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**To:** [Alec Griffin](#); [Anne Stephens](#); [Brandy Cemo](#); [Carlos Mutis](#); [Christopher Locascio](#); [Colleen Cook](#); [David Gambill](#); [Dawn Ward](#); [Denali St Amand](#); [Donald Burke](#); [Gaysha Smith](#); [Howard Pressman](#); [Jaclyn Kessler](#); [Jarrod Bowen](#); [Jason Spitzer](#); [Jeffrey Jessen](#); [Jessica Scott](#); [Jesus Gaytan](#); [Joseph Martin](#); [Julian West](#); [Julie Alexander](#); [Karee Hamilton](#); [Krystal Watkins](#); [Lincoln Johnson](#); [Lisa Stephens](#); [Louise Phipps](#); [Matthew Crow](#); [Megan Godbee](#); [Melissa Bowen](#); [Michael Bonner](#); [Monette Fowler](#); [Peter Fulks](#); [Sean Cranley](#); [Steven Jaworowski](#); [Suzanne Phillips](#); [Svetlana Deplazes](#); [Thelma Akins](#); [Timothy Emerick](#); [Tom Heck](#); [Victoria Alwin](#); [Vonetta Mixson](#); [Washington Kadzombe](#)  
**Cc:** [Nicole Griffin](#); [Chad Houck](#)  
**Subject:** Correspondence Education Roster Management and Grades Guidance  
**Date:** Wednesday, November 25, 2020 9:35:31 AM  
**Attachments:** [ISEP Roster Management Quick Reference Guide.pdf](#)  
[ISEP PD 120420.pdf](#)

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Greetings, Cerro Coso ISEP Instructors:

As you are all no doubt very well aware, correspondence delivery in the incarcerated student education program has created new and different challenges to ensuring accuracy of class rosters. Students get transferred, they get paroled, they have difficulties with correspondence—and you don't know when that's the case, or even **\*if\*** that's the case, until potentially weeks later.

Many hands are required to get packets to the students and then back to the instructors. The ideal is they go out and come back within a week, but this rarely works smoothly. Packets may get held up on the way in or out for a myriad of reasons.

Nevertheless, we still have an obligation to the Chancellor's Office, to taxpayers, and to the students themselves to make sure that students on the rosters are the ones participating in class and the ones participating in class are the ones on the roster—as well as to make sure that students get the grade they earned in a way that does not produce artificial barriers. While this is partly an administrative function, it's partly an instructor one, too. We can't do it without you!

This email is meant to clarify what role the instructor plays and what role management plays in these processes, as well as to provide you with some clear direction and some resources to make the job easier.

**Instructor actions:**

- Monitor your class rosters regularly in MyBanWeb with each exchange of student work.
- If student work is not received for two consecutive weeks, please submit a [Concern about an ISEP Student](#) form. This allows administration to check in with the college coordinators at the prisons on any potential issues with students.
- If no student work is received after another two consecutive weeks, drop the student through MyBanWeb using the last date that work was received as the last date of attendance. Simultaneously, please submit a [Dropping an ISEP Student](#) form so that administration knows to remove the student from the prison rosters. If the ability to drop through MyBanWeb is no longer functioning, then complete an [Instructor Withdraw Exception](#) form and submit it along with the [Dropping an ISEP Student](#) form (the drop form allows you to attach another document).
- Dropping an ISEP student should not be postponed in the hope that work will be received. Our experience in the spring and summer is that this can severely disadvantage a student

who has no intention of completing the class.

- If work from a student is received after the student has been dropped, and the work received represents enough participation in the class to warrant having not been dropped originally, then complete an [Instructor Accidental Drop](#) form and submit it along with the [Dropping an ISEP Student](#) form, where you can undo the drop.
- At the end of the term, submit grades as usual through MyBanWeb *for all students based on the work received at that time*. We can no longer leave grades blank for ISEP students at the end of the term.
- Nevertheless, if you are still expecting work from a student at the time you give grades, please proceed in one of two ways:
  - o Tell us what work you are expecting using the online [ISEP Grade Tracking](#) form. If the grade given is passing (A, B, or C), select the option of “Letter Grade Received.” This will ensure that even if you never get another item from the student, their transcripts will reflect a passing grade that will not be a barrier to future enrollment. If more work is received at a later date, great, complete a [Supplementary Grade Report](#) form like you would for any student and send it along with another [ISEP Grade Tracking](#) form.
  - o If the grade given is not passing (D or F), select the option of “Incomplete” on the online [ISEP Grade Tracking](#) form. This ensures that a student will not be held up by a non-passing grade while their work is winding its way to you. When you give an Incomplete, you must do so here and also when you enter grades in MyBanWeb. In MyBanWeb, enter the default grade when prompted (D or F) that the student would get if you never get another item from them. The good news is that the online [ISEP Grade Tracking](#) form will serve as the contract that is legally required for the incomplete grade—no additional steps are needed!

#### **Administrative actions:**

- Keep you in the loop about your students, follow up on concerns, communicate status of student- or instructor-initiated drop requests.
- Communicate regularly with the prison educational staff about parole, transfer, or other behind-the-scenes prison-related withdrawals. When a student has been identified as paroling or transferring, administration will initiate removal of the student from class rosters based on a date determined in consultation with the prison educational staff. The removal will be done as an email from administration to [cc\\_ar@cerrocoso.edu](mailto:cc_ar@cerrocoso.edu), cc'd to the appropriate dean and instructor. The email will be part of the documentation needed to support a students' possible later petition to request an EW.
- In-take and organize the forms, route them to the right office, and maintain a record of the transactions. When you submit a form to drop a student, it will be forwarded to the appropriate dean. When you submit a withdrawal exception form, it will be forwarded to student services. When you submit a Supplementary Report of a Student Grade, it will be forwarded to HR. All you have to do is submit the form!
- If a student is dropped from a class by the instructor, communicate with the student to notify them of the drop and the reason for the drop.

Thank you very much for all the work that you do on behalf of students. If you have any questions,

please reach out to me; either dean, [Chad Houck](#) or [Nicole Griffin](#); [Lisa Stephens](#) or any member of her team; or the faculty leads [Alec Griffin](#) or [Peter Fulks](#).

Finally, just a reminder of the ISEP Professional Development scheduled for **December 4<sup>th</sup>, 11:00 am -2:00 pm**. All of this information will be reviewed at that time, and you'll have the opportunity to ask questions. If you haven't signed up, please do so. I have attached the flyer to this email.

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# ISEP ROSTER MANAGEMENT QUICK REFERENCE GUIDE

## Online Forms:

- [Concern about an ISEP Student](#)
- [Dropping an ISEP Student](#)
- [ISEP Grade Tracking](#)

## Fillable PDFs:

- [Instructor Withdraw Exception](#)
- [Accidental Drop](#)
- [Supplementary Grade Report](#)

Links to all online forms and PDFs can also be found on the ISEP Canvas page.



## NO WORK RECEIVED

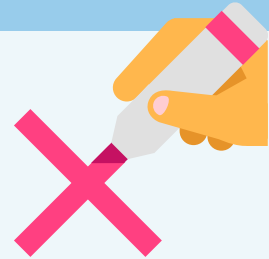
If student work is not received for two consecutive weeks:

- Submit [Concern about an ISEP Student](#) online form

## DROPPING A STUDENT

After another two consecutive weeks of no work received, or if student notified you of a request to drop:

- Drop student through MyBanWeb using last date work was received as last date of attendance
- Submit [Dropping an ISEP Student](#) online form



## UNABLE TO DROP A STUDENT

If ability to drop through MyBanWeb is no longer functioning, or student requires an EW:

- Complete [Instructor Withdraw Exception](#) form
- Submit it within the [Dropping an ISEP Student](#) online form

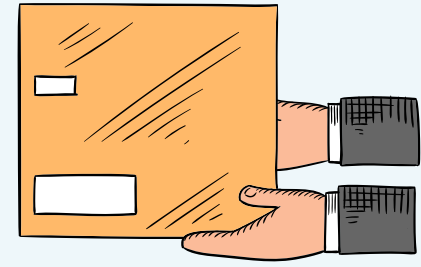


Dropping an ISEP student should not be postponed in the hope that work will be received.

## WORK RECEIVED FROM NON-STUDENT

If you receive work from a student not on your roster:

- Identify if work belongs to another instructor and return it to campus to be redirected, or scan/email to appropriate instructor
- If instructor cannot be identified or student is clearly completing your coursework but not on your roster, complete Concern about an ISEP Student online form



## WORK RECEIVED AFTER DROPPING STUDENT

If work is received after student has been dropped, and work represents enough to warrant having not been dropped originally:

- Complete an Instructor Accidental Drop form
- Submit it within the Dropping an ISEP Student online form



## WORK NOT RECEIVED & GRADES ARE DUE

If you expect work from a student when grades are due, proceed in one of two ways:

- IF GRADE GIVEN IS PASSING (A, B, C): enter the grade in MyBanWeb and select the option of "Letter Grade Received" in the online ISEP Grade Tracking form
- IF GRADE GIVEN IS NOT PASSING (D or F): enter the grade as "Incomplete" in MyBanWeb and select the option of "Incomplete" in the online ISEP Grade Tracking form

When more work is received, complete a Supplementary Grade Report form and submit it within the ISEP Grade Tracking form



At the end of the term, submit grades through MyBanWeb for all students based on work received at that time. We can no longer leave grades blank for ISEP students at the end of the term.

**From:** Nicole Griffin  
**To:** Nicole Griffin  
**Cc:** Lisa Steadens  
**Bcc:** Suzanne Phillips; Sean Cranley; Sean Martin Cranley; Timothy Emerick; Michael Bonner; Monette Fowler; Gambill, David@CDCR; David Gambill; Alec Griffin; Peter Fulks; Vionetta Mixson; Jason Spitzer; Christopher Locascio; "duner2004"; Carlos Mutis; Mutis, Carlos@CDCR; Howard Pressman; Steven Jaworowski; Steven Jaworowski  
**Subject:** RESPONSE NEEDED: Fall Term Schedule Options  
**Date:** Tuesday, July 14, 2020 11:12:00 AM  
**Attachments:** ISEP Correspondence Tracking.pdf  
 image002.png

Hello ISEP Team!

A decision has been reached across the college to continue with correspondence learning in the prison sites for fall term. In order to alleviate the pressure to get all copies/materials printed before the start of the semester, we wanted to give you the opportunity to choose your course duration.

**Please take a look at the three choices below and let me know by Wednesday (tomorrow) which you'd prefer.** We will be printing out the registration packets next week and need to indicate the course duration/dates for students to select from.

1. **16-Week Traditional Course** (see detailed schedule attached)
2. **12-Week Late-Start Course** (see detailed schedule attached)
3. **8-Week Accelerated Course** (see detailed schedule attached)

**Adjunct Faculty:** Please note, with a 12-week course starting 09/21 the first pay date would be in October. With an 8-week course, the compensation is also accelerated and will end along with the course.

Those who have already prepared summer-term materials in an 8-week format, may want to continue to replicate that coursework. If you are teaching a 4.0 unit course or feel you will need an entire semester to cover your content, a 16-week course may be preferred. If you are undecided, I highly encourage the 12-week option so there is more time available to prepare the necessary materials.

Let me know if you have any questions.

## ISEP Fall Term Correspondence Dates

### 16-Week Schedule Starts 08/24 Ends 12/11

#### Week 1: Aug 24-28

\*Student receives full-course or first-half (weeks #1-8) course packet\*

#### Week 2: Aug 31-Sept 4

#### Week 3: Sept 7-11

\*CDCR Holiday Sept 7-11\*

No materials in/out during Week 3

#### Week 4: Sept 14-18

#### Week 5: Sept 21-25

#### Week 6: Sept 28-Oct 2

#### Week 7: Oct 5-9

#### Week 8: Oct 12-16

\*Student receives second-half (weeks #9-16) course packet, optional\*

#### Week 9: Oct 19-23

#### Week 10: Oct 26-30

#### Week 11: Nov 2-6

#### Week 12: Nov 9-13

\*CDCR Holiday on Nov 11 - possible delays\*

#### Week 13: Nov 16-20

#### Week 14: Nov 23-27

\*CDCR/Cerro Coso Holiday Nov 26-27\*

No materials in/out during Week 14

#### Week 15: Nov 30-Dec 4

\*Final week student can receive any feedback/finals/graded work\*

#### Week 16: Dec 7-11

\*Final week student can return any work to instructors\*

### 12-Week Schedule Starts 09/21 Ends 12/11

#### Week 1: Sept 21-25

\*Student receives full-course or first-half (weeks #1-5) course packet\*

#### Week 2: Sept 28-Oct 2

#### Week 3: Oct 5-9

#### Week 4: Oct 12-16

#### Week 5: Oct 19-23

#### Week 6: Oct 26-30

\*Student receives second-half (weeks #6-12) course packet, optional\*

#### Week 7: Nov 2-6

#### Week 8: Nov 9-13

\*CDCR Holiday on Nov 11 - possible delays\*

#### Week 9: Nov 16-20

#### Week 10: Nov 23-27

\*CDCR/Cerro Coso Holiday Nov 26-27\*

No materials in/out during Week 10

#### Week 11: Nov 30-Dec 4

\*Final week student can receive any feedback/finals/graded work\*

#### Week 12: Dec 7-11

\*Final week student can return any work to instructors\*

**Ongoing:** Students can receive instructor feedback and return coursework on a weekly basis. Refer to weekly schedule for any restrictions.

### 8-Week Schedule Starts 08/24 Ends 10/16

#### Week 1: Aug 24-28

\*Student receives full-course or first-half (weeks #1-4) course packet\*

#### Week 2: Aug 31-Sept 4

#### Week 3: Sept 7-11

\*CDCR Holiday Sept 7-11\*

No materials in/out during Week 3

#### Week 4: Sept 14-18

\*Student receives second-half (weeks #5-8) course packet, optional\*

#### Week 5: Sept 21-25

#### Week 6: Sept 28-Oct 2

#### Week 7: Oct 5-9

\*Final week student can receive any feedback/finals/graded work\*

#### Week 8: Oct 12-16

\*Final week student can return any work to instructors\*

*Instructors will be notified of any additional updates or changes to the schedule, as required*



Warm regards,

**Nicole Griffin**

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

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