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The Office of Instruction: T*he Monday Minute*



The Monday Minute (Week 8)

October 12, 2026

Welcome to Week 8!

You may notice that the *Monday Minute* looks a little different this week! We are trying out a new newsletter format that we hope will make it easier to read, navigate, and find the information you need each week.

It is also hard to believe that we are already almost halfway through the fall semester. Thank you for all you continue to do to support our students and one another during this busy time of the year.

I hope you enjoy the new look, and, as always, thank you for taking a few minutes each Monday to stay connected with the Office of Instruction.

SPOT Certification Reminders

Faculty members seeking SPOT Certification (or an equivalent path) must start far in advance of when they

plan to teach online. The best practice is to be done with the required sample course two terms before planning to teach online.

Find a summary here: **Reminders About SPOT Certification**.

Everyone that wants to become SPOT Certified must do a sample Canvas course. This includes faculty that have an approved DL Certificate from another college and/or took an @ONE training such as IAOTL or IOTL. The sample Canvas Course must be fully compliant with the SPOT Rubric. There are two pathways that do not require a sample course: OTD and a POCR/CVC-Reviewed Course (not common - see website).

Why is it important to start and submit early?

There is a high degree of back-and-forth between the faculty member and the SPOT reviewers. The SPOT Rubric is 12 pages and has dozens of items to be reviewed. The reviewer will comb each page, assignment, quiz, discussion, announcement, etc. looking for compliance to the rubric. For example, if there is a video without captions or they are auto-generated, the reviewer will make a note and ask the faculty member to correct the accessibility error on that page and comb the full course for the same issue.

The biggest stumbling block for faculty is the accessibility standards.

Other reasons to start and submit early include:

- SPOT reviewers don't work in-between terms
- The number of reviewers fluctuates between 1-3 people depending on LHE approval
- Waiting in the review can take weeks before anyone is available to look at the course
- The amount of time it takes the faculty member to make revisions and return the course to the reviewer varies greatly

Start the course early. Allow time for going through

the SPOT course, creating the sample course, and revisions. Submit for review early.

These are recommended **certification** deadlines (not submission deadlines):

- For Winter 2027: July 1, 2026
- For Spring 2027: October 1, 2026
- For Summer 2027: March 1, 2027
- For Fall 2027: June 1, 2027

SPOT Recertification has a different process and a different contact person.

Compensation for SPOT

- $1,000 upon completion: For initial certification, a one-time $1,000 stipend shall be paid upon completion of SPOT Certification or the equivalent.
- 2% salary increase: An additional 2% increase shall be added to the Appendix A: Salary Schedule for Unit Members and Appendix C: Faculty Overload and Other Than Contract Salary Rates schedules for professors who are SPOT-certified.

Please reach out to Ann Walker if you have any questinos.

Curriculum Deadlines



Mt. SAC is proud of the high-quality programs that we offer to our students. Per AP 4020 Program and Course Development (page 2), the work of sustaining programs includes the regular review of courses. The curriculum team in the Office of Instruction is enthusiastic and available to provide guidance and support for faculty, which will be described in messages to department chairs and deans.

By October 1st, the Office of Instruction will send three messages including instructions and lists of courses to applicable department chairs and deans for review and action. There are three categories of curriculum review with their respective due dates:

1. **Due by October 30, 2026**: Course that are overdue for their 5-year review. The applicable departments are

asked to review these courses and submit their course proposals. This message was sent out to these departments on September 16, 2026.

2. **Due by December 1, 2026**: Courses that have not been offered in the previous two academic years (2024-25 and 2025-26). the applicable departments are asked to respond with a rationale to keep the courses in the catalog for another academic year.

3. **Due by May 31, 2027**: Courses that are due for their 5-year review. The applicable departments are asked to review these courses and submit their course proposals for the 2028-29 catalog.

Please reach out to Shelley Doonan and L.E. Foisia, Curriculum Co-Liaisons, and Pauline Swartz, Assistant Curriculum Liaison, if there are questions or requests for assistance.



Strategic Enrollment Management: Additional Late-Start Sections

In response to student need and opportunities to expand access, we added additional late-start, 8-week classes for the second half of the fall semester. These new sections begin October 19 and provide additional opportunities for students to continue making progress toward their educational goals.

The courses were selected through a data-informed review of proposed sections using six metrics:

- Enrollment Trends and Fill Rates
- Course Sequencing
- General Education (Cal-GETC)
- Program and Pathway Needs
- Workforce Requirements
- Students' Progress Toward Completion

Thank you to our Department Chairs, Division Offices,

Research Office, faculty, and classified professionals, who worked within a short timeline to identify student needs, review the data, and make these additional sections available.

Newly Added Classes (14 total sections):

- BIOL 20 Marine Biology
- BUSL 18 Business Law
- COMM C1000 (2 sections) Intro to Public Speaking
- ENGL C1000 (2 sections) Academic Reading and Writing
- ENGL C1001 Critical Thinking and Writing
- GEOG 10 Intro to Geographic Information Systems
- HIST 1 History of the United States
- HIST C1001 Unisted States History to 1877
- MUS 15 Rock Music History and Appreciation
- PHIL 9 Critical Thinking and Writing
- POLS C1000 American Government and Politics
- PUBH 24 Introduction to Public Health

Café is Open!

Café 91 Dine-In service returns this Fall 2026 semester.

On Mondays and Wednesdays from **September 21, 2026 to December 2, 2026**. Reservations are recommended; walk-in opportunities are available but not guaranteed. Take-out options are also available.

- **Hours of Operation**: Monday and Wednesday 11:00am – 1:30pm (last seating at 1:15pm)
- **Reservations**: https://www.mtsac.edu/cafe91/dine-in.html
- *Please note Café 91 will be closed on Wednesday November 11, 2026 for Veteran's Day Holiday*.

Thank you,
Students of CUL 115, Restaurant Operations

cafe91@mtsac.edu
909-274-6243

Important Dates and Reminders



- 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
- The Monday Minute Feedback Survey

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