



Minutes

Incarcerated Student Education Program Committee

Date: Tuesday, November 24, 2020

Time: 3:00 pm – 4:30 pm

Zoom: <https://cccconfer.zoom.us/j/99793809162>

Attendees: Scott Cameron, Julie Cornett, Peter Fulks, Jesus Gaytan, Alec Griffin, Nicole Griffin, Karee Hamilton, Corey Marvin, Inge Olsen, Christine Small

1. Call to Order

Meeting called to order at 3:03 pm by Corey Marvin

2. Changes/Additions to the Agenda

No changes/additions to the agenda

3. Approval of Minutes and Action Items

Minutes approved unanimously

Peter shared feedback from Academic Senate regarding ISEP Committed composition. No changes in the charge or composition of the committee for the time being. The Academic Senate can make a determination regarding their representatives.

4. Small group instruction/interventions

We missed the opportunity to enter the TCCI facility for small group instruction. Visitors are not allowed due to COVID.

5. Faculty Training Needs for the future

Peter would like to develop a cycle of professional development meetings to ensure trainings are meaningful and constructive. Training for spring semester should occur before January. Creating a training schedule and ensuring dates are added to the calendar will be beneficial for the ISEP education and morale. Proactive professional development is needed rather than intervention/problem solving at the last minute. Ideas were shared amongst the committee. Once a schedule and a pace are established, Peter suggests creating a repository of recorded trainings, possibly in a canvas shell. With better PD, the adjunct turnover rate can be reduced. Adjuncts may not always fully understand the environment in which they operate. PD has been identified as a critical issue within the prison program and Peter inquired about how to ensure funding is allocated to ISEP. ISEP could be included in the East Kern plan. Due to the growth, Corey believes ISEP needs its own section plan or unit plan, which will be a proposal moving forward. The Professional Development Committee is working on long-term archiving tool for a Professional Development repository.

6. Mentoring Program

- Instructors are showing interest in forming a mentorship program; an informal mentor group has already formed with full-time faculty. Adjuncts would be paired up with a full-time faculty (buddy system). Alec brings the topic to the group seeking approval to move forward. Instructors willing to participate can sign up and Lisa send out a formal email with logistics and structure. Adjuncts tend to be isolated and this*



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structure could bring humanity back into the ISEP program. It would provide an opportunity to share best practices and ideas. Everyone involved in the conversation thinks a mentor/buddy system is valuable and long overdue. Corey notes it will work well in the prison program. Alec would like to re-brand to avoid using the word "mentor". The volunteer nature of it is particularly important.

- *All attendees were in favor of some type of "mentorship program".*

7. Gaps in Recruitment (for adjuncts)

- *ISEP needs more support from chairs with recruitment. Peter discusses the possibility of sharing a list of minimum qualifications to the other full-time faculty in the areas with the most need. Certain courses are not offered due to lack of available adjuncts becoming the biggest obstacle of students being able to graduate. The reference list would be distributed faculty, the naval base or Bureau of Land Management. Corey solicited feedback from chairs in attendance. Scott is okay with the information, but is not interested in going out into the community to look for applicants. In terms of science, the solution would be a full-time faculty member assigned to the prison. All classes are not equal and cannot be taught in the prisons. Cerro Coso has a small number of courses that could possibly run a lab. Peter identifies the need for adjuncts as resource gap-issue. Once prioritized, the college could begin looking for sustainable funding. Peter discussed the possibility of the prison assigning Cerro Coso a lab area when normal operations continue.*
- *Denali is currently the only foreign language instructor and Latin takes two semesters to complete on IGETC. With the ISEP being on multiple yards in both prisons, Denali cannot be everywhere and there are gaps with students needing to meet the foreign language requirement. Nicole suggests adding Spanish or other foreign languages students can take in one semester. ASL, Spanish and French 101 will fulfil the one semester IGETC requirement. Per Nicole, ASL is not allowed in prisons. Peter inquired about the possibility of CPL in the prison. If the faculty in the discipline who regularly teach the classes feel that is a viable option for CPL, then a test can be created that would allow students to test out. Maybe the English department would be willing to consider CPL. It would be better for the department to put together an exam. CLEP does not count on IGETC. Peter inquired about using correspondence education during non-emergency instances. Through the Foundation for Community Colleges, Cerro Coso is collaborating with South Lake Tahoe. South Lake Tahoe is a quality leader in correspondence education because they only serve their local prisons. They use a hybridized approach sending counselors in the prison with certain courses delivered in correspondence mode. The department must agree to allow correspondence education under all instances and not just emergencies. The COR does not foreclose that possibility. The ISEP committee is okay with the idea of circulating pinch points and where we are looking for faculty to teach courses that satisfy particular transfer areas. Scott reminded the group that chairs have a hard enough time finding adjuncts for outside of the prison.*



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- *Alec inquired about the college's recruitment efforts. Corey clarified not every adjunct job description is posted all the time. HR is responsible for the recruitment of employees and posts job announcements. Corey is unsure of the duration of the job posting. The contract dictates prison postings must specifically state it is for the prison instruction. All adjuncts are currently at load. Nicole would like a buffer of available adjuncts in case an adjunct would like to take a semester off. Corey brought attention to the priority re-hiring list, which makes things difficult. The load is a further challenge. Given the load factor, an adjunct could not teach two lab classes in the same semester. Corey to ask Resa if job postings are shared to CCC. Succession planning for instructors in the prisons is one of the most important things we can do. If adjuncts are not available and ISEP programs come to a halt, then we should advertise out to the community. Use your Dean as an ally and have the Dean work closely with HR for recruitment.*

8. Review of Action Items

- *Corey to ask Resa if Cerro Coso job postings are shared to CCC*
- *Peter and Alec to approach Laura regarding a list of minimum qualifications in effort to help find qualified adjuncts*

9. Future Agenda Items

Faculty Evaluations – how to manage designees for observations. Corey reminded the group that the contract governs evaluation logistics. He encouraged faculty to have this conversation with CCA representatives.

10. Future Meeting Dates: Tuesday, January 26, 2021 at 3:00 pm

11. Adjournment

Meeting adjourned at 4:28 pm by Corey Marvin

Meeting Co-Chairs: Corey Marvin & Peter Fulks

Recorder: Lacey Navarro