



Santiago Canyon College

DEPARTMENT PLANNING PORTFOLIO

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DEPARTMENT PLANNING PORTFOLIO

DEPARTMENT: Inmate Education

DIVISION: Continuing Education

ACADEMIC YEAR: 2011-2012

Department's Vision:

The vision of the Inmate Education Program is to provide high quality academic programs, classes, and support services which will help inmate students maximize their learning potential upon release.

Department's Mission:

The mission of the Inmate Education Program is offer a variety of classes, programs, and services that enable incarcerated students to acquire the necessary technical and academic skills to achieve their personal, educational, and career goals and become productive, active members of their communities.

GOALS/TASKS/ACTIVITIES	WHO'S RESPONSIBLE	ESTIMATED TIMELINE/COMPLETION	RESOURCES NEEDED	PROGRESS
Re-establish the Transition Program services for released inmates.				
1. Find and establish funding	All Members	On-going	Unspecified	In Progress
2. Hire appropriate staff.	All Members	On-going	Unspecified	In Progress
3. Find office location / space.	All Members	On-going	Unspecified	In Progress
4. Provide educational and career counseling to inmates in the jails and upon release at the OC Great Escape Re-Entry Program Resource Center a. Secure funding for a part-time counselor b. Announce part-time counselor position c. Review applications, interview and select candidate. d. Obtain appropriate security clearance with OC Sheriff's Department e. Schedule counselor at the jails and Resource	All Members	In-progress	Unspecified	In Progress

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Center

Create/revise promotional materials for inmates and staff as needed.

1. Create brochures/flyers/posters for new programs implemented.	All Members	On-going	Unspecified	In Progress
2. Update recruitment video.	All Members	On-going	Unspecified	In Progress
3. Create flyers to promote programs and services a. Secure funding b. Create flyers c. Disseminate to the inmates through OC Sheriff's Department	All Members	On-going	Unspecified	In Progress
4. Update recruitment video a. Secure funding b. Collaborate with OC Sheriff's Department on the information to be disseminated through the recruitment video c. Create and produce video with media services d. Provide finished recruitment video to Educational Supervisors in the jails.	All Members	On-going	Unspecified	In Progress

Expand and enhance the number of courses offered to inmates to meet their needs.

1. Survey inmates for need.	All Members	On-going	Unspecified	In Progress
2. Create flyers to explain and promote the classes.	All Members	On-going	Unspecified	In Progress
3. Work with the Orange County Sheriff's Department managers and supervisors to implement courses.	All Members	On-going	Unspecified	In Progress

Improve operational efficiency.

1. Form a focus group to identify more efficient record keeping processes.	All Members	On-going	Unspecified	In Progress
2. Implement identified improvements/changes.	All Members	On-going	Unspecified	In Progress
3. Hire a faculty Coordinator/Facilitator to oversee curriculum, scheduling, professional development of inmate education faculty a. Secure funding for a faculty Coordinator/Facilitator b. Secure office space at OEC for the faculty Coordinator/Facilitator c. Announce faculty Coordinator/Facilitator position d. Review applications, interview and select candidate. e. Obtain appropriate security	All Members	On-going	Unspecified	In Progress

clearance with OC Sheriff's Department

4. Hire an Administrative Clerk to process and monitor all record keeping into Datatel a. Prepare a re-organization plan that includes the position of an Administrative Clerk b. Present the plan and obtain support from the college President and College Council c. Obtain approval from Chancellor's cabinet d. Announce the position e. Review applications, interview and select candidate.

All Members

On-going

Unspecified

In Progress

5. Interface OC Sheriff's Department attendance database for vocational classes with Datatel a. Arrange a meeting with RSCCD IT manager and the OC Sheriff's Department IT manager to discuss possible integration of the two databases. b. Identify a solution to expedite a more efficient and timely transfer of attendance data for vocational classes

All Members

On-going

Unspecified

In Progress

6. Establish a more efficient and timely record keeping for registration and attendance data for educational classes a. Arrange a meeting with Admissions and Records at Santa Ana College to determine the procedures used to collect registration and attendance data at the academies which can be adapted for use with Inmate Education registration and attendance data b. Meet with OC Sheriff's Department to implement more efficient and timely procedures

All Members

On-going

Unspecified

In Progress

Through a process of continuous program improvement, identify need and feasibility of offering new courses and programs, such as High School Subjects, bilingual Substance Abuse, Parenting and Workforce Preparation.

1. Survey students for need.

All Members

On-going

Unspecified

In Progress

2. Recruit, interview, hire appropriate instructors.

All Members

On-going

Unspecified

In Progress

3. Adjust curriculum as needed.

All Members

On-going

Unspecified

In Progress

4. Schedule and implement new classes.

All Members

On-going

Unspecified

In Progress

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Through a process of continuous program improvement, identify need and feasibility of offering new courses and programs.

1. Survey inmates to determine needs for courses a. Create survey in collaboration with the OC Sheriff's Department b. Disseminate survey to inmates through the OC Sheriff's Department c. Tabulate the survey d. Publish the results of the survey

All Members

On-going

Unspecified

In Progress

2. Fill program gaps and needs a. Analyze survey results to determine new course offerings for inmates b. Collaborate with OC Sheriff's Department in establishing new courses to fill inmate needs c. Collaborate with OC Sheriff's Department to determine gaps in course offerings at the various jails d. Create new course proposals and/or program proposals e. Secure approval for course proposals and/or program proposals through SCC Curriculum and Instruction Council. f. Secure approval for course proposals and/or program proposals through state Chancellor's office. g. Schedule classes to be offered in the jails.

All Members

On-going

Unspecified

In Progress

Provide up-dated instructional materials, supplies, and equipment for vocational and educational programs

1. Identify gaps in materials, supplies and equipment

All Members

On-going

Unspecified

In Progress

2. Purchase materials and supplies for classes a. Secure funding b. Secure quotation from vendors, when necessary c. Prepare purchase requisitions

All Members

On-going

Unspecified

In Progress

3. Replace computers for software application classes at CJM, IRC, JMSF, TLSF. (Replace two labs every two years.) a. Secure funding b. Secure quotation from vendor c. Prepare

All Members

On-going

Unspecified

In Progress

purchase requisition					
4. Replace printers used for software application classes at CJM, IRC, JMSF, TLSF. (Replace every five years.) a. Secure funding b. Secure quotation from vendor c. Prepare purchase requisition	All Members	On-going	Unspecified		In Progress
5. Purchase updated textbooks and DVDs for the vocational classes a. Secure funding b. Secure quotation from vendors c. Prepare purchase requisition	All Members	On-going	Unspecified		In Progress
Continue partnership with OC Sheriff's Department					
1. Provide partial coverage of GED test cost for inmates a. Secure funding b. Prepare purchase requisition	All Members	On-going	Unspecified		In Progress
2. Continue to reimburse parking fees for instructors a. Secure funding b. Submit parking receipts to Accounts Payable for reimbursement	All Members	On-going	Unspecified		In Progress

Number of active session(s): 2