

# Incarcerated Students Education Program Department

## ASP for Academic Year 2024-2025

November 2023

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## Description Of Section

### Connection to College Mission

The Incarcerated Student Education Program (ISEP) is recognized state-wide as a thriving, full-service, face-to-face program. Currently, ISEP offers a variety of degree pathway college courses at California Correctional Institution (CCI -Tehachapi). The college program at CCI offers students access and opportunity to earn multiple AS-T's and AA-T's, including three CTE degrees, as well as an associate degree in Liberal Arts: Social and Behavioral Sciences and Arts & Humanities, through the IGETC and CSU general education patterns and established degree pathways.

Additionally, students at the facility are offered counseling and advising services, including education planning, various counseling led workshops, enrollment assistance, EOPS, DSPS, and transfer assistance. The ISEP program also facilitates enrollment assistance through admissions and records, financial aid assistance, and the distribution of course books and materials.

Overall, the ISE program is committed to serving the diverse population of incarcerated students who reside in the rural community we serve by being innovative in our efforts to continually provide equitable educational programming and student services, and ensuring that we provide our incarcerated students with as many opportunities as possible to be successful in their college careers and beyond.

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## Review And Planning

### Performance and Equity Gaps Still to be Addressed

While there are a few equity gaps that exist within ISEP, such as the rate of female and Filipino students compared to the collegewide numbers, these aspects are controlled by the instructional environment, and there is little to nothing that we can do about it. The gap that we can make improvements upon is in student success.

#### **Student Success:**

	2018-19	2019-20	2020-21	2021-22	2022-23
Graded Counts	4,740	4,618	6,152	5,533	3,317
Measure Counts	4,205	3,994	5,214	4,295	2,710
Measure Rate	89%	86%	85%	78%	82%

Since the start of COVID, there we have seen a downward trend in student success within ISEP. Though this increased by 4% in 22-23, it could be reasonably assumed that the significant decrease in student population may have impacted these numbers.

To address the gap in student success, the reintroduction of tutoring services has begun. Upon returning to face-to-face instruction after COVID, we found it to be quite difficult to offer tutoring again since space and faculty availability are limited. We are actively working with our CDCR partners to find space for writing and math labs (to start with), and plan to introduce the peer mentorship program that was previously implemented at CAC.

Additionally, technology was recently introduced in the prison facility, when laptops were issued to the students. As students

now have more consistent access to their course content via Canvas, it is believed that they will have an easier time keeping up with their courses in situations where they may be on lockdown or in quarantine. Students also have access to various resources through the Library Canvas course.

## Last Year's Initiatives

### Continuous Departmental Development and Improvement

The ISEP staff have made strides in establishing and structuring the department. Some of the major accomplishments include establishing a new office site, restructuring the way that various aspects of the program are run, and establishing a well defined delineation of roles. Each person within the department has a clear understanding of what their duties and expectations are, which has allowed us the ability to continually improve processes and serve our students to the best of our ability.

With continued changes and improvements to the program, we will continue to restructure and delineate as necessary. One part of this initiative was also to complete a document that clearly outlines the roles of each position, which is in progress, but not complete.

### Bachelor's Degree Consideration

There has been continuous work in the area of Bachelor's degree consideration, but it is currently at a standstill. Since the first BA program to be rolled out was Cyber Security, which cannot be offered in the prison, there is no reason to continue work in this area until there is a program established that CAN be offered in the prison.

There has been some discussion of submitting an application for an Addiction Studies BA, which we believe would be wildly successful in ISEP. We are working with our CDCR partners to determine whether or not CDCR would approve of this program being offered at CCI, since our MOU states that we cannot offer programs that duplicate or supplant those being offered by CCI (CCI offers two addition studies programs).

This is a continuing initiative.

### Creation and Implementation of ISEP Student Handbook

ISEP's departmental portion of the handbook is nearly complete, but we still need to collaborate with Counseling, Admissions & Records, and Financial Aid to determine what they would like to include.

This initiative was continued in the 23-24 section plan, and will be finished by the corresponding concluding report.

## Initiatives for Next Academic Year

### Program Expansion Outside of CDCR

#### Is this part of a multiyear initiative?

Yes

#### Specific Action Steps to be Taken:

Since the closure of California City Correctional Facility, ISEP is only serving students at California Correctional Institution and Owens Valley Conservation Camp. Though the remaining correctional/juvenile facilities within our service are sparsely populated, they should have the opportunity to access to higher education programming if desired.

The ISEP department will connect with the correctional and juvenile facilities within Kern and Inyo/Mono counties (within in our service area) to determine if they have a need and desire to partner with a higher education institution, and whether they have the proper facilities to do so. If a need is determined, a strategy will be put into place to offer educational programming accordingly. Since the populations are small (and time in facility short), this will not create large growth within ISEP, but it will create equitable access within our communities.

#### Early Observational Data, or "Lead" Measure(s):

By the end of fall semester, contact will be made with each correctional and juvenile facility within our service area to determine need for and feasibility of offering college programming.

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

By the end of AY 24/25, ISEP will have expanded programming to at least one additional correctional or juvenile facility, providing consistent course offerings and student services.

**Person Responsible:**

Program Director, program staff, faculty leads

**Unit gap or institutional goals addressed:**

It addresses a gap in student equity, It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal

**Apply for Baccalaureate Degree**

**Is this part of a multiyear initiative?**

**Specific Action Steps to be Taken:**

There is a large movement to bring universities into the CDCR system in order for our transfer ready students to continue their education; however, Cerro Coso's pursuit in seeking out a four-year partner has been met with resistance. To graduate our matriculated, transfer ready students, Cerro Coso is seeking approval of a Baccalaureate degree program which can be offered both on campus and in the prisons. This will not only benefit the students we currently serve, but it will make Cerro Coso's BA program the sought after transfer program statewide for incarcerated folks seeking to further their education.

Communication is underway about the acceptability and feasibility of offering a BA program in Addiction Studies at CCI, which should be widely popular among our student population. Once it has been determined that CDCR will allow the degree at their institution, and the degree pathway has been fully written, the application will be submitted to the Chancellor's Office for approval. After approval, the program will roll out at CCI.

This initiative connects with the position reclassification request for a program coordinator (see program coordinator request for more information).

**Early Observational Data, or "Lead" Measure(s):**

All information requested by CDCR to determine acceptability will be obtained, and approval granted. Application for the BA program will be submitted to the Chancellor's office in the next application cycle.

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

Cerro Coso will receive approval for the Addiction Studies BA program for a fall 2025 rollout.

**Person Responsible:**

Addiction Studies faculty, Program Director, VP of Instruction, Dean

**Unit gap or institutional goals addressed:**

It addresses a gap in outcomes assessment, It addresses a gap in student equity, It addresses a Guided Pathways practice, It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal, It addresses an Educational Master Plan direction

**Create Cerro Coso Campus at CCI**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

Cerro Coso has been granted 7 modular classrooms to be housed at CCI, which should be in place by no later than this time next fall. The addition of this space will allow for program expansion and support the ability to offer a BA program, by providing more classroom space and additional scheduling times. The modulars will need to be fully furnished, including desks, chairs, technology, storage, etc...

ISEP will consult with key faculty to determine classroom needs, and once a date is set for installation of the modulars classrooms, the department, in conjunction with other overseeing departments, will begin the process of ordering all necessary furnishings. The desire is to also create an overall campus feel to the area where the modulars will be housed, so the department will also work to purchase benches and signs for the outside area as allowed.

This initiative demonstrates need for the DA III reclassification request, as there is a large amount of purchasing throughout the year (not just for this initiative) that must be done for the department, and outsourcing these purchases to other departments creates unreasonable strain and lag times.

\*All purchases for this project will be covered by RIGHT Grant funds.

**Early Observational Data, or "Lead" Measure(s):**

By the start of the fall semester, modulars will be in place, and an inventory of needed furniture and equipment will be assessed. This is dependent on which yards CCI allows installation on, as they may start with one yard at a time.

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

By the end of the fall semester, all modular classrooms will be fully furnished and ready for use. By the end of the spring term, the outdoor space will be outfitted with benches and signs, if allowed by CCI. This is dependent on which yards CCI allows installation on, as they may start with one yard at a time.

**Person Responsible:**

Program Director, program staff, faculty leads, VP of Finance, Director of M&O

**Unit gap or institutional goals addressed:**

It addresses a gap in student equity, It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal

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## Resource Needs

### Facilities

#### Permanent campus:

The East Kern site has not had a permanent location for several years and has had to move multiple times. The latest move has separated the ISEP department from the campus site, which causes some difficulties when interdepartmental collaboration is required. It is vital to the success of this site and our department to have stability and permanence.

Cerro Coso's lease with Tehachapi Unified School District is up on June 30, 2025. A decision will need to be made on what the Tehachapi campus will look like regarding facilities.

ISEP supports the creation of a campus that provides the community of Tehachapi, East Kern, and the ISEP department with an independent location.

### Information Technology

No requests at this time

### Marketing

No requests at this time

### Professional Development

**Management/Classified Leadership Development:** Conference attendance is extremely vital with regards to staying abreast of new and changing requirements associated with working with the incarcerated populations.

Program Director, Incarcerated Student Education and Program Technician, ISEP to attend the Alliance for Higher Education in Prison conference (out-of-state). Amount requested: \$4000.00 (travel for two individuals).

This conference provides administration with the ability to present so that state-wide and nationwide, Cerro Coso Community College can be recognized for excellent work/programs. It also allows us to gather information, data, and ideas so that the program can grow and continue to positively impact student success and completion.

**Faculty:** Education is constantly evolving, and this is especially true for higher education in prison. It is important to keep our faculty up-to-date on the new and evolving practices of higher education in prison, as well as any changes that come from working with CDCR. Request is for \$7200 to provide two ISEP faculty professional development days (one each for fall and spring) to provide updated trainings on ISE teaching practices for ISEP faculty.

\*Note: this is an annual request and is currently budgeted. The only change is in the amount requested for faculty PD, as more faculty have begun to attend each training.

### Other Needs

#### Department work schedule change request:

As the ISEP department is not student facing, only runs classes Monday through Thursday, and receives no visitors to the office on Fridays, ISEP is requesting to move to a remote work schedule on Fridays. Some other positions/departments who do not require public contact or access to equipment directly on campus have been granted the ability to work remotely over 50% of the work week. ISEP does not require any of the aforementioned on Fridays, and can easily complete the work required remotely, preventing commutes and childcare needs. If there is ever a need for the staff's physical presence on a Friday, exceptions can be made.

#### New budget requests:

*Equipment Maintenance Agreement- 5686 CP*

Effective July 1, 2023, the large Ricoh printer that was previously maintained under the East Kern budget was moved to the ISEP budget. As I was previously unaware that the department would be incurring this cost, I had to transfer funds from my paper account to cover it this year. *Amount requested: \$3,000*

*Maintenance & Repairs Supplies- 4315 CP*

M&O has requested that ISEP maintain the college car by washing it. As we do not have the M&O facility here to maintain that for us, the program director has been paying to take the car through the car wash. The request is to pay for an unlimited monthly car wash pass to maintain the college car, at a cost of \$21.95 per month. *Amount requested: \$263.*

## **Staffing Requests Not Already Listed In Unit Plans**

### **1000 Category - Certificated Positions**

**N/A**

**Location:**

**Justification:**

### **2000 Category - Classified Staff**

#### **Department Assistant III, ISEP (Reclassification)**

**Location:**

EKC Tehachapi

**Salary Grade:**

38

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

40,622.76 (increase of \$3,820 from current)

**Justification:**

ISEP is currently assigned a Department Assistant II; the request is to reclassify this position to more closely align with the job duties and needs of the department. This also more closely aligns with BC's Rising Scholars program, which has two Department Assistant III's, and most other campus departments, which are assigned DA III's.

\*Note: the additional funds required for the salary increase can be paid out of existing grant funds\*

As ISEP is a fully independent and specialized department, the department assistant provides specialized clerical support, requiring a broad knowledge of the program. Additionally, the department should be fully self-sufficient in ordering books and supplies (which are ordered often throughout the year), creating travel POs, and maintaining budgets. As it currently stands, we

are forced to outsource these services from the East Kern DA III, who works out of Lake Isabella; this often results in confusion, lag times, and frustration.

The current job duties of the Department Assistant II which align with a DA III include:

- Perform general secretarial and clerical work; schedule appointments and process CDCR personnel information; monitor, distribute and maintain office supplies; maintain and troubleshoot new equipment; receive and sort mail.
- Type and proofread a wide variety of reports, letters, projects and proposals; compose correspondence related to assigned responsibilities; assist in preparing and typing course catalog information including class schedule information.
- Participate in the planning, development and implementation of a variety of events and functions directly related to area of responsibility, including registration events and graduation.
- Assign work activities, projects and programs to student help; monitor work flow; assist in training student help.
- Perform a variety of work involved in student assistance including registering for classes; obtaining transcripts; process student requests through the appropriate departments; inform students of class cancellations.
- Organize and maintain filing systems; maintain a variety of files and record logs directly related to area of assignment including certificated and classified employee files, and general student files.
- Review materials for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports; provide information and forms to students, faculty, and staff; collect and process appropriate information.
- Serve as a receptionist; answer the telephone and provide information to students, other offices and the general public regarding the College's policies and procedures as required; provide programmatic information.
- Exercise functional and technical supervision over student assistants.

The job duties that the Department Assistant III will be able to perform, bringing them in-house, rather than outsourcing them from the East Kern DA III would include:

- Order office supplies and textbooks.
- Prepare a variety of reports and requests such as travel request forms and faculty request forms; report teacher absences; verify student assistants' time cards; issue, receive, type and process various applications, permits and other forms.
- maintain files and record logs directly related to budget information
- Receive and deliver supplies; verify incoming shipments for appropriate quantity and quality; record receipt of merchandise on purchase order; file purchase order; forward purchase orders to District office for partial or full payment; send District updated inventory list.
- Respond to supply and material delivery problems; identify shipping problems and return goods shipped in error to vendors.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; prepare requisitions for supplies and equipment for all specially funded projects; monitor and control expenditures.

## **Program Coordinator- ISEP (Reclassification)**

### **Location:**

EKC Tehachapi

### **Salary Grade:**

42.5

### **Number of Months:**

12

### **Number of Hours per Week:**

40

### **Salary Amount:**

50,732.28 (increase of \$4,771.32 from current)

**Justification:**

ISEP is currently assigned a program technician; the request is to reclassify the position to a program coordinator to better fit the needs of the department. Additionally, with the implementation of the BA program on the horizon, there will be a great need for a position that can assist the director with increasing responsibilities.

\*Note: This position has been requested in the last two section plans, but was modified to a reclassification this year. The additional funds required for the salary increase can be paid out of existing grant funds\*

Some of major programmatic duties related to this position include (but are not limited to):

- Assist with the coordination and implementation of the BA program at the prison facility.
- Seeking out new educational partners for potential expansion; make contacts and create relationships.
- Coordinating with Kern County Parole/Probation to obtain active participation in PACK meetings, creating additional pipeline of students.
- Acting as point-of-contact for CDCR staff and educational coordinators.
- Coordinating with CCI staff to ensure CC educational modulars are being maintained and utilized properly and efficiently.
- Coordinating directly with CDCR adult education (GED program) to engage GED students and create direct pipeline of incoming ISEP students at CCI, through workshops and presentations.
- Coordinating with Cerro Coso CTE to establish pathways for ISEP students to obtain a combination of marketable skills and certificates for employment during reentry while completing degrees at Cerro Coso online.
- Establishing and implementing processes and procedures to streamline communication between CDCR, ISEP staff, and Cerro Coso faculty and support services.
- Coordinating ISEP orientation, registration, re-entry workshops, and student materials distribution at CCI
- Participating in statewide calls and meetings pertaining to justice impacted education.

**Director, Incarcerated Student Education (reclassification)**

**Location:**

EKC Tehachapi

**Salary Grade:**

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**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

\$100,045.59 (increase of \$4,961 from current)

**Justification:**

ISEP is currently assigned a program director; the request is to reclassify the position to director.

\*Note: This has been requested in the previous two section plans. The additional funds required for the salary increase can be paid out of existing grant funds\*

The Program Director of ISE is currently serving in the same capacity as the other campus directors, with the responsibility of scheduling, staffing, maintaining a full course schedule at a site, and collaborating with the various departments to ensure student success. Additionally, the prison site has been assigned a separate campus code.



Working with over 500 students, approximately 30 faculty, and over 50 course sections each semester, the justification for the reclassification to a site director is clear. Even with the scaling down that happened when CAC and D yard shut down, the unduplicated head count, number of faculty teaching at our site, and course sections offered is still comparable to other campus sites.

ISE is not a program, but is a department functioning out of three separate sites (3 different yards), where the director must provide leadership and supervision for instructional, student, and administrative services. This role also requires a large amount of instructional supervision, which is a function of an educational administrator, rather than a classified administrator. The director functions as the main point-of-contact for ISEP faculty, facilitates faculty needs, schedules and serves as the administrator of record for all ISEP faculty trainings, approves ISEP faculty related budget expenses, and works with faculty to facilitate all ISEP scheduling needs. If the reclassification were granted, the director could also assist with faculty evaluations, as it is generally hard to cover the number evaluations that need to be done with the minimal number of individuals willing to enter the prison.

Additionally, with the installation of the modular classrooms at CCI, the director will be responsible for those campus classrooms as an individual site.

**Examples of duties which align with a site director:**

1. Development and administration of system impacted campuses and their programs.
2. Provide leadership and supervision for instructional, student, and administrative services.
3. Build and maintain effective working relationships with Cerro Coso College employees.
4. Develop, implement, and evaluate annual goals and action plans.
5. Develop, implement, monitor, and assess programs to meet curricular, student support, and service area needs.
6. Implement and maintain the established system to collect data for program evaluations, grant proposals, and reporting purposes.
7. Develop an annual schedule of courses and coordinate faculty assignments with academic chairs.
8. Develop programs and activities to increase student enrollment and student persistence.
9. Serve as fiscal manager, develop annual budgets, and monitor all expenses.
10. Facilitate use of and expansion of instructional space at site.