



Minutes

Committee Name: Incarcerated Student Education Program

Date: March 31, 2020

Time: 3:00 – 4:30 p.m.

Location: Zoom

1. Call to Order

Time: 3:03 p.m. by Corey Marvin, Vice President of Instruction

2. Approval of Agenda

Unanimously approved

3. Approval of Minutes and Action Items

Unanimously approved

4. COVID-19 Impacts

What we are doing now: Lisa gave a summary of current approach to ISEP. For the last two weeks, packets have been delivered to the prisons for students to work on. They are dropped off once a week and picked up once a week. Packets are made individually for each student. It has been a team effort at Tehachapi. At Ridgecrest, Deb Gregory is making copies that are sent to her electronically, and M&O is transporting them back and forth.

Christine: do we have a sense of how smooth it is in the prison? Peter: one week in, we're not entirely sure, but given the relative lockdown in the prison, distribution should be pretty simple compared to before. It actually by-passes the mail room and goes directly to the college coordinators, saving time and layers.

Julie: what about learning supports during this time? Do faculty know we're still offering library assistance? Peter: Faculty will be reminded during the weekly Zoom call tonight.

Corey: what about student services support? Students still have the inquiry form to fill out and send. Perhaps one should be included in each packet each week to ensure continuity of communication. Christine: if student services has additional forms, can they be included in the packets? Some items were previously sent by mail and now it seems they may be held up. Peter: if you want anything sent, best to put in the packet. More generally, students are feeling very vulnerable right now, so anything that can reassure them that the college is still here and serving them would be greatly



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appreciated. Any handouts about battling depression, etc., would also be very good. Christine thinks she has staff who can make the handouts.

The college has a video running at Tehachapi over the TV system that provides important information. The video was shown. Julie: that's fantastic: is it possible to change the content and make spots for upcoming library workshops, for instance. Peter: right now is a good time to try innovations like this; if we are ready to go, we may be able to exploit the disruption and get our stuff in.

So how are we moving ahead in summer and fall. Christine: How do we know at this point who our students are who are even ready to take classes? Lisa: We need to process and analyze petitions to graduate so we can identify students who are done and also students who need certain classes during the summer. Christine: have students been communicated with about the cancelled commencement? Peter: not sure, you'd *think* they'd know by now, but a communication couldn't hurt. **ACTION ITEM: Corey will send Peter a list of items to address, Peter will put it in some kind of form and send it back.**

Corey: So how many classes *are* we doing in the summer? And in the fall? Are we consolidating a little in light of the challenges? Or keeping our foot on the gas pedal? Peter: we should continue on and fulfill our commitment to the students and our partners. Christine: perhaps offering slightly less in the summer can mean gearing up for fall. Right now, small options for enrolling and orienting new students; it's going to have to be figured out. We're in a good spot right now having caught up with education plans for students, so there is some capacity there. Corey: what about having enough faculty if the recession results in more sections offered college-wide and faculty move out of the prison program? Peter: a good point that underscores the program's ongoing need for a faculty recruitment strategy.

Peter: Chancellor's Office guidance has been expressed verbally but not officially that correspondence education will be okay at this time. Peter forwarded language from the CCCCCO.

Jesus: close to 30 students who have submitted petitions to graduate, with 30 pending. That's just at Cal City. Waiting to do over 35 education plans and then another 40 or so. Hopes to have them by the end of May. How many students graduating from Tehachapi? Karee: 30 from the various yards.

5. Review of Action Items

- **Corey will send Peter a list of items to address, Peter will put it in some kind of form and send it back.**



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6. Future Agenda Items

7. Future Meeting Dates

- January 29, 2020 3:00 – 4:30 p.m. | MB350B
- ~~February 5, 2020, if needed. 3:00 – 4:30 p.m. | MB350B~~ CANCELLED
- March 18, 2020 3:00 – 4:30 p.m. | MB350B
- April 22, 2020 3:00 – 4:30 p.m. | MB350B

8. Adjournment

Time: 4:30 p.m. by Corey Marvin

Meeting Chairs: Corey Marvin / Peter Fulks

Recorder: Corey Marvin



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Committee Name: Incarcerated Student Education Program

Date: April 14, 2020

Time: 3:00 – 4:30 p.m.

Location: Zoom

1. Call to Order

Time: 3:00 p.m. by Corey Marvin, Vice President of Instruction

2. Approval of Agenda

Unanimously approved

3. Approval of Minutes and Action Items

Unanimously approved

4. Check-In/Status/Issues

Packets are going well though yesterday took a very long time. Some refinement still needed in working with faculty to get the paper organized so it can be packaged easier. We are now at the point where graded work is going *back* and so packets are getting bigger and more complicated. California City is working like a machine.

Physical Science instructor recruitment is currently on hold. **Action item: Corey will ask Resa if we can use the applicant list to contact people for adjunct work.**

Peter: correspondence education memo came out today from the Chancellor's Office.
Corey: correspondence education in the prison is a matter of compliance really only for the CCCCO and not for ACCJC since incarcerated students don't get federal financial aid.

5. Looking Ahead to Summer

Planning in the summer for correspondence education. That allows us to manage growth and keep students on track for education plans because there are no room restrictions. Faculty are ready to get going, ready to start putting packets together right now to be prepared.

One problem is going to be the textbooks. Getting them back from who currently has them and redistributing them. Faculty may have to do something different than rely on the full-textbook OER's, like copying units at a time for the packets.

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Learning support services. Julie: there should be little difference in the summer compared to previous semesters.

Student support services. Christine: student services has already met and is prepared to move forward in the summer. The challenge is not meeting with students face to face, of course, but Jesus has developed a good workflow, and the division is probably better prepared to enter the summer semester even under these conditions than it has ever been. ACCESS programs additionally sees no issues.

New students off the waitlist: hoping for 80-100 at California City. At Tehachapi, 120 students are on the waitlist but these could be accommodated with more classes.

6. Looking Ahead to Fall

Planning to be back to a face-to-face program in the fall. Lisa: Statewide the future is wishy-washy; everyone is trying to look ahead but it's impossible to tell what the circumstances will be in August. Nicole: one thing is we're going to start to see more formerly incarcerated students.

Pinch points for faculty recruitment: history, business, physical science, math, music, arts. **Action item: Corey resend the faculty recruitment email to faculty chairs next week. Action Item: Corey sends out another letter to students that discusses:**

- How the Inquiry Form Works
- Information on Summer Session
- EW
- Exceptions on Grading Policy (P/NP, I, IP, etc.)
- Faculty possibly extending the dates

7. Review of Action Items

- Corey will ask Resa if we can use the applicant list to contact people for adjunct work.
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10. Adjournment

Time: 4:15 p.m. by Corey Marvin

Meeting Chairs: Corey Marvin / Peter Fulks

Recorder: Corey Marvin



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Incarcerated Student Education Program Committee

Date: Tuesday, September 29, 2020

Time: 3:00 pm – 4:30 pm

Location: <https://cccconfer.zoom.us/j/92883497641>

Attendees: Scott Cameron, Peter Fulks, Alec Griffin, Nicole Griffin, Karee Hamilton, Corey Marvin, Christine Small, Lisa Stephens

Guests: Jesus Gaytan

1. Call to Order

Meeting called to order at 3:01 pm by Corey Marvin

2. Changes/Additions to the Agenda

Corey Marvin added department check-ins

3. Approval of Minutes and Action Items

Minutes approved unanimously

4. EOPS Update

- *EOPS currently on two of the five yards. Six EOPS Students graduated this spring and summer term. Since we are in correspondence mode, we decided to run EOPS on the C yard only for the fall semester. EOPS just accepted sixteen additional students into the program. October 9 2020 is the last day for applications due to the upcoming deadline. New EOPS students are required to complete an orientation prior to receiving supplemental materials and education plans. Corey inquired about gaps that have been identified within the program. Book vouchers are no longer distributed because the program provides books to the students. We are currently in week 6 of this process and Karee does not foresee issues in getting ed plans or EOPS activities completed.*

5. Late Adds

- *Late adds have been an issue. It must be addressed at the district level to get add codes put in Banner. Ben inquired about specifics within the prison environment at the Senate meeting and Peter has come to the ISEP committee for input. Process issues are in the way. What can the ISEP committee work on or influence to improve this process for the prison programs? Corey shared that the college is trying to return to Baseline Banner. Baseline Banner allows faculty to be in control of their own rosters on the first day. Faculty can drop students and give add codes, etc. Some instructors do not want to let students in after the first week. Baseline Banner bypasses the Dean which allows faculty to have control of their roster until census. As Corey understands the process, it would be open until census day. Anything after that requires late add form. Corey feels it is win-win to have Baseline Banner as it gives faculty more control over rosters. Lisa Stephens asked if Jaime can be provided CRNs and have her keep those classes open (similar to Dual Enrollment). Our current practice was developed with Senate input. To move away from that practice requires additional input from the*



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Senate and consensus that a new process is desirable. Peter to bring topic to the Academic Senate. Keeping prison courses open would eliminate paperwork. Scott Cameron spoke to instructors being prepared to have enough correspondence packets/materials for any late add students. Peter is hopeful that spring will be the last semester with correspondence. Tehachapi has allowed access to a small group of students. Maybe classes can be closed based on dates requested by instructors. Prison students show a trend of dropping within the first few weeks because they do not like the instructor or they got a new job; schedules changes are frequent in the first two weeks in prison classes. Prison courses do not have a Banner waitlist that rolls automatically. Lisa shares that students are not added unless faculty directly contact Inge or Lisa. If students are missed by accident, then Lisa reaches out to add the student to the class. Nothing gets done without faculty involved. Correspondence is not ideal, but the process is being refined. Peter and Alec provided input for Correspondence Title 5 regulations. Cerro Coso recently adopted practices from South Lake Tahoe in terms of how to integrate student services; their hands-on approach is very interesting. BC piloting and providing input for Baseline Banner.

6. Resources Needed

- The prison program is continually in need of more support to get things done. Nicole and Peter have been brainstorming ideas that address the gap of additional support. The prison needs faculty willing to give professional service time to do some particular tasks. Ideas: Data champion/re-entry champion/mentors/task force, etc. ISEP continually needs more support to get things done. Nicole and Lisa are constantly bombarded with faculty needing assistance. It would be a great support if new faculty members were assigned to a mentor faculty member. ISEP would like to set up a task force with a few key people to help mentor, address and resolve issues. Corey reminded the committee that is where the planning comes in. It is a good opportunity to make a good impression with the new President with planning. Corey suggests a comprehensive plan to pitch to all three Vice Presidents because grant funding will go away. ISEP can propose a unit plan for going into the next academic year. It should be integrated into the section plan and division plan. Corey suggests having those conversations before-hand so the information is not a surprise. Scott Cameron suggested having a faculty member document the duties over the course of a month, then figure out how much time was spent and what exactly was done. Then decide what position would be required to perform these tasks. Resources requested in planning documents. Brainstorming ideas were shared of what ISEP could look like if structural department changes were made. A few Promise students are volunteering hours and a student worker was just hired.*
- Peter Fulks inquired about internships. To create internships, ISEP would have to do a cooperative work experience plan and create curriculum to provide credit to the students. Cerro Coso may advertise to CSUB that we have space available for an intern, then CC is not providing the credit and CSUB would have to do the work. Corey is not sure what is required as far as liability is concerned and instructed Peter to*



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contact Resa. Per Christine, interns/volunteers need to fill out the volunteer form, background check and TB test.

7. Updates on Correspondence

- *Nicole – speech classes showing in progress are starting to compound with preventing students from graduating. This issue needs to be addressed in the spring. Alec and Peter will talk to South Lake Tahoe to learn how they are proceeding with speech classes.*
- *Lisa Stephens – If the CSU pattern is followed rather than the IGETC pattern, would speech still be a requirement to graduate? Jesus shared that both general education patterns do not require speech to graduate. If students are going for the ADT, then yes. Christine Small – some districts have made changes, KCCD has not.*
- *A memo came out from the Chancellor's Office regarding comms and distance education modalities. Peter would like to know if there is a way to hybrid these with correspondence. CSU won't reject the course exclusively because it is taught distance ed. Executive Order 1100 3.2 makes it clear oral communication and lab science courses are accepted. Peter fears this will prevent students from graduating in the spring if they are not getting this class. More Project Rebounds will be opened throughout the state. Corey supports the concept of getting students through the class in whatever innovative way we can that does justice to the outcomes of the course and that students are getting what they should be getting. ISEP would have to work closely with faculty members to get input and make a decision. Can all IPs be combined into one CRN? This would address the availability of instructors. Corey suggested changing instructor name for the remainder of the course rather than CRN. The original instructor and new instructor would have to agree with that arrangement. Hours will need to be monitored as they may not go over in hours without going over load.*
- *Christine suggests a brief discussion with Heather regarding students close to graduating. There are some exceptions and flexibility in the Title V language. It may be worth revisiting the conversation to see if this can benefit our prison students.*
- *Lisa Stephens shared the ISEP goal to increase course offerings by 25% has been met as of Spring 2021. Jaime is already putting in classes. We are getting rosters ready and will be on the G:Drive if you would like to view the documents.*

8. Review of Action Items

- *Peter to take the discussion of Late Adds/keeping prison classes open to Academic Senate for input*
- *Peter to talk to Resa Hess regarding possible interns from CSUB*
- *Lisa and Nicole to follow up with Chad and Corey to resolve Speech class issues*

9. Future Agenda Items

*Section planning related to the ISEP program structure
Discussion on complaints and grade change requests*



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10. **Future Meeting Dates:** Tuesday, October 27, 2020 at 3:00 pm
11. **Adjournment**
Meeting adjourned at 4:12 pm by Corey Marvin

Meeting Co-Chairs: Corey Marvin & Peter Fulks

Recorder: Lacey Navarro