



Minutes

Committee Name: ISEP

Date: May 7, 2019

Time: 12:00 – 1:30 p.m.

Location: MB 318 | KRV 5 | Zoom

1. Call to Order

12:13 by Corey Marvin, Vice President of Instruction

2. Approval of Agenda

Approved

3. Approval of Minutes and Action Items

April 23, 2019

March 26, 2019

4. Updates on action items

*Action Item: Lisa Stephens to send committee the single point of contact for KRV / Cal City Prison - **COMPLETED***

5. Faculty re-orientation

Discussions held amongst the group on how we can better serve our faculty members who serve our incarnated student population. Ideas to include Canvas site/Course – the possibility and logistics for holding this class for credit/certification. As well as making it available to other faculty members outside of the college/district. Corey raises concerns and doesn't support the model as it was previously developed for the online teaching faculty.

Peter has been looking into a platform called Bridge. *Action item: Peter to send Corey information and pricing. Innovation grant could pay for the startup but how are we able to fund the platform going forward?* Benefits of the platform include, "One Stop Shop", can house forms and documents such as the training manuals, CDCR rules and guidelines, the ability to track a faculty member's progress, i.e. training, security clearances, etc.

6. Enrollment Growth

Identified Concern:

There is uncertainty surrounding the current funding formula. ISEP's intensive growth has outstripped Cerro Coso's ability to get students on education plans and provide the kind of tutoring and other learning support that we know makes a quality program. It



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has been proposed that in order to assist student services, the prison program was not going to add any **new enrollments** for the summer and fall 2019 semesters.

It has been identified that ISEP increased the **number of courses** offered at both prisons for summer/fall 2019, which has brought concern for possible new enrollments.

Note: Due to the number of impacted classes at both facilities, a very limited number of students are able to apply and come off the waitlist for classes. CAC has not accepted any new students into their program during AY2018-19.

Response to Concern:

ISEP has increased the number of courses available for a number of reasons, but most notably the **creation of AD-T pathways** as mandated by the State Chancellor's office. Additional ISEP courses were added due to:

1. Implementation of AD-T pathways during spring 2019
RESULT: Education plans are being given to students based on the AD-T core classes. Students now have a clear pathway towards completion of a transferable degree within 2 years.
2. Decreased Traditional Student Enrollment
RESULT: At the request of faculty chairs and Deans during spring 19 and summer/fall 19 semesters, courses were added in order for full-time faculty to meet their load requirements (i.e. Tom Heck)
3. New Courses Requested
RESULT: Faculty chairs requested courses to be added (i.e. LIBR C100, MATH C131); LIBR has developed a 3-unit course that could be implemented in fall 2019 and attract more enrollment.

Note: Reducing the number of courses offered will affect *enrollment*, **NOT headcount** of individual students. It will obstruct the number of units students will be able to take – decreasing the number of FTES, and time it takes to complete a degree. The average completion/transfer rate is 7-8 years for Cerro Coso overall. It has been suggested that we “incentivize students to take more classes each semester and so lower the time to completion”.

Student Services/Education Plans & Counseling Contacts:

It is **NOT recommended** to cut courses as a way to decrease the number of students to allow for student services to “catch up”.

According to Cognos Matriculation Report as of 4/23/19:

CAC & CCI Combined, looking at students in the 201930 term only (because if they are not taking a class this term, they most likely have transferred/paroled/or completed)

- **56% have NO ED PLAN marked**



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- **44% have either an ASEP/CSEP/Exemption**

Note: Anna/Karee have met with at least 200 students this term at CCI and *will have* Ed plans for each of them by the end of the summer term (logged once a letter goes out to student, even though they've already had counseling contact and discussed Ed Plan). When we account for these 200 students as having received their Ed Plan, the **NEW**

DATA IS:

- **23% have NO ED PLAN marked**
- **77% have either ASEP/CSEP/Exemption**

Due to the incredible strides our counselors (Anna/Karee/Devin/Ayanna) have made during this spring 2019 semester, we will have gone from 44% to 77% of our incarcerated students having an Education Plan and counseling contacts completed (that's a **33% increase** in one term!).

If courses are cut from the proposed schedule, those education plans will have to be re-written and adjusted for the limited number of courses available to reach degree completion.

Proposal:

If we must continue to address the concerns by cutting courses down to a 10% growth, a new baseline must be set. Due to AD-T's beginning in spring 2019, it is not accurate to compare growth from summer/fall terms between academic years and we propose comparing summer/spring terms for comparison instead.

Baseline Year

2018 Summer and 2019 Spring (Tehachapi) = 55

2018 Summer and 2019 Spring (Cal City) = 54

Total= 109 x 10% = **120 courses**

To meet the above expectation, the following classes would be canceled (13):

Summer 2019:	Fall 2019:
<ul style="list-style-type: none"> • 51147 – HSCI C101 (Alwin) • 50945 – LATN C201 (St. Amand) • 50965 – PHED C131 (Gambill) • 50914 – ENGL C235 (Phipps) • 50942 – KINS C101 (Heck) * 	<ul style="list-style-type: none"> • 73131 – POLS C101 (Mattos) • 72841 – HIST C103 (Newsom) • 72879 – KIN C101 (Gambill) • 72866 – HSCI C101 (Staff) • 72864 – HSCI C101 (Heck) * • 72925 – MUSC C118 (Thompson) • 72926 – MUSC C118 (Thompson) • 73164 – LIBR C100 (Mock)



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***This class was added so that Tom Heck could make load for the 2018-2019 academic year (per Dean & chair request) and 2019-2020 academic year.**

Results:

Canceling 13 courses over summer and fall equals a **total loss of 32.9 FTES** and 390 enrollments. Known loss of 12.8 FTES for already registered summer students and 20.1 FTES potential loss for fall.

$$32.9 \text{ FTES} \times \$5,500 = \$180,950$$

[Sum of (Unit load * 30 students) * 16 weeks]/525 = FTES

*The FTES is derived from the assumption that one student is enrolled in courses for 3 hours a day, 5 days a week, for an academic year of 35 weeks. This means **one FTES is 525 hours of instruction** (3 x 5 x 35 = 525) in the academic year.*

7. Review of Action Items

Action item: Peter to send Corey information and pricing. Innovation grant could pay for the startup but how are we able to fund the platform going forward?

Action Item: Corey to send doodle poll for the 2019/2020 future meeting dates

8. Future Agenda Items

- Prison Summit

9. Future Meeting Dates

- Prison Summit TBD
- 2019/2020 School Year - TBD

10. Adjournment

1:37 by Peter Fulks, Co-Chair

Meeting Chair: Corey Marvin
Recorder: Stephanie Brantley