

Incarcerated Students Education Program Department

ASP for Academic Year 2025-2026

November 2024

Description Of Section

Connection to College Mission

The Rising Scholars Program (RSP) 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 Rising Scholars 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.

Review And Planning

Performance and Equity Gaps Still to be Addressed

The Rising Scholars program has experienced a decline in success rates compared to previous years. This trend is likely influenced by the significant disruptions within the prison population, which have posed challenges to student performance. Addressing this gap remains a top priority for the program. Writing labs have been offered each semester to provide tutoring support, but efforts to establish math labs have been hindered by the unavailability of faculty. We continue to explore solutions to expand these critical support services.

Student Success:

	2019-20	2020-21	2021-22	2022-23	2023-24
Graded Counts	4,708	6,557	6,027	4,677	1,863
Measure Counts	4,058	5,444	4,641	3,765	1,441
Measure Rate	86%	83%	77%	81%	77%

Course completion rates present another key area for improvement, closely tied to overall success rates. While the RSP previously outperformed the general population in completion rates, recent trends show a decline for the program, even as the general population's rates are rising. However, with the institution stabilizing and transfer rates decreasing, it is anticipated that these numbers will level off and potentially rebound. To address this issue, the program will conduct an analysis of the factors contributing to attrition to identify potential programmatic interventions that can better support student completion.

Completion Rates:

	2019-20	2020-21	2021-22	2022-23	2023-24
Graded Counts	4,708	6,557	6,027	4,677	1,863
Measure Counts	4,303	5,957	5,265	4,203	1,616
Measure Rate	91%	91%	87%	90%	87%

Last Year's Initiatives

Continuous Departmental Development and Improvement

With the establishment of the RSP office and the addition of new positions, significant progress has been made in restructuring and defining roles. All RSP staff now have a clear understanding of their responsibilities and expectations, and work is effectively distributed, enabling the office to efficiently serve students. This achievement reflects our commitment to continuous improvement and operational excellence.

Apply for Baccalaureate Degree Program

Progress toward this goal is ongoing, but it has not yet been fully achieved. Resistance to the proposed Addiction Studies degree, due to its overlap with the prison's OMCP program, and the inability to pursue the Human Systems Integration degree have delayed the initiative.

However, there has been meaningful progress. Cerro Coso is getting closer to being granted permission for the Addiction Studies Associate of Science (AS) degree. This milestone would not only meet current educational needs but also pave the way for the development of a Bachelor of Arts (BA) in Addiction Studies, creating new opportunities for students to further their education.

The college remains committed to launching a Baccalaureate degree program that can be offered both on campus and in prisons, benefiting current students while positioning Cerro Coso as a leading transfer institution for incarcerated individuals statewide.

Creation and Implementation of ISEP Student Handbook

A preliminary draft of the student handbook has been created and shared it with the counseling, financial aid, and admissions and records departments for their review and feedback. After incorporating their input, it will be presented to the RSP committee for further insights. Once finalized, the handbook will be distributed to students to support their success.

Initiatives for Next Academic Year

Assess and Develop On-Campus Rising Scholars Program

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Collaborate with Admissions and Records and the district office to integrate a self-identification question into the application and update form. This initiative aims to assess the demand for a Rising Scholars Program on campus and, if a significant need is identified, establish a robust program to support justice-involved students.

Steps to Achieve This Goal:

1. Engage Stakeholders:

- Meet with Admissions and Records and district office representatives to discuss the purpose and importance of including a self-identification question.
- Ensure alignment with institutional policies and student privacy guidelines.

2. Design the Question:

- Collaborate to develop a clear, inclusive, and sensitive self-identification question that encourages students to disclose justice-involvement voluntarily.

3. Implement Changes:

- Work with the IT team to update the application and update form with the new question, and determine whether coding will be automatic or manually entered.
- Provide training for staff on how to process and analyze the collected data securely.

4. Analyze Demand:

- Review the data collected from applications to assess the level of interest and need for a Rising Scholars Program on campus.
- Engage with justice-involved students to better understand their specific needs and barriers to success.

5. Develop the Program:

- If demand is confirmed, design a comprehensive on-campus Rising Scholars Program.
- Include key services such as academic advising, mentoring, tutoring, financial aid support, and Basic Needs to address the unique challenges faced by justice-involved students.

6. Secure Resources:

- Seek staffing and facility resources to support the program's launch and sustainability.
- Leverage partnerships with external organizations that specialize in justice-involved student support.

7. Launch and Evaluate:

- Roll out the Rising Scholars Program with a phased approach, ensuring ongoing assessment and improvement based on student feedback and program outcomes.

This strategic approach ensures the Rising Scholars Program is built on demonstrated need and tailored to support justice-involved students effectively.

Early Observational Data, or "Lead" Measure(s):**• Completion of Self-Identification Question Integration:**

- Track progress toward designing, approving, and implementing the self-identification question in the application and update form.
- Schedule meetings with stakeholders.

• Stakeholder Engagement:

- List stakeholders should be involved in discussions to design the question and potential program.

• Outreach and Communication:

- Track the number of communications sent to justice-involved students informing them about the opportunity to self-identify.
- Monitor the percentage of students completing the updated application with the self-identification question.

• Preliminary Needs Assessment:

- Measure the number of surveys, focus groups, or interviews conducted with justice-involved students to gain qualitative insights into their needs.

Does the department request help developing these instruments?

Yes

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

- Percentage of students who self-identify as justice-involved through the application and update forms.
- Number of justice-involved students indicating interest in support services.

• Program Development:

- Completion of a comprehensive Rising Scholars Program proposal, including services, staffing, and budget.
- Approval of the program by relevant committees and leadership.

• Program Launch Metrics:

- Successful launch of the on-campus Rising Scholars Program.
- Number of justice-involved students enrolled in and utilizing program services within the first year.

• Student Outcomes:

- Retention rates, course completion rates, and graduation rates for justice-involved students compared to the general student population post-program launch.
- Student satisfaction scores collected via surveys after program implementation.

Person Responsible:

Program Director in collaboration with various departments

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity, It addresses a gap in outcomes assessment

Expand Cerro Coso ISEP Campus at CCI**Is this part of a multiyear initiative?**

Yes

Specific Action Steps to be Taken:

Lead the development of RSP's campus at CCI following the installation of modular classrooms. This includes outfitting classrooms with state-of-the-art technology and furnishings, establishing clear and professional signage, and enhancing the campus environment with inviting outdoor spaces where feasible.

Steps to Achieve This Goal:**1. Planning and Design:**

- Identify specific technology, furniture, and equipment needs to create functional and modern learning spaces.
- Develop a cohesive plan for signage, including campus maps and building identifiers, ensuring accessibility and clarity.

2. Procurement and Installation:

- Work with purchasing teams to acquire necessary technology, furniture, and materials.
- In conjunction with M&O and IT, oversee the delivery and installation of all classroom equipment, ensuring everything is operational and meets quality standards.

3. Campus Beautification:

- Identify potential areas for outdoor enhancements, such as seating or shaded spaces, to create a welcoming atmosphere.
- Partner with stakeholders to determine the feasibility of outdoor solutions.

4. Coordination with Stakeholders:

- Engage faculty, staff, and students in providing input on classroom and campus design to ensure the space meets their needs.
- Coordinate with IT and maintenance teams to ensure technology and infrastructure are fully functional before use.

5. Communication and Signage Implementation:

- Design and install clear, visually appealing signage for classrooms and campus navigation.
- Provide resources to students and staff explaining the new layout and features of the campus.

6. Testing and Feedback:

- Conduct walkthroughs and tests of classrooms, technology, and outdoor spaces to identify and address any issues.
- Collect feedback from users post-launch to evaluate the functionality and appeal of the new campus.

7. Launch and Maintenance:

- Officially open the RSP campus at CCI with a launch event to introduce the space to staff and students.
- Collaborate with CCI stakeholders to establish a regular maintenance schedule to ensure the campus remains clean, functional, and welcoming.

This approach ensures the new RSP campus at CCI is both practical and inspiring, providing a supportive environment for learning and growth.

Early Observational Data, or "Lead" Measure(s):**1. Planning and Preparation:**

- Schedule meetings with facilities, IT, and stakeholders to finalize classroom and campus designs.
- Required equipment, furniture, and signage purchased and delivered on schedule.

2. Implementation Progress:

- Modular classrooms fully equipped with technology and furniture.
- Signage installations completed across the campus.

- Outdoor spaces identified and plans created for enhancements (e.g. seating).
- 3. Stakeholder Engagement:**
 - Faculty, staff, and students engaged for input on campus design and functionality.
- 4. Testing and Adjustments:**
 - Walkthroughs and tests conducted to identify and resolve issues with equipment, technology, or layout.
 - Issues identified and resolved during testing phases.

Does the department request help developing these instruments?

No

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

- 1. Campus Readiness:**
 - Classrooms fully operational with technology, furniture, and clear signage by the target deadline.
 - Completion of planned outdoor enhancements, measured by the number of implemented features (e.g. seating, shade spaces).
- 2. Technology and Space Utilization:**
 - Frequency of classroom use for instructional activities, indicating functionality and adoption.
 - Number of issues reported with installed technology or furniture within the first six months post-launch.

Person Responsible:

Program Director in collaboration with CDCR, M&O, IT, VP of Finance and Administrative Services

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity

Resource Needs

Facilities

- **Request for Shelving Installation:** Requesting the purchase and installation of shelving units for the RSP department at the new campus to efficiently store supplies and books for the RSP lending library. Rising Scholars Grant funds are available to support this purchase.
- **Request for New Staff Desks:** Requesting the procurement of new desks for RSP staff as part of the transition to the new campus. Current desks, previously used at the IWV location, are outdated and no longer meet our needs.
- **Request for Modular Furniture:** Seeking assistance with purchasing modern furniture for the RSP modular classrooms at CCI. RIGHT Grant funds have been identified to cover these expenses and ensure a functional and welcoming learning environment.
- **Request for On-Campus Space and Furnishings:** Requesting support in identifying and securing dedicated space for an on-campus RSP program to serve formerly incarcerated students, contingent on determining program demand. This request also includes the purchase and installation of appropriate furniture and storage solutions, funded through the Rising Scholars Grant.

Information Technology

Requesting assistance with procuring the necessary technology for the modular classrooms at CCI to ensure a high-quality and fully functional learning environment. RIGHT Grant funds are available to support this purchase.

Marketing

No requests

Professional Development

Requesting funding to support RSP director & staff attendance at a minimum of two professional conferences not covered by the Rising Scholars Grant. These conferences will provide valuable opportunities to enhance program practices and drive continuous improvement. Request is for \$4,000 to cover the cost of travel and attendance.

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.

Other Needs

No requests

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

N/A

Location:

Justification:

2000 Category - Classified Staff

Department Assistant III, Rising Scholars (Reclassification)

Location:

EKC Tehachapi

Salary Grade:

38

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$44,999.88

Justification:

RSP 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 the 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 RSP is a fully independent and specialized department, the department assistant provides highly specialized clerical support, requiring a broad knowledge of the program. No department assistant would be able to fulfill this role without extensive training.

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.
- Develop and coordinate orientations, seminars and workshops designed to familiarize students with educational and career opportunities.
- Advise and assist students with enrollment procedures; promote student retention through support, encouragement and guidance; participate in coordinating program with outside participating agencies.
- Advise and assist students in need with obtaining student services from campus and/or community resources through referral to these offices or agencies; support internship programs as assigned.
- Order office supplies and textbooks.
- Prepare a variety of reports and requests such as travel request forms and faculty request forms; 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- Rising Scholars On-Campus

Location:

Ridgecrest/IWV

Salary Grade:

42.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$56,198.64

Justification:

1. Currently, there are no Rising Scholars positions assigned to the IWV campus, which will serve as the primary hub for the on-campus Rising Scholars Program. The existing Rising Scholars team, composed of only three members, is fully dedicated to supporting currently incarcerated students and cannot be relocated or reassigned without compromising those efforts.
2. Without a dedicated on-campus Rising Scholars employee at IWV, there will be no means to effectively coordinate and oversee the program. This absence would directly impact formerly incarcerated students, preventing them from accessing the specialized services they require for successful reintegration and academic success.
3. This request pertains to a **new position**, as there is no existing staff member or role to fulfill this critical need.
4. At present, the necessary work to establish and run the IWV on-campus Rising Scholars Program is not being accomplished. Hiring this position is essential to initiate, implement, and sustain the program, ensuring its success and alignment with its objectives.

Responsibilities of this position will include, but are not limited to:**Program Establishment:**

- Identify justice-impacted students and establish connections to integrate them into the program.
- Coordinate the creation of a designated program space on campus.
- Assess the unique needs of students in the program and develop tailored support strategies.
- Build relationships with key contacts across the college and within the community to serve as resources for program participants.
- Recruit and organize student and faculty mentors to support program participants.

Program Maintenance and Operations:

- Serve as the primary point of contact for students enrolled in the Rising Scholars Program (RSP).
- Advise and assist students with enrollment procedures; promote student retention through support, encouragement and guidance; participate in coordinating program with outside participating agencies.
- Develop and coordinate orientations, seminars and workshops designed to familiarize students with educational and career opportunities.
- Develop and coordinate community outreach activities
- Coordinate with faculty and student services to monitor student progress
- Advise and assist students in need with obtaining student services from campus and/or community resources through referral to these offices or agencies; support internship programs as assigned.
- Maintain accurate records of program supplies and oversee their distribution to students.
- Continuously identify and onboard justice-impacted students into the program.
- Monitor and address the evolving needs of program participants, ensuring adequate resources and support.
- Track and manage program budgets and expenses, ensuring efficient and effective use of funds.

CTE Coordinator

Location:

No Location Specified

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification:

This section plan supports this position.

The launch of the Addiction Studies degree has created a growing need for externship sites, requiring extensive work to establish and manage contracts. If the ADST BA program is approved, this demand will increase further. Since the program is offered online, building partnerships across the state is essential.

Section Plan Budget Worksheet for Rising Scholars - FY25

A					2024		2025		2026		If requesting increase of %5 or more					
Fund	Org Description	Account Description	Program Title	Activity	Location	Adopted Budget	Actual Expenses	Adopted Budget	Request	Notes	Increase?	In planning document	Data?	Relevance?	Operational Efficiency?	
GU001	CC - Inmate Education	Acad Emp - Non-Inst Non Cont	Other Gen Institutional Support Srv		CP	\$ 20,304.00	\$ 27,060.48	\$ -								
GU001	CC - Inmate Education	Acad Emp - Non-Inst Non Cont	Instnl Support/Academic Admin		CP	\$ -	\$ 8,215.50	\$ -								
GU001	CC - Inmate Education	Non-Inst Students	Instnl Support/Academic Admin		CP	\$ 10,000.00	\$ 10,761.00	\$ -								
GU001	CC - Inmate Education	Non-Inst Supplies & Materials	Instnl Support/Academic Admin		CP	\$ 1,500.00	\$ 47.06	\$ -								
GU001	CC - Inmate Education	Paper	Instnl Support/Academic Admin		CP	\$ 4,600.00	\$ 898.26	\$ -								
GU001	CC - Inmate Education	Employee Travel DO	Instnl Support/Academic Admin		CP	\$ 50,000.00	\$ 11,650.86	\$ -								
GU001	CC - Inmate Education	Food/Meetings	Instnl Support/Academic Admin		CP	\$ 1,000.00	\$ 899.29	\$ -								
GU001	CC - Inmate Education	Oth Equipment Maint Agreements	Instnl Support/Academic Admin		CP	\$ 3,000.00	\$ 2,574.55	\$ -								
GU001	CC - Inmate Education	Taxes - Licenses & Permits	Instnl Support/Academic Admin		CP	\$ 265.00	\$ 320.00	\$ -								
GU001	Incarcerated Stud Ed Prog	Acad Emp-Inst Non-Cont Stipend/Othr	Other Education		CP			\$ 95,000.00	\$ 80,000.00	This is budgeted to cover RSP faculty stipends (\$200/unit), but hasn't been used. If it will continue to come from the Office of Instruction's budget, then I don't need it.	no					
GU001	Incarcerated Stud Ed Prog	Acad Emp - Non-Inst Non Cont	Other Gen Institutional Support Srv		CP			\$ 20,304.00	\$ 30,000.00	Increase is due to the actual amount spent in 2024	yes	Section		This funding is to support RSP Faculty Lead positions. The lack of funds in 2024 was due to a miscategorization of the funds. The difference was transferred from 1419-601000 in 2024 to cover the difference.	The RSP Faculty Lead positions renew every year and go to support the RSP faculty with training and evaluations, and the RSP students with FTK.	There is no improvement, rather this covers the cost of what has always been in place.
GU001	Incarcerated Stud Ed Prog	Acad Emp - Non-Inst Non Cont	Instnl Support/Academic Admin		CP	\$ -		\$ 7,000.00	\$ 7,000.00		no					
GU001	Incarcerated Stud Ed Prog	Non-Inst Students	Instnl Support/Academic Admin		CP			\$ 10,000.00	\$ 10,000.00		no					
GU001	Incarcerated Stud Ed Prog	Non-Inst Supplies & Materials	Instnl Support/Academic Admin		CP			\$ 1,500.00	\$ 1,000.00	Decrease, as the need was smaller than anticipated	no					
GU001	Incarcerated Stud Ed Prog	Paper	Instnl Support/Academic Admin		CP			\$ 4,600.00	\$ 5,000.00	Increase is due to the projected amount to be spent this year	yes					
GU001	Incarcerated Stud Ed Prog	Employee Travel	Instnl Support/Academic Admin		CP			\$ 4,000.00	\$ 4,000.00		no					
GU001	Incarcerated Stud Ed Prog	Employee Travel DO	Instnl Support/Academic Admin		CP			\$ 30,000.00	\$ 20,000.00	Decrease, as the need was smaller than anticipated	no					
GU001	Incarcerated Stud Ed Prog	Food/Meetings	Instnl Support/Academic Admin		CP			\$ 1,000.00	\$ 1,000.00	Decrease	no					
GU001	Incarcerated Stud Ed Prog	Oth Equipment Maint Agreements	Instnl Support/Academic Admin		CP			\$ 3,000.00	\$ 3,000.00		no					
GU001	Incarcerated Stud Ed Prog	Postage - Supplies	Instnl Support/Academic Admin		CP			\$ 700.00	\$ 500.00	Decrease, in anticipation of getting mail machine set up (still requesting funds in case the mail machine does not get set up)	no					
GU001	Incarcerated Stud Ed Prog	Taxes - Licenses & Permits	Instnl Support/Academic Admin		CP			\$ 260.00	\$ 320.00	Increase is due to the actual amount spent in 2024	yes					
LRR01	CC - Inmate Education	Inst Supplies & Materials	Other Education		CP	\$ -	\$ 898.26		\$ 1,000.00	Funds to purchase paper, pens, and pencils for students as well as other instructional supplies	yes	Section		In consulting with Chad, he recommended that I request \$1,000 for the Lottery Funds to cover student supplies. The increase is only \$102, which is meant to provide some cushion as costs vary.	Every semester, RSP provides paper, pencils, pens, and folders to students to cover basic needs.	No change to operational efficiency, just an recategorization of the spending to funds that are available.
LRR01	CC - Inmate Education	Inst Supplies & Materials	Other Education		CP											
										Resource Requests						
						Type of request	1 time or ongoing?	Requested amount	description/explanation			In planning document	Data?	Relevance?	Operational Efficiency?	
						Other										
						Facilities		1 time		Shelving will need to be purchased and installed at the new campus to house all of the RSP books and materials. The RSP department will also need new desks, as we have old, outdated furniture from the JWW furniture arave yard.						