

## Lacey Navarro

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**From:** Corey Marvin  
**Sent:** Thursday, April 15, 2021 2:58 PM  
**To:** Lacey Navarro  
**Subject:** FW: Correspondence Process for Cerro Coso ISEP Program

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**From:** Corey Marvin  
**Sent:** Thursday, March 19, 2020 11:08 AM  
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**Cc:** Lisa Stephens <lstephens@mchsi.com>; Lisa Couch <lcouch@cerrocoso.edu>; Nicole Griffin <nicole.griffin@cerrocoso.edu>; Benjamin Beshwate <bbeshwat@cerrocoso.edu>; Matthew Crow <mcrow@cerrocoso.edu>; Christine Small <christine.small@cerrocoso.edu>; Chad Houck <chad.houck@cerrocoso.edu>; Maura Murabito <maura.murabito@cerrocoso.edu>  
**Subject:** Correspondence Process for Cerro Coso ISEP Program

Good morning, Cerro Coso incarcerated student education instructors:

A great thanks to those of you who responded to Matt's inquiry about instructional preferences for moving forward at this highly unusual time. The vote was overwhelming to continue instruction this semester in correspondence mode. To help with that, Lisa and Nicole have drafted some steps about what that process would look like. The college will have ONE coordinated delivery day each week from the Tehachapi Campus, so please plan ahead to make sure your materials are prepared. All materials will leave/enter from the Tehachapi Campus as the central location.

- a. Instructors will prepare paper-based packets to continue course delivery and learning. This may include reading materials, worksheets, graded work, etc. It may be for one week at a time or for multiple weeks if possible, if you can plan that far ahead.
- b. All correspondence packets will be distributed from and collected through the Tehachapi Campus—for both CCI Tehachapi and Cal City Prison

- c. All materials must be copied and received at the Tehachapi Campus no later than 1:00 pm on Monday. Students will receive all packets on Tuesday.
- d. Nicole Griffin will coordinate with CCI Tehachapi. Lisa Stephens and Peter Fulks will coordinate with Cal City Prison.
- e. Students will receive one large envelope including all content from all courses in which they are enrolled (which is why it's important to get your materials copied and here on time!). The outside of the large envelope will indicate the student's course schedule along with name, student ID, and CDCR #.
- f. College Coordinators at the prison sites will coordinate delivery to and collection of envelopes from students.
- g. Students will return the large envelope to their coordinators each week.
- h. Packets received from students will be placed in your box and ready for pick up at the Tehachapi Campus by 12PM on Wednesday.
- i. The Tehachapi Campus will be open 9:00 am to 3:00 pm on Mondays and Wednesdays
- j. Student exams and tests can be proctored by college coordinators, *if necessary*. If there is a test or exam that requires proctoring, please keep it separate from the packet and label it as PROCTORED TEST for COURSE/LAST NAME with instructions for the proctor. The VEP College Coordinators can ducat 10 students at a time to complete any proctored exams. Please plan for longer turnaround times to receive proctored exams.
- k. At Ridgecrest, the print shop at the IWV campus will be available starting 7:30 on Monday for the making of copies; alternately, you can send materials electronically to Deb Gregory, who can assist making copies when she comes to work on Monday for delivery to the Tehachapi Campus
- l. At Ridgecrest, packets will be transported to the Tehachapi Campus by an employee of Maintenance and Operations who leaves Monday at 10:30 am. On Wednesday, packets will be transported back to IWV.
- m. At Ridgecrest, Candy Caine will be at work at the switchboard and available to pick packets up from all day on **Thursdays**. At this time, Crystal Leffler in the office of the Vice President of Finance and Administrative Services will be available to pick packets up from on **Tuesdays**, if the faculty member makes arrangements in advance by calling 760-384-6230.

This correspondence practice will begin the week of March 23<sup>rd</sup>. Please remember that you can make copies and establish packets for more than one week at a time if that works for your class content. Needless to say, we are trying this out for the first time, so please let us know immediately if you have any questions or encounter any problems.

Note, finally, that some classes will not work even with correspondence education, such as Introduction to Speech. We will be in touch with you if your class falls into this category. And then finally *finally*, this practice is good only as long as the situation remains the same. CDCR could alter their protocols any time.

Thank you!

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