



Welcome to Week 7!

This week's Monday Minute includes:

- **Curriculum Reminder:** Five-Year Course Review
- **Accreditation Update:** Follow-Up Visit on Thursday, October 23
- **You're Invited!** Adjunct Faculty Celebration on Tuesday, October 21 (details below)
- **REMINDER** Mt. SAC Major Day: Tuesday, October 7
- **World Languages Open House** on Thursday, October 9
- **IT Update:** Banner Update on Saturday, November 2
- **Merging Canvas Course Shells:** Deadlines and Information
- **Culture of Care:** An Activity for Students
- **Important Dates and Reminders**



Curriculum Reminder: Five Year Course Review

As part of our commitment to maintaining strong, high-quality programs, it is time to begin the **regular 5-year review of courses** and the **review of courses not offered in the past two academic years**. An email with the information below was shared with the Division Office and Department Chairs of each division. Per [AP 4020 Program and Course Development](#) (page 2), this is part of our review of courses:

- **5-Year Review:** Departments should review all courses due this cycle. Faculty may either **modify**

the course in WebCMS or inactivate the course, with attention to any program impacts.

- **Courses Not Offered:** Departments should also review courses not offered in the last two academic years and provide a written rationale for keeping them in the catalog.

To support this work, the Office of Instruction and Curriculum team are offering **Fall Fest Curriculum Workshops** for guidance and additional information:

- October 6 (Monday) at 2:00 PM: [Submitting **Common Course Numbering Courses** for EDC Review](#)
- October 14 (Tuesday) at 10:00 AM: [Submitting **Common Course Numbering Courses** for EDC Review](#)
- October 7 (Tuesday) at 10:00 AM: [Submitting **Credit and Noncredit Mirrored Courses** for EDC Review](#)
- October 9 (Thursday) at 10:00 AM: [Submitting **Credit and Noncredit Mirrored Courses** for EDC Review](#)
- October 8 (Wednesday) at 10:00 AM: [Submitting **Courses or Past Due Courses** for 5-Year EDC Review](#)
- October 9 (Thursday) at 2:30 PM: [Submitting **Courses or Past Due Courses** for 5-Year EDC Review](#)
- October 17 (Friday) at 2:00 PM: [Submitting **Courses or Past Due Courses** for 5-Year EDC Review](#)

In addition, if you are seeking curriculum development support, please contact Malcolm Rickard mrickard@mtsac.edu, Curriculum Liaison, or Pauline Swartz pswartz@mtsac.edu, Assistant Curriculum Liaison. For technical advice, please contact one of our Curriculum Specialists, Irene Pinedo ipinedo3@mtsac.edu and Lannibeth Calvillo

lcalvillo9@mtsac.edu. For noncredit courses, please reach out to Lesley Cheng lcheng26@mtsac.edu.



Upcoming ACCJC Peer Team Visit on RSI - October 23rd

In June 2024, [ACCJC recommended that Mt. SAC](#) strengthen its Regular and Substantive Interaction (RSI) practices, requiring a follow-up report and site visit within 18 months to reaffirm full accreditation.

Mt. SAC has been working collaboratively to support RSI implementation. An ACCJC Follow-Up Report was approved by the Board of Trustees on June 25th highlighting Mt. SAC's RSI journey and success story — including efforts among faculty, Academic Senate, Faculty Association, Distance Learning Coordinators, RSI Coordinators, RSI Peer Mentors, FCLT, the Office of Instruction, Instructional Leadership Team, and the Accreditation Core Team.

- [Timeline for ACCJC Follow-Up Report and Visit](#)
- [Follow-Up Report Approved by Board of Trustees](#)
- [Distance Learning Completion Spring Terms 2023-25](#)

On October 23rd, the ACCJC Peer Review Team will return to our campus for their Follow-Up visit. We invite you to learn more about this visit and ask accreditation questions by attending one of the informal, drop-in Accreditation Office Hours.

- **October 14** (Tuesday) | 9:00 - 10:00 am, Zoom ID [898 1030 9717](#)
- **October 15** (Wednesday) | 1:00 - 2:00 pm, Zoom ID [826 4468 4843](#)

Please reach out to [Kelly Fowler](#), [Lianne Greenlee](#), or [Allie Frickert](#) if you have any questions.

You're Invited! Adjunct Faculty Celebration on October 21 (Tuesday)



The Faculty Association will host its annual Adjunct Faculty Celebration on Tuesday, October 21 from 11 am to 2 pm in Founders Hall. This celebration honors the dedication, expertise, and impact that adjunct faculty bring to our students and programs across campus. We are grateful for their commitment and look forward to celebrating together.

Please reach out to [Emily Woolery](#) or [Joshua Christ](#) if you have any questions about this event.



REMINDER Mt. SAC Major Day: October 7 (Tuesday)

Major Day is back! This exciting event gives students the chance to explore majors, connect with faculty, and learn about the many programs and resources that can support their journey at Mt. SAC. Students will enjoy music, button-making, food (while supplies last), and on-site counseling to help them discuss and declare their major.

When: Tuesday, October 7, 2025

Time: 11:00 a.m. – 2:00 p.m.

Where: Miracle Mile and the Student Center

Please reach out to [Lina Soto](#) if you have any questions.



World Languages Department Open House

Discover the 8 languages the World Languages Department ([watch this video to learn more!](#)) teaches and explore the cultures they represent. Join in for interactive activities, mini-lessons, music, and more. Learn how language study opens doors to global opportunities—and register for classes on the spot!

The Open House will be from **9 am to 12 pm on Thursday, October 9, at the Multicultural Center**. For more information or to request ADA accommodations, message fgambini@mtsac.edu.

Event highlights:

- Mini-lessons in different languages
- Mexican Folklórico Dance Showcase
- Cultural games with prizes
- Student ambassador stories

Please join the World Languages Department, bring your colleagues, and invite your students to participate. To help encourage attendance, **we invite you to consider offering extra credit** to students who participate. An extra credit participation sheet will be provided at the event so students can document their engagement and bring it back to you as proof. Light refreshments will be served.

**IT Department will Perform Banner Financial Aid Upgrades**

On Sunday, November 2, the IT Department will perform Banner Financial Aid upgrades.

During this maintenance window, the following will be impacted:

Systems Unavailable from 8:00 AM – 12:00 PM

- Banner Administrative Pages
- Faculty/Staff Self-Service such as Benefits, Pay Stubs, Final Grades, Class Rosters, etc.
- Student Self-Service such as Online Payment, Registration, Grades. etc.

Systems Remaining Active and Accessible during Maintenance

- Canvas
- Navigate
- Email
- Office 365 Services
- Campus Phone System and Phone Extensions

Merging Canvas Course Shells: Deadlines and



Information

Please note the Request to Merge Canvas Shells deadlines:

- **Winter 2026: Monday, December 1, 2025**
- **Spring 2026: Monday, February 2, 2026**

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](#).



Culture of Care: An Activity with Students

Unity in Action: Our Agreement of Care (Students)

This activity is grounded in *The Four Pivots* by Dr. Shawn Ginwright, particularly **Pivot 2: From Transactional to Transformative**, which calls us to build communities rooted in belonging, care, and collective responsibility. Dr. Ginwright reminds us that healing and transformation begin when we move beyond compliance and co-create spaces that reflect our shared humanity. By engaging students in developing a collective Agreement of Care, we shift from managing behavior to cultivating connection and transforming the classroom into a community where empathy, accountability, and unity guide how we learn together.

Purpose: To co-create a classroom agreement that

emphasizes unity over divisiveness, and respect over hate.

Group Discussion Prompts: In your group, discuss the following questions:

- What helps us feel united in this class?
- What helps us feel cared for and respected?
- What practices show compassion, kindness, or support for one another?

Drafting Our Care Agreement: Write 3–4 short statements that could guide our classroom community.

Examples:

- We listen to understand.
- We value differences.
- We care for each other's success.

Whole-Class Activity

Together, we will combine group statements to create a *Class Agreement of Care*. We will then sign or mark the agreement to show our commitment.

Caring as culture, Culture as care.

This activity is grounded in a culture of care because we are building our classroom agreements *together*. It is collective, meaning we look out for one another and take shared responsibility for our learning community.

By co-creating an agreement, we honor these traditions and commit to a classroom rooted in unity, respect, and care. If you have any questions or want to learn more about this activity, please contact [Dr. Lízbet Sánchez](#).



Key Dates and Resources

- **Major Day!** Tuesday, October 7, 2025
- **Adjunct Faculty Celebration:** Tuesday, October 21
- **Accreditation Follow-Up Visit:** Thursday, October 23
- **Banner Financial Aid Upgrades:** November 2, 2025
- **Winter 2026 Merged Canvas Shell Requests:** Monday, December 1, 2025

- **Spring 2026 Merged Canvas Shell Requests:**
Monday, February 2, 2026
- **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 reminds us in *The Four Pivots* (page 93), “*Belonging provides us with an identity, a sense of meaning, connection, and purpose.*” At Mt. SAC, our *Culture of Care* and *Healing-Centered Engagement* work invite us to live this truth by creating spaces where empathy, connection, and shared humanity guide how we lead and learn together. Through this practice, let’s continue supporting our campus community where every individual feels seen, valued, and included.

Please continue to reach out to your [Dean or Division Office](#) to share your concerns and identify any assistance needed. We are here to support you.

Thank you,
Kelly Fowler



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(she/her/hers)

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