

RSI Training – Spring 2026 (Version 2: 5/26/2026)

In this training session you will actively work on your Fall online course(s) according to the outline below. Deliverables include:

- One course: communication plan housed in an intro/orientation/syllabus module
- One course: Synchronous office hours specifically listed in Communication Plan
- One course: One or two substantive announcements written
- Excel rubric file: Completed for all fully online courses (one tab per course).
- Facilitator spot-checking these items

Submit one Excel file into the [Microsoft form](#). Be sure to check that we have received it before you leave. This is especially important for adjunct faculty, as this is how we will document your attendance so you get paid for this training.

Training Layout

Regular and Substantive Interaction (RSI) is defined as ongoing communication that occurs while a class is actively offered. For the work we're doing here, you should mark the Excel rubric **only** for the interactions you realistically plan to carry out. For example, if there are weeks when you do not plan to facilitate discussions, don't mark this activity for those weeks. This should be an honest reflection of the RSI you expect to demonstrate during Fall 2026. If you end up adding more interaction at that time, that's great! But it's important that your plan reflects what you can actually deliver, so the assessment right now is accurate and meaningful.

How to Count RSI

Each week, count one instance of RSI for each distinct instructional activity type: synchronous office hours, responsive instructional announcements, feedback on student work, facilitated discussion engagement, proactive outreach, and response to student questions. Each activity is counted once per week when it reflects a substantive instructional interaction. The Excel spreadsheet is designed to count instances of RSI (hopefully avoiding double-counting).

You will do the following work in this session:

1. **Create or revise your Communication Plan.** Ensure that Fall 2026 synchronous office hours and link (if online) are listed here, even if information is provided elsewhere. House this plan as a Canvas page in your Orientation, Introduction, or Syllabus module. Mark the appropriate boxes in the rubric.

Here is a Communication Plan template that you can download from the Commons, which requires minimal editing.

1. Open Canvas.
2. Go to the left menu and click **Commons**.
3. Search for "communication RSI".
4. Click on the Page with the Valley College logo authored by Sheri Lillard.
5. Click the **Import/Download** button on the right side.
6. Check the course you want to import to and click **Import into Course**.

Note: Importing this page to your course will not overwrite a page with the same name. However, if you import multiple times from Commons, it may override a previous import.

Important: Many faculty already have a Communication Plan in place. However, the language in this template has been intentionally structured to align with the "**Highly Developed**" level of the ACCJC Rubric. Faculty who already have a plan should review their existing page and ensure it includes these key components.

2. **Draft one or two announcements.** These generally post at the beginning of the week to frame the upcoming content, learning goals, strategies, or other guidance.

Suggest beginning each subject line with the Week number for easy retrieval. Mark the Excel rubric for each week a substantive announcement is planned.

To count as RSI, weekly announcements must include **at least one element** of instructor–student interaction or demonstrated responsiveness to student learning:

- It responds to actual student work, questions, or discussion themes.
- It addresses demonstrated learning needs (confusion, errors, patterns).
- It provides instructional adjustment based on what students did last week.
- It explicitly invites and engages student response in a follow-up loop.

For example, adding a sentence like: “If you have questions or reactions to this week’s topics, please reach out directly. I will respond to you individually and follow up with the class during the week to clarify and expand on key ideas.” The follow-up post does not count separately as RSI, rather it closes the interaction loop.

DURING THE COURSE:

Be aware of imported announcements, which show the letter U as a profile pic. If you re-use part of an older imported or created announcement, copy and paste the text into a **new** announcement near the posting date.

Add an element of currency or responsiveness as an edit **near the date** of posting.

The announcement must be current. Reviewers will have instructor-level access and can see if an announcement is imported, as well as the created and edited dates. If these dates are several months or years old, the announcement will likely be viewed as static content and will not count as RSI.

- 3. Plan your instructor-facilitated Discussion assignments.** These may be weekly, biweekly, or whatever schedule works for you. We recommend **at least two** during your entire course. Mark the weeks on the Excel rubric where you plan to have Discussions with instructor presence. Do not mark weeks where these may be student-student interactions only.

DURING THE COURSE: Ensure you either post a couple replies to the thread based on general themes you see in the discussion replies, respond directly and publicly within the thread to a few students’ posts, or pose a new question or thought for additional response by the students. Any one of these will establish instructor presence so the Discussion counts as RSI.

- 4. Identify assignments for feedback.** From your schedule, identify when assignments will be submitted, for which you will provide individual feedback. These may include homework, discussions, papers, projects, exams, intermediate drafts, etc.

Document in which weeks you expect that feedback will occur, which counts as RSI.

For example: Let’s say students turn in essay #1 draft in Week 3, and final essay #1 in Week 6. If your feedback timeline is one week, then you will mark Weeks 4 and 7 in the rubric as feedback on student work. Then apply this similar process to all relevant assignments.

IMPORTANT: The timing of grading feedback can vary and may not always occur during the week you initially intended. Therefore, it's important to ensure that other forms of RSI are present so you continue to demonstrate a strong RSI presence that week.

5. **Determine proactive outreach.** This tends to be organic and more difficult to do in advance. But try to schedule 2 or 3 times during your course where you will schedule proactive outreach. This could be following feedback on major assignments, or maybe a regular check on progress where individual messages go out by platform of choice. Then follow up with an announcement to the class identifying this outreach. For example: Weeks 4, 8, and 12 could be marked on the Excel rubric for intended proactive outreach.

Be sure to complete one tab on the Excel rubric for each separate online section.