

From: [Nicole Griffin](#)
To: [Corey Marvin](#); [a2001dragonlady@hotmail.com](#); [Victoria Alwin](#); [Abigail Reuter](#); [Alec Griffin](#); [Anne Stephens](#); [Barbara Meehan](#); [Brian Duhart](#); [Carlos.Mutis@cdcr.ca.gov](#); [Carlos Mutis](#); [Christopher Locascio](#); [Darrell Thompson](#); [Denali St Amand](#); [Donald Burke](#); [Howard Pressman](#); [howard.pressman@csun.edu](#); [Jaclyn Kessler](#); [Jarrod Bowen](#); [Jeffrey Jessen](#); [Jesus Gaytan](#); [Joseph Martin](#); [Julie Plata](#); [julie.plata@gmail.com](#); [Lincoln Johnson](#); [Lisa Stephens](#); [Louise Phipps](#); [Matthew Crow](#); [Melissa Bowen](#); [Michael Bonner](#); [Monette Fowler](#); [Barbara Meehan](#); [Barbara Meehan](#); [Neill Hicks](#); [neill_hicks@yahoo.com](#); [Nita Duhart](#); [Peter Fuls](#); [Sean Cranley](#); [Suzanne Phillips](#); [svetad@gmail.com](#); [Svetlana Deplazes](#); [Tom Heck](#); [Thelma Akins](#); [Timothy Emerick](#); [Vonetta Mixson](#); [Washington.Kadzombe@cdcr.ca.gov](#); [Washington Kadzombe](#)
Cc: [Lisa Stephens](#); [Lisa Couch](#); [Benjamin Beshwate](#); [Matthew Crow](#); [Christine Small](#); [Chad Houck](#); [Maura Murabito](#)
Subject: RE: Correspondence Process for Cerro Coso ISEP Program
Date: Thursday, March 19, 2020 11:40:00 AM
Attachments: [Student Packet Coversheet Writable FINAL.pdf](#)
[Correspondence Checklist.pdf](#)

Hi All –

To avoid any confusion during packet transportation, delivery and collection, is it **VERY IMPORTANT** that this Student Packet Cover Sheet (attached) **be included in all of your individual student packets**. Without this cover sheet, we will not know which packet goes to which student and in return, will not know which assignment goes to the appropriate instructor.

It is one addition step, I know, but will keep things operating smoothly. **Hint:** fill out the instructions and header on ONE copy, then print a class set and write the students name at the top. You can leave CDCR # blank.

I've also attached a Checklist, to make sure you have everything you need to complete the process effectively.

Join us TONIGHT at 7PM for a ZOOM conference. We will walk you through the process, answer any questions and help everyone navigate this transition to correspondence.

Here is the link for the conference today 3/19/20:
Griffin Nicole is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/101997928>

Or iPhone one-tap (US Toll): +16699006833,101997928# or +13462487799,101997928#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 101 997 928

International numbers available: <https://cccconfer.zoom.us/u/acLF8eQvvW>

Or Skype for Business (Lync):

SIP:101997928@lync.zoom.us

Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

P: [661 823-4986 x6603](tel:6618234986) | E: nicole.griffin@cerrocoso.edu

From: Corey Marvin <cmarvin@cerrocoso.edu>

Sent: Thursday, March 19, 2020 11:08 AM

To: a2001dragonlady@hotmail.com; Victoria Alwin <valwin@cerrocoso.edu>; Abigail Reuter <abigail.reuter@cerrocoso.edu>; Alec Griffin <alec.griffin@cerrocoso.edu>; Anne Stephens <anne.stephens@cerrocoso.edu>; Barbara Meehan <barbara.meehan@cerrocoso.edu>; Brian Duhart <brian.duhart@cerrocoso.edu>; Carlos.Mutis@cdcr.ca.gov; Carlos Mutis <carlos.mutis@cerrocoso.edu>; Christopher Locascio <christopher.locascio@cerrocoso.edu>; Darrell Thompson <darrell.thompson@cerrocoso.edu>; Denali St Amand <denali.stamand@cerrocoso.edu>; Donald Burke <donald.burke@cerrocoso.edu>; Howard Pressman <howard.pressman@cerrocoso.edu>; howard.pressman@csun.edu; Jaclyn Kessler <jaclyn.kessler@cerrocoso.edu>; Jarrod Bowen <jarrod.bowen@cerrocoso.edu>; Jeffrey Jessen <jeffrey.jessen@cerrocoso.edu>; Jesus Gaytan <jesus.gaytan@cerrocoso.edu>; Joseph Martin <josmarti@cerrocoso.edu>; Julie Plata <julie.plata@cerrocoso.edu>; julie.plata@gmail.com; Lincoln Johnson <lincoln.johnson@cerrocoso.edu>; Lisa Stephens <lisa.stephens@cerrocoso.edu>; Louise Phipps <louise.phipps@bakersfieldcollege.edu>; Matthew Crow <mcrow@cerrocoso.edu>; Melissa Bowen <melissa.bowen@cerrocoso.edu>; Michael Bonner <michael.bonner@cerrocoso.edu>; Monette Fowler <monette.fowler@cerrocoso.edu>; Barbara Meehan <barbara.meehan@cerrocoso.edu>; Barbara Meehan <moonjz12@gmail.com>; Neill Hicks <neill.hicks@cerrocoso.edu>; neill_hicks@yahoo.com; Nita Duhart <nita.duhart@cerrocoso.edu>; Peter Fuls <peter.fuls@cerrocoso.edu>; Sean Cranley <sean.cranley@cerrocoso.edu>; Suzanne Phillips <suzanne.phillips@cerrocoso.edu>; svetad@gmail.com; Svetlana Deplazes <svetlana.deplazes@cerrocoso.edu>; Tom Heck <theck@cerrocoso.edu>; Thelma Akins <thelma.akers@bakersfieldcollege.edu>; Timothy Emerick <timothy.emerick@cerrocoso.edu>; Vonetta Mixson <vonetta.mixson@cerrocoso.edu>; Washington.Kadzombe@cdcr.ca.gov; Washington Kadzombe <washington.kadzombe@cerrocoso.edu>

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 do up to 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 23rd. 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!

Corey Marvin
Vice President of Instruction
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Ridgecrest, CA 93555
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(760) 384-6201

This communication and any attachments may contain confidential and privileged information for the use of the designated recipient(s) named above. Any unauthorized review, use, disclosure, or distribution is strictly prohibited. If you are not the intended recipient, please reply to the sender and destroy all copies of the original message.

From: [Nicole Griffin](#)
To: [Nicole Griffin](#)
Cc: [Lisa Stephens](#)
Bcc: [Jarrod Bowen](#); [Sean Cranley](#); [Nita Duhart](#); [Washington Kadzombe](#); [Jesus Gaytan](#); [Svetlana Deplazes](#); "Svetlana Deplazes"; [Donald Burke](#); [Lincoln Johnson](#); [Matthew Crow](#); "a2001dragonlady@hotmail.com"; [Carlos Mutis](#); [Denali St Amand](#); [Abigail Reuter](#); [Michael Bonner](#); [Darrell Thompson](#); [Julie Plata](#); [Melissa Bowen](#); [Christopher Locascio](#); "duner2004"; [Suzanne Phillips](#); [Alec Griffin](#); [Monette Fowler](#); [Vonetta Mixson](#); [Louise Phipps](#); [Jadyn Kessler](#); [Neill Hicks](#); [Howard Pressman](#); [Peter Fulks](#); [Thelma Akins](#); [Brian Duhart](#); [Anne Stephens](#); [Joseph Martin](#); [Tom Heck](#); [Jeffrey Jessen](#); [Timothy Emerick](#); "JESSEN, JEFFREY A NH-04 USAF AFMC 412 TENG/412TENG"; "moonjiz12@gmail.com"; [Barbara Meehan](#); [Corey Marvin](#); [Chad Houck](#); [Maura Murabito](#); [Julie Cornett](#); [Stephanie Brantley](#); [Robin Duff](#); [Scott Cameron](#); [Pamela Campbell](#); [Christine Small](#); [Karee Hamilton](#); [Kristie Nichols](#); [Anna Carlson](#); [Heather Bopp](#); [Inge Olsen](#); [Washington.Kadzombe@cdcr.ca.gov](#); [Akins, Thelma@CDRC](#); [Jauregui, Alejandro@CDRC](#); [Lo Cascio, Stephanie@CDRC](#); [bekker, sarah@CDRC](#); [Krystal Watkins](#); [Deanna Campbell](#); [Deborah Gregory](#); [Gaysha Smith](#)
Subject: Weekly Briefing - Prison Education
Date: Friday, March 20, 2020 2:42:00 PM
Attachments: [Student Packet Coversheet.pdf.docx](#)

Hi Team!

Weekly Check-In

Well...there went week #9. Wow. Feel free to record any comments here: [> Weekly Check-In](#)

We are moving to ZOOM! Join us every **Tuesday at 7PM** for an ISEP check-in/social hour via Zoom where we can talk about how things are going, strategize, and discuss any new developments. You can call in by phone or through a computer. A calendar invite will be sent to your school email address, in addition you can save the information here:

Griffin Nicole is inviting you to a scheduled Zoom meeting: **ISEP CHECK-IN Tuesdays @7PM**
Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/513993788>
Or iPhone one-tap (US Toll): +16699006833,513993788# or +13462487799,513993788#
Or Telephone:
Dial:
+1 669 900 6833 (US Toll)
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+1 253 215 8782 (US Toll)
+1 301 715 8592 (US Toll)
+1 312 626 6799 (US Toll)
+1 646 876 9923 (US Toll)
Meeting ID: 513 993 788

ISEP Emergency Correspondence Procedures and Training

If you missed last night's Zoom conference, you can watch the video recording here:
https://cccconfer.zoom.us/rec/share/v95rP53MrHlLaKPA-EvYRYE_OpbsT6a82yvkfPYJzE8HfUkS-NElyzkep00wlaw9

Based on instructor feedback, we have modified the **Student Packet Cover Sheet** slightly. It is attached as a WORD doc instead of a PDF so multiple sheets (class set) can be saved as one file. If you are comfortable with mail merge features in Excel/Word, you are now able to easily transfer your student roster onto the forms. We also added an area at the bottom for students. Please use

this form moving forward.

COVID-19 Updates

Continue to follow all directives received from the College. Things continue to shift and change, including schedules. With that, please don't panic about preparing a packet by Monday's short deadline. Do what you can, but if it's not possible we can plan to double-up on the packets sent out the following week.

As of this morning, our partners at CDCR indicated they are still able to assist with correspondence. Their hours have been reduced, just as ours, but they will be continuing with the scheduled delivery dates for correspondence learning. **THANK YOU!**

Our students have been notified of the current situation. Cal City has placed posters up around the facility and Tehachapi has placed an informational video on their "Inmate TV" which is broadcast on all yards.

Copies

As more restrictions are being placed on physical distancing, to limit the amount of people handling the equipment and entering the facility, we developed a new option for making **copies at the Tehachapi Campus**. ****NOTE*** as of today, no college campus was open due to the latest executive order. We are awaiting orders for next week.*

1. All faculty "mail boxes" will be lined up in the hallway OUTSIDE the faculty offices. You can drop-and-go without entering the office area.
2. If you need to drop off packets outside of campus hours or prefer not to enter inside, there will be a locked box set up OUTSIDE of the building. The lock code will be provided to all faculty. Open the box, drop your packets, lock up and go. I will share photos of the area and send out the code once that is in place.
3. Full time faculty (Jaclyn Kessler, Gaysha Smith, Vonetta Mixson, Peter Fulks, and Alec Griffin) have generously volunteered to be your print shop buddy. They can make your copies for you, so you don't have to come on campus.

Request Copies from the Tehachapi Campus here: [> TEHACHAPI COPY REQUEST](#)

We are very limited in the amount that can be copied through Tehachapi. If we are unable to meet your request, it will be sent to IWV print shop. You will be notified when your request is received and again once it is processed. Hope this helps alleviate some of the safety concerns at this time.

ISEP Canvas Page

Can't find what you need with all these emails?? We've added a module to the ISEP Canvas page (access with your Cerro Coso login) with all the files, forms, and information in one place regarding the Emergency ISEP Correspondence Procedures.

Home

Jump to Module

View Progress

Modules

Pages

Announcements

Assignments

Discussions

People

Files

Quizzes

Syllabus 

Outcomes 

Conferences 


Collaborations 

Grades 

☰ ▼ Emergency ISEP Correspondence Procedures

☰  Procedures

☰ Files and Forms

☰  VIDEO: Emergency ISEP Correspondence Procedures

☰  Student Packet Cover Sheet

☰  Prison Correspondence Schedule

☰  Correspondence Checklist

Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

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From: [Nicole Griffin](#)
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Subject: ISEP Correspondence Updates
Date: Tuesday, March 24, 2020 12:52:00 PM
Attachments: [ISEP Check In.ics](#)
[ISEP Correspondence Tracking.pdf](#)
[image002.png](#)
[image005.png](#)

Hi Team!

Monday was brutal, but we were able to package and prepare **over 2,000+ student packets** that are being delivered TODAY!

It takes an incredible team effort to make this possible, and I'm so glad to be a part of this exceptional team!

THANK YOU to **Deb Gregory, Peter Fulks, Gaysha Smith, Alec Griffin, Jaclyn Kessler, and Vonetta Mixson** for assisting with all the print jobs this week!

THANK YOU M&O, Sarah Bekker, Alex Jauregui, and Peter Fulks for delivering the packets to the sites!

THANK YOU Sarah Bekker, Alex Jauregui, and Lisa Stephens for all the envelope stuffing!

THANK YOU Ted Lines, Sarah Bekker, Alex Jauregui, and CDCR Principals for supporting us and delivering packets!

THANK YOU Alec Griffin for making our outdoor after-hours drop box!

THANK YOU Heather Bopp, Lisa Stephens, Kristie Nichols, Anna Carlson, Karee Hamilton, and Krystal Watkins for creating the student envelopes and mail area!

THANK YOU Inge Olsen for ordering everything we needed to make this happen!

And finally, despite the short deadline, **82% of instructors** were able to complete their correspondence packets on time for delivery.

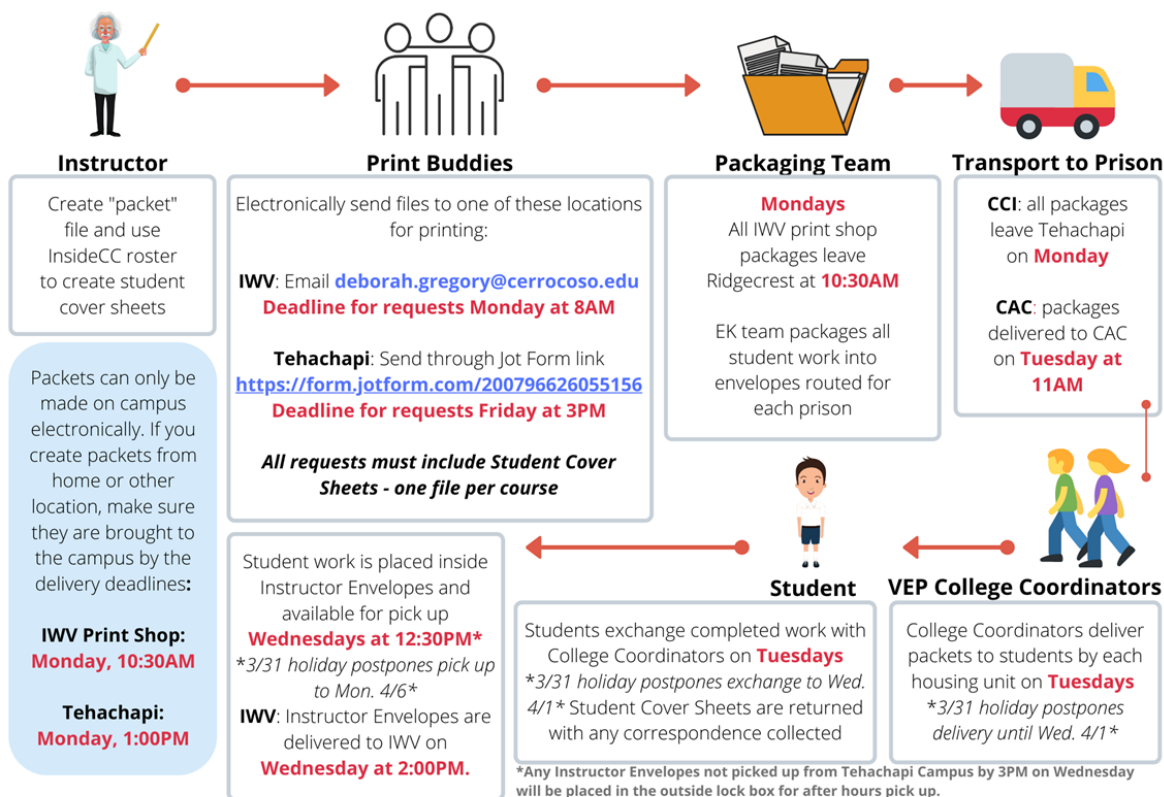
THANK YOU ISEP Faculty for all the hustle and constant communication to make this happen! ☺

See you tonight at 7PM for our Zoom call/social hour! IF you can't make it, we will send out a recap of any important information discussed.

NOTE: One discussion item will be regarding printing files and streamlining the submission process for maximum efficiency (presented by your printing buddies).

To make things a bit clearer going forward, please reference the attached visual map and due dates. This has also been added to the ISEP Canvas page.

ISEP Correspondence Path



ISEP Correspondence Dates

Instructor Packet Due Dates

Monday, March 23
Monday, March 30
Spring break - no packets
Monday, April 13
Monday, April 20
Monday, April 27
Monday, May 4
Monday, May 11

Student Due Dates

Tuesday, March 24
Wednesday, April 1*
Spring break - no packets
Tuesday, April 14
Tuesday, April 21
Tuesday, April 28
Tuesday, May 5
Tuesday, May 12
Tuesday, May 19

Instructor Envelope Pick Up Dates

Monday, April 6*
(due to Wed. 4/1 delivery)
Wednesday, April 15
Wednesday, April 22
Wednesday, April 29
Wednesday, May 6
Wednesday, May 13
Wednesday, May 20

All printing requests must be submitted by the following deadlines in order to ensure processing that week:

IWV Print Shop

Monday, 8:00AM

Tehachapi

Friday, 3:00PM

Packets can only be made on campus electronically. If you create packets from home or other location, be sure they are brought to the campus by the delivery deadlines below:

IWV Print Shop

Monday, 10:30AM

Tehachapi

Monday, 1:00PM

Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

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Subject: Weekly Brief - Prison Education
Date: Friday, March 27, 2020 2:26:00 PM
Attachments: [ISEP Check In.msg](#)
[Student Packet Coversheet.docx](#)
[image002.png](#)
[image003.png](#)
[image006.png](#)

Hi Team!

Weekly Check-In

We just finished up Week #10. Feel free to record any comments here: [> Weekly Check-In](#)

Correspondence Process

Our process thus far seems to be working GREAT! After the Rising Scholars statewide meeting earlier this week, we came to realize that we are **miles ahead** of other colleges in the prison with the transition to correspondence. No surprise. ☺ That said, here's what you can do to help make it EVEN BETTER...



AVOID...

- Creating "extra" copies
- Attaching multiple files for student cover sheets
- Absolutes in due dates



ENCOURAGE...

- Sending one print request form per course (CRN)
- First & last names on sheets
- Joining weekly Zoom Q&A

Refining the Copy Process

Reminder: Please send all copy requests for Tehachapi through the following link: [> TEHACHAPI COPY REQUEST](#)

You will be notified promptly who your **printing buddy** will be for each submission. Please work with your printing buddy regarding any changes/updates to your request.

We are *still* getting multiple files with single student cover sheets. It takes far too much time to download/open/print 30 separate single pages. Please use the attached Word doc version of the cover sheets and upload them as one class set. Try to consolidate all your printing needs into less than 4 files per course. **Example:** If you have 3 Word docs with a few pages each, consider merging them as one file.

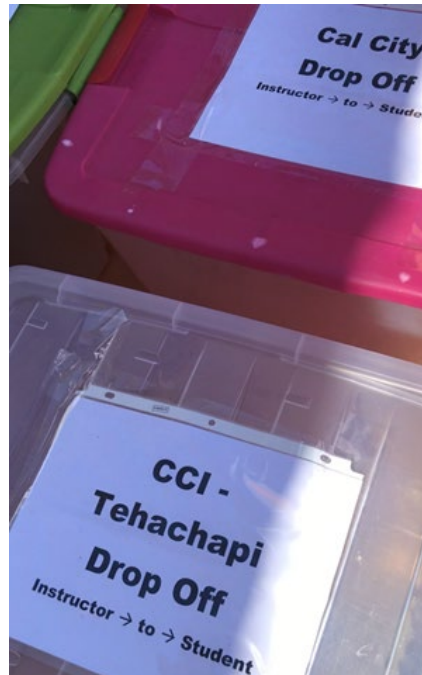
Only request to print the exact number on your student roster. **Example:** If you create 29 student cover sheets, DO NOT request to make 30 packets of materials. “Extras” are confusing to the process, wastes resources, and will be tossed aside.

Want to try **Mail Merge** when creating your cover sheets? Here are two videos recommended by our guru, Heather Bopp. We have all your rosters pre-populated in Excel – email me if you would like a copy.

- https://www.youtube.com/watch?v=B8o_E9tMvIA (this one is long but it is more detailed)
- <https://www.youtube.com/watch?v=zuHTFBwt3Fo>

After Hours Lockbox

The **Tehachapi Campus is currently open MW 9AM-3PM**. If you need to drop off or pick up packets outside of those hours, we have a lockbox! Thanks, Alec! It’s made from recycled wood and a bit rustic. Inside are four plastic bins labeled for pick up/drop offs. There is a bottle of hand sanitizer and markers inside. Feel free to draw all over the box and leave a message.



LOCK CODE: 6-2-1

(HINT: Tehachapi mailing address, backwards)

Weekly ISEP Check-In and Q&A

If you have questions or need answers, join us every **Tuesday at 7PM** for an ISEP check-in/social hour via Zoom! Invite your furry colleagues and pour yourself whatever makes you happy. (Outlook calendar invite attached)

ISEP Check-In/Q&A Tuesdays @7PM

Griffin Nicole is inviting you to a scheduled Zoom meeting:

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/513993788>

Or iPhone one-tap (US Toll): +16699006833,513993788# or +13462487799,513993788#

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+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 513 993 788

Tracking COVID-19

During this week's ISEP Zoom call, it was requested that we be notified of any quarantine or COVID cases within our two prisons. The prison is most efficient at quarantining on a regular basis, but they are also testing more frequently than the general public. Check out all the stats/graphs regarding CDCR's COVID-19 response here:

<https://www.cdcr.ca.gov/covid19/population-status-tracking/>

Resource: ISEP Canvas Page

As a reminder, all the resources we've shared via email can be found in one place on the [ISEP Canvas Page](#). If you need access to the [ISEP Canvas course](#), please email me.

Incarcerated Students Education Program > Modules

The screenshot shows a web interface for the 'Incarcerated Students Education Program' with a 'Modules' section. A 'Jump to Module' dropdown menu is visible. The 'Emergency ISEP Correspondence Procedures' module is expanded, showing a list of resources: 'Procedures', 'Request Copies', 'Files and Forms', 'VIDEO: Emergency ISEP Correspondence Procedures', 'Student Packet Cover Sheet', 'ISEP Correspondence Path (a visual)', and 'ISEP Correspondence Due Dates'. Each item has a small icon to its left.

Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

P: [661\) 823-4986 x6603](tel:6618234986) | E: nicole.griffin@cerrococo.edu

From: [Nicole Griffin](#)
To: [Nicole Griffin](#)
Cc: [Lisa Stephens](#); [Peter Fulks](#); [Melissa Bowen](#); [Alec Griffin](#)
Bcc: [Sean Cranley](#); [Sean Martin Cranley](#); [Jesus Gaytan](#); [anneelizabeth90@hotmail.com](#); [Anne Stephens](#); [Matthew Crow](#); [Louise Phipps](#); [Donald Burke](#); [Julie Plata](#); [Jason Spitzer](#); [Jason Spitzer](#); [Megan Godbee](#); [Megan Godbee](#); [Carlos Mutis](#); [Tom Heck](#); [Denali St Amand](#); [Monette Fowler](#); [Timothy Emerick](#); [Christopher Locascio](#); [Tiffany Argumedo](#); [victoria alwin](#); [Victoria Alwin](#); [steven.jaworowski@yahoo.com](#); [Steven Jaworowski](#); [Scott Cameron](#); [Suzanne Phillips](#); [Nita Duhart](#)
Subject: ISEP Summer Correspondence Training
Date: Friday, April 24, 2020 10:08:00 AM
Attachments: [image002.png](#)

ATTN: All ISEP Summer Instructors! ✨

Are you teaching an ISEP class this summer term? Learn all you need to know about correspondence procedures, dates, expectations, and curriculum building from your experienced ISEP instructors!

This 1-hour Zoom event will be hosted by **Melissa Bowen** (Professor, Psychology and Human Services), **Peter Fulks** (Professor, Administration of Justice), and **Alec Griffin** (Professor, Anthropology/Sociology). The summer procedures are going to be a bit different and building a class from start-to-finish through correspondence can be challenging. Join us during one of these two sessions and get answers to your questions.

Please choose one of the following workshops via ZOOM:

Monday, April 27th from 6:30-7:30PM (<https://cccconfer.zoom.us/j/98500036571>)

Wednesday, April 29th from 6:30-7:30PM (<https://cccconfer.zoom.us/j/91129086758>)

Simplify & Demystify **ISEP Summer Correspondence**

INSTRUCTOR TRAINING WORKSHOPS VIA ZOOM

Monday, April 27th 6:30-7:30PM

OR

Wednesday, April 29th 6:30-7:30PM

Instructor-led training workshop will provide you with tips to **streamline your summer course curriculum!**

Discussions will include:
Best practices, procedures and expectations, timelines, assessment strategies, and more.



Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

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Lacey Navarro

From: Lisa Stephens
Sent: Wednesday, April 14, 2021 2:50 PM
To: Corey Marvin; Lacey Navarro
Subject: FW: Weekly Brief - Prison Education - Doc 23

Director of East Kern Center & Campuses
Cerro Coso Community College
Tehachapi Campus (661) 823-4986
Lake Isabella Campus (760) 379-5501
Edwards AFB Site (661) 258-8644

From: Nicole Griffin <nicole.griffin@cerrococo.edu>
Sent: Friday, May 1, 2020 12:16 PM
To: Nicole Griffin <nicole.griffin@cerrococo.edu>
Cc: Lisa Stephens <lisa.stephens@cerrococo.edu>
Subject: Weekly Brief - Prison Education

Hi Team!

Weekly Check-In

We just finished up Week #14...and today is MAY 1st! Can you believe it? We're on the home stretch! The online form was broken last week (overloaded limits!), but should be working this week if you want to record any comments here: [>](#)

[Weekly Check-In](#)

What's in the Packet?

If your students need a copy of the APA or MLA format guidelines for final papers, please let us know. We've included copies per instructor's requests at this point only. For the summer term, all students will receive one in their welcome packets.

Summer term enrollment forms went out on Monday 4/27 to the returning/current students. Enrollment forms for new students on the waitlist will be sent in the following weeks.


ISEP Webpage

Check it out! Our ISEP webpage has a new tab for Reentry Resources along with some new photos: [> ISEP WEBPAGE](#)

Home » Incarcerated Student Education Program » Reentry Resources

Incarcerated Student Education Program

- Background
- Degree Pathways
- Reentry Resources
- Program Data
- ISEP Committee
- ISEP in the News



Reentry Resources

In 2019, Cerro Coso Community College was awarded the California Community Colleges Chancellor's Office Currently and formerly Incarcerated Students Reentry Program grant (RFA 18-087, Amendment 1, Currently and Formerly Incarcerated Students Reentry Program). This has enabled us to develop a Reentry Program to support our students through their transition back into society.

Our program has a dedicated Reentry Program Coordinator that works with each student to customize the level of support services and material they may need. We provide small group reentry workshops for incoming students inside the prisons at California City Correctional

Contact Us

For media inquiry guidelines, contact the Public Information Office.

Zoom Social Q&A

Our Zoom meet up is back on for next Tuesday at 7PM! Same link each week (see below). As always, invite your furry colleagues and pour yourself whatever makes you happy. See you then!

ISEP Check-In/Q&A Tuesdays @7PM

Griffin Nicole is inviting you to a scheduled Zoom meeting:

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/513993788>

Or iPhone one-tap (US Toll): +16699006833,513993788# or +13462487799,513993788#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 513 993 788



Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

P: [661\) 823-4986 x6603](tel:6618234986) | E: nicole.griffin@cerrocoso.edu

From: [Nicole Griffin](#)
To: [Nicole Griffin](#)
Cc: [Lisa Stephens](#); [Corey Marvin](#)
Bcc: [Sean Cranley](#); [Sean Martin Cranley](#); [Jesus Gaytan](#); [anneelizabeth90@hotmail.com](#); [Anne Stephens](#); [Matthew Crow](#); [Louise Phipps](#); [Donald Burke](#); [Julie Plata](#); [Jason Spitzer](#); [Jason Spitzer](#); [Megan Godbee](#); [Megan Godbee](#); [Carlos Mutis](#); [Tom Heck](#); [Denall St Amand](#); [Monette Fowler](#); [Timothy Emerick](#); [Christopher Locascio](#); [Tiffany Argumedo](#); [Victoria Alwin](#); [Victoria Alwin](#); [steven.jaworowski@yahoo.com](#); [Steven Jaworowski](#); [Suzanne Phillips](#); [Nita Duhart](#); [Jessica Scott](#); [Abigail Reuter](#); [Julie Cornett](#); [Deborah Gregory](#)
Subject: ISEP Summer Correspondence
Date: Friday, May 8, 2020 12:49:00 PM
Attachments: [Summer Dates.pdf](#)
[image002.png](#)
Importance: High

Hello ISEP Summer Team!

This is going to be quite an adventure as we embark across new territory of correspondence learning in the prisons for a full term, start to finish. We offered two faculty-led [summer correspondence training workshops](#) on April 27th and April 29th which hopefully provided you with valuable information, tools, and strategies to get started on building your courses. If you missed out on one of the training workshops or need to revisit the conversation, please let me know and [I can email you a link to the Zoom video recording](#).

Here are a few main points to keep in mind regarding the summer correspondence procedures...

1. **Summer term is June 1-July 24, 2020.** Due to the nature of this accelerated pace, we are highly encouraging all courses to front load and distribute **ONE full-course curriculum packet** with all the necessary materials/assignments during the first week of instruction.
2. **Full-course curriculum packets begin replication on May 18th** with Deb Gregory from IWV's print shop. Please get your materials to Deb as close to this date as possible to ensure all copies can be completed before the first week.
3. Enrollment began on April 27th for returning students and May 4th for new students. Enrollment packets are being processed and numbers estimated roster numbers will be available May 18th. **Note: You may not see all your students listed inside your Banner roster until June 1st.** You **do not need to attach student names to your initial course-curriculum packets** as they are mass-produced and will be distributed based off official Banner rosters on Week 1.
4. Review the attached **Summer Dates** for weekly tracking and restrictions on deliveries. Feel free to include these dates into your syllabus.
5. **CDCR education is closed June 22-July 8.** There will be NO MOVEMENT of any materials/assignments during weeks 4 & 5. It is highly likely that week 6 will also have restrictions due to the shortened week.
6. Instructors are welcome to send student-specific quizzes and/or finals after the initial week of packet distribution, if absolutely necessary. However, keep in mind the risk of movement between yards/student response time may increase if not presented up front. Staffing will be extremely limited for packaging/distributing materials to students after the initial first week, so please limit any new coursework/materials into weeks 2-7 unless necessary.
7. Instructors can send back graded work/feedback and will receive assignments/feedback from students on a weekly basis (refer to the Summer Dates attachment). Cover sheets (used in spring term) are not necessary as long as the **student first and last name is clearly marked** on all returned work.
8. **Encourage students to include the INSTRUCTOR name** on all assignments being turned in, so they can be routed back to you without mix up
9. **TEXTBOOKS are not feasible.** We will not be able to collect all the OERs from spring term prior to the start of summer and there is not enough staffing available to distribute textbooks this term. However, if you need chapter-specific pages or a glossary to be printed out, please include this in your initial print request. Contact Lisa/Nicole for any specific requests.
10. **RESEARCH is available!** Julie Cornett is our Cerro Coso Librarian and has a whole set of pre-referenced research materials/articles/etc. for your use. Please email Julie Cornett jcornett@cerrococo.edu to discuss specific options for your class. These can be included as an Appendices option along with your full-course curriculum packet.
11. **EXAMS are not proctored.** Assume the student will have access to communicate with others as well as reference course materials during any exam/assignments.

Feel free to contact your ISEP faculty leads, Peter Fulks peter.fulks@cerrococo.edu or Alec Griffin alec.griffin@cerrococo.edu, with any course-specific/instructor questions. Lisa Stephens lisa.stephens@cerrococo.edu and I are also available throughout the summer term if you need anything.

Although not ideal circumstances, our students are sincerely grateful we're providing them the stability and continuity to complete classes via correspondence. You are making a difference in so many lives! We got this. ☺

ISEP Summer Term Correspondence Dates

June 1 - July 24, 2020

Important Dates

Monday, May 18th

IWV print shop begins full-course curriculum packet replication

Week 1: June 1-5

1st week of correspondence begins and student receives full-course packet

Ongoing:

Instructor feedback & graded work can be sent once a week to students. Refer to Weekly Schedule for restrictions.

Any additional correspondence between instructor to student (i.e. feedback/graded work) must arrive by the following days/times to ensure delivery that week::

IWV Print Shop

Tuesday, 3:00PM

Tehachapi Campus

Tuesday, 6:00PM

Summer Term Weekly Schedule

Week 1: June 1-5

Student receives full-course packet

Week 2: June 8-12

Student can receive feedback/return work

Week 3: June 15-19

Student can receive feedback/return work

Week 4: June 22-26

Prison Closed June 22-July 8

No materials in/out during Weeks 4-5

Week 5: June 29-July 3

Week 6: July 6-10

Student can receive feedback/return work

Note: Week 6 may also be limited due to the shortened work week

Week 7: July 13-17

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

Week 8: July 20-24

Final week student can return any work to instructors

Students receive weekly feedback/graded work on
Wednesdays

Instructors receive prior week's returned work on
Thursdays

**Instructors will be notified of any updates or changes as needed*

Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

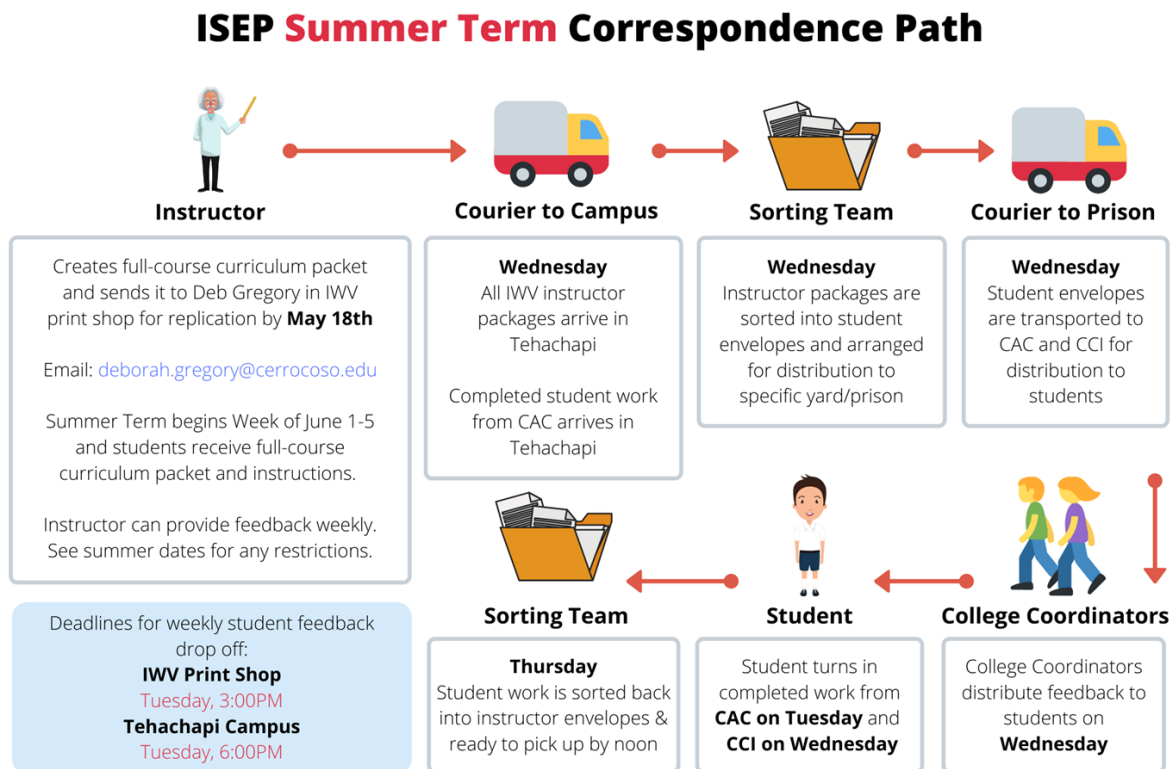
P: (661) 823-4986 x6603 | E: nicole.griffin@cerrocoso.edu

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Subject: ISEP Summer Correspondence Path
Date: Monday, May 18, 2020 11:06:00 AM
Attachments: [ISEP Correspondence Tracking \(3\).pdf](#)
[Summer Dates.pdf](#)
[image002.png](#)
[image006.png](#)
Importance: High

Hi ISEP Summer Team!

If you haven't already done so, please send your correspondence packet directly to Deborah Gregory deborah.gregory@cerrococo.edu as soon as possible. We anticipate having your estimated enrollment/roster #s by the end of this week.

Below is a visual and important dates to track the summer correspondence path (attached pdf for print). Let me know if you have any questions.



**Instructor envelopes can be picked up from the IWV Campus or Tehachapi Campus drop box. Those living outside the area can opt to have instructor envelopes mailed to their home address.*

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Warm regards,

Nicole Griffin

Program Manager, Dual Enrollment & Prison Education

Cerro Coso Community College – Tehachapi Campus

P: (661) 823-4986 x6603 | E: nicole.griffin@cerrocoso.edu

COPY REQUEST SUBMISSION FORM

Tehachapi Campus - ISEP Correspondence Packets

Full Name: *

First Name

Last Name

Phone: *

Area Code

-

Phone Number

E-mail: *

ex: myname@example.com

If you teach multiple sections of the same course, use ONE form per course section.

Submit one file with all your Student Cover Sheets (with students names listed at the top) for that course roster.

Course: *

example: ART C106

Prison: *

- ☐ Cal City Prison
☐ Tehachapi Prison

Date needed by:

*

- ☐ Monday, March 23
☐ Monday, March 30
☐ Monday, April 13
☐ Monday, April 20
☐ Monday, April 27
☐ Monday, May 4
☐ Monday, May 11
☐ Monday, May 18

**Number of
copies: ***

Finishing

☐ Single-sided

options:

- ☐ Double-sided
- ☐ Stapled
- ☐ Other

**Comments or
other
instructions:**

NOTE: One of these files MUST include the **Student Packet Cover Sheets**. If there are no cover sheets, they will not be delivered. You can find a link to the Student Packet Cover Sheets in your [ISEP Canvas module here](#).

File 1: * No file chosen**File 2 (optional):** No file chosen**File 3 (optional):** No file chosen**File 4 (optional):** No file chosen



Prison Education Program - Weekly Brief

Spring 2020 | Cal City & Tehachapi

Name *

First Name

Last Name

Did any class get canceled this week? *

- ☐ Yes
☐ No

Did you have any students drop, transfer, or be removed this week? *

- ☐ Yes
☐ No

How was your week? *



Overall Rating

What went well? Any successes you want to share?

What could be better? Any challenges that need to be addressed?

Submit

Powered by JotForm