

Cerritos College — RSI Accreditation Checklist

RSI Documentation Checklist for Online Courses

(Spring 2026 & Fall 2026 Accreditation Support)

Placement & Access

- ☐ The RSI Self-Assessment Form is uploaded to each online course.
- ☐ Form is stored in an unpublished module in Canvas.
- ☐ The module is clearly labeled: ACCJC Evaluator - Regular and Substantive Interaction Evidence, Placement, & Frequency.
- ☐ Form uses the current semester's course information.

Required Evidence in the Form

- ☐ Description of how RSI is being met.
- ☐ Where the interaction occurs in the course (links or module references).
- ☐ Documentation showing how frequently it occurs.

Screenshots (When Needed)

- ☐ Screenshots are included in the form.
- ☐ Screenshots show dates from the current semester.
- ☐ Screenshots show course-related interaction (not general communication).
- ☐ Screenshots demonstrate instructor-initiated support or outreach.
- ☐ If using third-party tools, provide dated examples.

Clarity for Evaluators

- ☐ RSI elements are easily located with clear headings and direct links.
- ☐ Evidence addresses multiple weeks — not just Week 1.
- ☐ Form highlights both design (what is planned) and facilitation (what has occurred).
- ☐ No outdated examples.

Additional Good Practices

- ☐ Update the form regularly throughout the semester. The ACCJC evaluators will only check completed courses.
- ☐ Remove evidence from prior semesters (unless clearly labeled for comparison).
- ☐ Keep screenshots dated and tied to the current semester. Evaluators typically spend ~7 minutes per course; make RSI evidence easy to find.