



Minutes

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*



Minutes

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*



Minutes

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*



Minutes

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