



# Santiago Canyon College

## DEPARTMENT PLANNING PORTFOLIO

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### DEPARTMENT PLANNING PORTFOLIO

DEPARTMENT: Inmate Education

DIVISION: Continuing Education

ACADEMIC YEAR: 2013-2014

#### 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
<b>Establish Transition Program services for released inmates.</b>				
1. Find and establish funding	walker_mary	On-going	Unspecified	In Progress
2. Hire appropriate staff.	walker_mary	On-going.	Unspecified	In Progress
3. Find office location / space.	walker_mary	On-going	Unspecified	In Progress
4. Provide educational and vocational courses, and possibly counseling, to inmates upon release at a Transition Center to be established by the Orange County Sheriff's Department. a. Secure funding for part-time teachers and possibly a counselor b. Announce part-time positions c. Review applications, interview and select candidates. d. Schedule classes and/or counseling hours at the	walker_mary	On-going	Unspecified	In Progress

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Transition Center.

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

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|---|-------------|----------|-------------|-------------|
| 1. Create brochures/flyers/posters for courses and programs offered in the jails.   | walker_mary | On-going | Unspecified | In Progress |
| 2. Create materials to promote programs and services a. Secure funding b. Create flyers c. Disseminate to the inmates through OC Sheriff's Department | walker_mary | On-going | Unspecified | In Progress |

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

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|---|-------------|----------|-------------|-------------|
| 1. 1. Work with the Orange County Sheriff's Department managers and supervisors to increase course offerings at county jails. 2. Promote added courses. | walker_mary | On-going | Unspecified | In Progress |
|---|-------------|----------|-------------|-------------|

**Improve operational efficiency.**

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|---|-------------|----------|-------------|-------------|
| 1. Establish more efficient record keeping processes.   | walker_mary | On-going | Unspecified | In Progress |
| 2. Establish a more efficient and timely record keeping for registration and attendance data for educational classes a. Meet with OC Sheriff's Department to implement more efficient and timely procedures b. Coordinate SCC CE inputting of registration and attendance | walker_mary | On-going | Unspecified | In Progress |

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

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|---|-------------|----------|-------------|-------------|
| 1. Fill program gaps and needs a. Analyze course offerings and needs 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. | walker_mary | 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	walker_mary	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	walker_mary	On-going	Unspecified	In Progress
3. Replace computers for software application classes at CJM, WJC, JMSF, TLSF. (Replace two labs every two years from older equipment from CE.)	walker_mary	On-going	Unspecified	In Progress
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	walker_mary	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	walker_mary	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	walker_mary	On-going	Unspecified	In Progress
3. Participate and serve as board member of OCREP, a key partner agency for IEP.	walker_mary	ongoing	Availability to attend meetings	In Progress
4. Participate in AB86 Consortium Correctional Facilities Task Force.	walker_mary	August 2015	unknown at this time.	In Progress

**Provide and support professional development opportunities.**

1. Hold department meetings during flex week in both fall and spring. Provide opportunities for earning professional development "flex" credit applicable to courses taught.	walker_mary	ongoing	Room, computer, projector	In Progress
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**Develop and support green practices, especially in area of communication.**

1. Encourage instructors to communicate via RSCCD email and offer support as needed. walker\_mary ongoing Instructors' access to computer In Progress

**Hire faculty and support staff to maintain and enhance instructional programs.**

1. Replace part-time instructors and hire instructors for new courses. walker\_mary ongoing Funds for hiring In Progress

Number of active session(s): 2