

From: Wurtz, Keith A. <kwurtz@craftonhills.edu>

Sent: Monday, May 18, 2026 10:28 AM

To: CHC Full-Time Faculty <CHCFaculty@sbccd.cc.ca.us>; CHC Part-Time Faculty <chcadjunct@sbccd.cc.ca.us>

Cc: Wurtz, Keith A. <kwurtz@craftonhills.edu>; Hamlett, Cynthia L. <chamlett@craftonhills.edu>; Parsons, Toni <mparsons@craftonhills.edu>; Word, Daniel <dword@craftonhills.edu>; Smith, Jeffrey A. <jefsmith@craftonhills.edu>; Butler, Sara M. <sbutler@craftonhills.edu>; Ward, Amanda E. <award@craftonhills.edu>

Subject: FW: Four Hour RSI Coaching Session Agenda

Dear Online Faculty,

If haven't already completed or signed up for one of seven RSI Coaching Sessions please sign up for the session tomorrow at the link below.

 [RSI Session Sign-up.xlsx](#)

- Tue 5/19: 8:00 am–12:00 pm



Keith Wurtz, Ph. D. | Vice President of Instruction
Accreditation Liaison Officer

kwurtz@craftonhills.edu

Office: **909-389-3202**

Cell: **909-317-4158**



www.craftonhills.edu | 11711 Sand Canyon Road, Yucaipa CA 92399

From: Wurtz, Keith A. <kwurtz@craftonhills.edu>

Sent: Friday, April 24, 2026 4:13 PM

To: CHC Full-Time Faculty <CHCFaculty@sbccd.cc.ca.us>; CHC Part-Time Faculty <chcadjunct@sbccd.cc.ca.us>

Cc: Smith, Jeffrey A. <jefsmith@craftonhills.edu>; Butler, Sara M. <sbutler@craftonhills.edu>; Parsons, Toni <mparsons@craftonhills.edu>; Hamlett, Cynthia L. <chamlett@craftonhills.edu>; Ward, Amanda E. <award@craftonhills.edu>; Word, Daniel <dword@craftonhills.edu>; Wurtz, Keith A. <kwurtz@craftonhills.edu>

Subject: Four Hour RSI Coaching Session Agenda

Dear Online Faculty,

I wanted to give an update on what to expect at the four-hour RSI coaching session.

Agenda

1. Review the basics of Regular & Substantive Interaction (RSI)
2. Place an unpublished RSI module at the top of the Modules page in your Canvas shell.
3. Complete an RSI Module Evidence page within that module that clearly highlights at least three RSI strategies you have implemented - or plan to implement - in your course(s).
 - This will be visible to the Accrediting Commission of Community and Junior Colleges (ACCJC) reviewers and not students so that they can more easily locate where RSI is occurring in your class.
 - Examples of screenshots showing RSI will be provided.

If you currently do not have a Canvas shell for Fall 2026, you can copy the RSI Module/Evidence page into your developmental shell. Also, if you need a developmental shell, someone will help with creating one for you on the spot.



Keith Wurtz, Ph. D. | Vice President of Instruction
Accreditation Liaison Officer

kwurtz@craftonhills.edu

Office: **909-389-3202**

Cell: **909-317-4158**



www.craftonhills.edu | 11711 Sand Canyon Road, Yucaipa CA 92399

From: Wurtz, Keith A. <kwurtz@craftonhills.edu>

Sent: Wednesday, April 15, 2026 12:43 PM

To: CHC Full-Time Faculty <CHCFaculty@sbccd.cc.ca.us>; CHC Part-Time Faculty <chcadjunct@sbccd.cc.ca.us>

Cc: Smith, Jeffrey A. <jefsmith@craftonhills.edu>; Butler, Sara M.

<sbutler@craftonhills.edu>; Parsons, Toni <mparsons@craftonhills.edu>; Hamlett, Cynthia L. <chamlett@craftonhills.edu>; Ward, Amanda E. <award@craftonhills.edu>; Word, Daniel <dword@craftonhills.edu>; Wurtz, Keith A. <kwurtz@craftonhills.edu>

Subject: RE: Required RSI Coaching Sessions for Faculty Teaching a class 100% Online (asynchronous) in Fall 2026

Hello Faculty,

Please see the link to sign up for the required in-person coaching session to teach 100% online in Fall 2026.

 [RSI Session Sign-up.xlsx](#)

Week of Apr 27:

- Tue 4/28: 4:00–8:00 pm
- Fri 5/1: 8:00 am–12:00 pm

Week of May 4:

- Mon 5/4: 4:00–8:00 pm
- Fri 5/8: 1:00–5:00 pm

Week of May 11:

- Wed 5/13: 1:00–5:00 pm
- Thu 5/14: 8:00 am–12:00 pm

Week of May 18:

- Mon 5/18: 1:00–5:00 pm
- Tue 5/19: 8:00 am–12:00 pm



Keith Wurtz, Ph. D. | Vice President of Instruction
Accreditation Liaison Officer

kwurtz@craftonhills.edu

Office: **909-389-3202**

Cell: **909-317-4158**



www.craftonhills.edu | 11711 Sand Canyon Road, Yucaipa CA 92399

From: Wurtz, Keith A. <kwurtz@craftonhills.edu>

Sent: Monday, April 13, 2026 4:44 PM

To: CHC Full-Time Faculty <CHCFaculty@sbccd.cc.ca.us>; CHC Part-Time Faculty <chcadjunct@sbccd.cc.ca.us>

Cc: Wurtz, Keith A. <kwurtz@craftonhills.edu>; Smith, Jeffrey A. <jefsmith@craftonhills.edu>; Butler, Sara M. <sbutler@craftonhills.edu>; Parsons, Toni <mparsons@craftonhills.edu>; Hamlett, Cynthia L. <chamlett@craftonhills.edu>; Ward, Amanda E. <award@craftonhills.edu>; Word, Daniel <dword@craftonhills.edu>

Subject: Required RSI Coaching Sessions for Faculty Teaching a class 100% Online (asynchronous) in Fall 2026

Hello Faculty,

Thank you for your continued commitment to providing high-quality, equitable, student-centered online instruction.

As you may know, Crafton Hills College accrediting body, ACCJC, will review a sample of 50 to 100 online sections in Fall 2026 to ensure that the College is meeting expectations for Regular and Substantive Interaction. RSI is not only an accreditation requirement, but also a key component of effective online teaching. Clear communication, consistent instructor presence, and timely engagement to help students stay connected to their courses and receive the support they need to succeed.

To support faculty in meeting this requirement and to strengthen equitable, student-centered online teaching, all instructors teaching a **class 100% online (asynchronous) course in Fall 2026 are required to attend one of the following RSI coaching sessions** offered between April 27, 2026, and May 19, 2026. Sign up sheets will be available shortly.

Week of Apr 27:

- Tue 4/28: 4:00–8:00 pm
- Fri 5/1: 8:00 am–12:00 pm

Week of May 4:

- Mon 5/4: 4:00–8:00 pm
- Fri 5/8: 1:00–5:00 pm

Week of May 11:

- Wed 5/13: 1:00–5:00 pm
- Thu 5/14: 8:00 am–12:00 pm

Week of May 18:

- Mon 5/18: 1:00–5:00 pm
- Tue 5/19: 8:00 am–12:00 pm

Adjunct faculty will be compensated for attending the coaching sessions.

Please reach out to your Dean if you have any questions.



Keith Wurtz, Ph. D. | Vice President of Instruction
Accreditation Liaison Officer

kwurtz@craftonhills.edu

Office: **909-389-3202**

Cell: **909-317-4158**



www.craftonhills.edu | 11711 Sand Canyon Road, Yucaipa CA 92399