

education.

Initiatives for Next Academic Year

Incarcerated Student Education Program (ISEP) – Comprehensive Staffing Plan

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

The Incarcerated Student Education Program (ISEP) continues to grow each year, providing vital access and opportunities for disadvantaged students, along with assisting the college’s fiscal needs.

With continued growth and once we get to a level of sustainability, the need for staffing support is critical so that the program can 1. Continue to be at a level of excellence and 2. Prevent any stress or burnout of the small group that is performing the duties and tasks on a daily basis.

Below is data that provides the reader with a clear picture of **East Kern’s (EK) FTES growth over the past four years**. EK’s total FTES has increased **245%** since AY 2016-17 and has potential for more growth in the future within all three areas of on-site, dual enrollment and incarcerated student programs.

	AY 2016-17	AY 2017-18	AY 2018-19	AY 2019-20
EK Total FTES	245.0 (+175%)	520.6 (+112.5%)	796.8 (+53%)	844.1 (+6%)
<i>Incarcerated Student Course</i>	107.5	317.9	531.9	542.9

ISEP Staffing Comparison: A staffing comparison was conducted between our sister college, Bakersfield College and Cerro Coso Community College. Cerro Coso Community College ISEP FTES was equal too BC’s program during the 2016-2017 academic year, but since then has continue to surpassed Bakersfield College in regards to FTES, student headcount, enrollment, programs offered and class offerings.

See below for Enrollment Comparison Data:

FTES – Incarcerated Programs	AY 2016-17	AY 2017-18	AY 2018-19	AY 2019-20
Cerro Coso FTES -Incarcerated Student Course	107.5	317.9	531.9	542.9
Bakersfield College FTES – Incarcerated Student Course	107.3	214.0	377.3	438.5

To get a closer look at staffing at both colleges, below is a table that shows current positions and the percentage of ISEP dedication.

Staffing Comparison w/ Bakersfield College:

Cerro Coso Community College	Bakersfield College
Director of East Kern 25% Prison Focused	Program Director (100% Prison Focused)
Prison Program Manager 50% Prison Focused (COF – ENDS June 2021)	Program Manager (100% Prison Focused)
Re-Entry Program Coordinator 100% Prison Focused (COF –ENDS December 2021)	Program Manager (100% Prison Focused)

<p>KRV Department Assistant III</p> <p>(Assists w/ A&R and tasks)</p>	<p>Department Assistant III</p> <p>(100% Prison Focused)</p>
<p>KRV LRC Technician</p> <p>(Assists w/ prison program LRC/LAC tasks KRV)</p>	<p>A&R Tech</p> <p>(hiring now - 100% Prison Focused)</p>
<p>2- Faculty Leads</p> <p>(COF – Ends June 2021)</p>	<p>2- Faculty Leads</p> <p>(Not sure if this is COF after June 2021)</p>

As you can see, our comparison/sister college's ISEP group has positions that are 100% dedicated to their inmate scholar program. Cerro Coso Community College has been extremely resourceful using current staff at the sites to meet the needs of the program along with contingent on funding (COF) positions, but these position are ending in June 2021.

This initiative is to set up a three year staffing plan that changes contingent on funding positions to permanent positions along with adding a more diverse classified staffing groups (that are not management heavy as compared to Bakersfield College - our comparison college).

Also the below plan as FTES target goals to assist with the costs associated with each position.

- 2019-2020 – 549.9 FTES
- 2020-2021 – 650 FTES (Targeted Goal)
- 2022-2023 – 700 FTES (Targeted Goal)

Academic Year 2021-2022

1. Create a **Site Director of Prison Education OR change the Prison Program Manager** from COF to permanent. Potential funding streams include Strong Workforce Development (currently being used for the COF position).
 1. Position request is listed under "Staffing" on this current 2021-2022 section plan document.
2. Change the Re-Entry Program Coordinator to an **ISEP Program Coordinator**. This EK position would still include re-entry, but would also provide much needed ISEP assistance with programmatic duties. In regards to funding ideas, grant funds for July 1, 2021 through December 31, 2021 would be applied to partially fund the ISEP Program Coordinator position with the possibility of re-applying for the Re-entry grant, if available. Other funding sources may include Strong Workforce funding along with Adult Education funding (see proposed job duties below in staff section).
 1. Position request is listed under "Staffing" on this current 2021-2022 section plan document.
3. **Prison Education Faculty Lead Coordinators** (COF from BC Innovation Award ending June 2021). Continue with this much need faculty coordination. In regards to funding, the request is to reassign a .1 load for a full-time faculty member in Letters and Sciences, a .1 load for a full-time faculty member in CTE, and a .1 load for a full-time faculty member to take on the role as an ISEP Phi Theta Kappa coordinator.
 1. Position request is listed under "Staffing" on this current 2021-2022 section plan document

Academic Year 2022-2023

1. New position – **Department Assistant III**. This EK position would provide targeted and specialized ISEP position. It will provide variety complex and confidential clerical and secretarial services to college administrators, faculty and staff. This position would also provide information to the faculty, staff, students and public along with providing complex staff assistance to the Incarcerated Student Education Program.
2. New position – **A&R Technician I or II**. This EK position would focus on ISEP tasks, but also handle EK's large dual enrollment program A&R needs along with and EK campus A&R tasks. This would provide work that can be done throughout the entire academic year. Other tasks (not limited to) would include sending out grades to ISEP students, transcript tasks associated with the ISEP and dual enrollment programs along with petition to graduate duties.

Lead Measure of Success:

Gathering FTES data during 2020-2021 as a baseline.

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

Data showing new hires for 2021-2022 and 2022-2023.

Using baseline enrollment data during 2020-2021 to compare it to FTES goal during the 2021-2022 academic year to see if funding growth was gained.

Person Responsible:

Director of East Kern and/or Prison Program Manager

Other

Addresses ISEP programmatic growth and sustainability goals (rather than program review goals/strategies).

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Kern River Valley (KRV) Campus Transition – Distance Education/Adult Education Prep Focus

Is this part of a multiyear initiative?

Specific Action Steps to be Taken:

The Kern River Valley campus will be in transition during the 2021-2022 academic year. The campus is downsizing to a 1000 square foot office space.

The transition will be from in-person courses/programs to a distance education and adult education prep program focus (i.e. GED Prep).

Due to COVID climate campus and the move being postponed until 2021, the previous year goals during 2020-2021 were not attainable. This initiative will also be incorporating the 2020-2021 "Growth of Online Enrollment at KRV" initiative aspects along with new targets.

KRV will focus on creating a visible and accessible space that draws current and potential students to learn about, apply and enroll in CCCC online programs and courses. This space will continue to provide academic and student services to fully support student learning and success.

This new space will also provide the team to focus on marketing the (with the assistance of the Marketing Director) GED prep course and assistance along with promoting successful college transitions from adult education programs (with Kern High School District) to our community college (connected to the EK Campus Manager 30 day increase staffing request to Campus/K12 Dual and Adult Education Manager).

NOTE: **Connects with position request** is listed under "Staffing" on this current 2021-2022 section plan document East Kern Campus Manager - Increase to a 12-month position Change title to: Campus and K12 Dual and Adult Education Manger