment conditions, legislative changes, and other external factors.

We will continue to communicate updates as this situation evolves. Please reach out to your [Dean or Division Office](#) or [Kelly Fowler](#) if you have any questions.

MERGING CANVAS COURSE SHELLS: DEADLINES AND INFORMATION

Please note the Request to Merge Canvas Shells deadlines:

- **Winter 2027:** December 1st, 2026 (Tuesday)
- **Spring 2027:** February 1st, 2027 (Monday)
- **Summer 2027:** June 1st, 2027 (Tuesday)

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), or linked courses you can opt to merge (or "cross-list" 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 whether 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 minute [FERPA training](#) in POD (this link is also on the 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 sending 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 can set up and make edits to content in the course shell that will be the "Parent." course. Any child CRNs will become sections in the parent course and look the same as the 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 reach out to your [Dean or Division Office](#).

Mt. SAC Major Day (October 6)

SAVE THE DATE!

Major Day is back—and we're ready to make our 3rd Annual Major Day bigger, better, and even more fun!

What is Major Day? Major Day is an opportunity for students to explore majors, discover programs, connect with resources, and get excited about their future at Mt. SAC!

Students will have the chance to:

- Explore majors and programs
- Connect with faculty and learn what makes your program unique
- Discover resources that can support their academic journey
- Meet with counselors to discuss and declare their major
- Enjoy music, food, and fun activities—including button-making!

And last year was a HUGE success—with more than 520 students attending! Imagine 520+ students walking around, asking questions, discovering programs, and learning about what your department has to offer. Let's see if we can top that this year!

SAVE THE DATE

Tuesday, October 6, 2026

11:00 a.m.–2:00 p.m.

Miracle Mile & Student Center

Let's Get Creative!

This is your opportunity to showcase your major or program and let students see what makes it special.

Think beyond the traditional table! Some ideas:

- Offer a facility tour or provide information about how students can sign up for a future tour.
- Bring interesting tools, instruments, equipment, or materials students might use in your program.
- Share fun, surprising, or little-known facts about your major.
- Create an interactive activity or demonstration.
- ★ Highlight student projects or accomplishments.
- Consider a fun giveaway or activity to draw students in.
- Offer extra credit for students who participate, if appropriate for your department.

This is your chance to show students why you love what you do and get them excited about your program!

What's Included? Each participating department, major, or program will receive:

- **Two meal tickets**
- **One table and two chairs**
- **A canopy if your location is in the sun**

Departments/programs will provide their own tablecloths and materials.

More information about how to sign up will be coming soon. In the meantime, **please start talking with your faculty and identifying who might be able to participate.** Let's make this year's Major Day an event students are excited to attend—and one they won't forget! **Thank you for helping us showcase the incredible programs and opportunities we have at Mt. SAC.**

Please reach out to [Lina Soto](#), Interim Dean of Counseling, if you have any questions. Thank you!

From Faculty Center for Learning Technology (FCLT):

We want to make sure you know about the new [CCCCO Teaching and Learning Cooperative newsletter \(TLC Connect\)](#), which provides professional learning, resources, and opportunities from across our CCC system in one place! This is the beginning launch of this newsletter, so we are sharing in the listserv, but if you want to continue to receive these directly, please [Join the Faculty PD Listserv](#).

Feel free to share this listserv with your colleagues who support teaching and learning as administrators and classified professionals. There are *several discipline-specific sessions, including reimagining assessment and OER!*

Thank you,
[The FCLT Team](#)

Banned Books Week: Tournament of Books



Banned Books Week is coming October 4th through October 10th!

Each year, libraries and readers across the country celebrate the freedom to read and raise awareness about censorship during this important week. Learn more about [Banned Books Week](#), then get started celebrating a little early with us by voting in round 1 of the [Mt. SAC Library Banned Books Week Bracket Tournament!](#)

Sixteen challenged or banned books are in the bracket, but only one can be champion. [Vote for your favorites](#) in round 1 by Sunday, September 13th. Each week, the winning books will advance to the next round, leading up to the championship round, September 28th through October 4th.

Bonus: Vote each week for a chance to win a banned books- or reading-themed prize.

Enjoy celebrating your freedom to read! Please reach out to [Pauline Swartz](#) if you have any questions.

Important Dates, Resources, and Reminders

Here is a list of important dates, resources, and reminders:

- [Mt. SAC 10th Annual Constitution Day](#): **Wednesday, September 16**
- [rep-re-sen-ta-tion Exhibit](#): **September 17 – October 17**
- [Banned Book Week](#): **October 4 – October 10**

Faculty Prioritization Requests Due: **Monday, October 5**

- Mt. SAC Major Day: **Tuesday, October 6**
- Inaugural State of the College: **Thursday, October 29, 2026** ([registration link](#))
- Veteran's Day (Campus Closed): **Wednesday, November 11, 2026**
- Thanksgiving Holiday: **November 26 and 27 (Thursday and Friday)**
- Last Day of the Semester: **December 11, 2026**
- Grades Due (full-term classes): **Tuesday, December 15, 2026 (8 pm)**
- [Mt. SAC Faculty Center for Learning Technology website](#)
- [Mt. SAC Student Services Resources](#)
- [Canvas Student Support Hub](#) (log in to access this resource)
- [Mt. SAC 2026 - 2027 Academic Calendar](#)
- [Fall 2026 Credit Course Section Cancellation Protocol](#)
- [Mt. SAC Calendar of Events](#)
- [Take the Monday Minute Survey!](#)

We are here to help and support you throughout the semester. Please continue to reach out to your [Instructional Division](#) for assistance or guidance.

Thanks for all you do! Have a wonderful Week 4!

Thank you,
Kelly Fowler



Kelly Fowler, Ph.D.

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

kelly.fowler@mtsac.edu
[\(909\) 274-5414](tel:(909)274-5414)
[\(909\) 274-2955](tel:(909)274-2955)

Building: Building 414, Room: 2170

Mt. San Antonio College

1100 N. Grand Avenue
Walnut CA 91789
www.mtsac.edu

Receiving this email outside of regular working hours? Managing work and life responsibilities is unique for everyone. I have sent this email at a time that works for me. Please respond at a time that works for you.