



INMATE EDUCATION PROGRAM FREQUENTLY ASKED QUESTIONS

Q: What is the application process for those who want to teach at CSP-Solano (CSPS) or CMF?

Courses at CSP-Solano and CMF are scheduled in the same manner as all other SCC courses. Current faculty shall have priority. If there are no takers, the District shall have the option to recruit for adjunct faculty.

Q: Can CSP-Solano or CMF determine who does/does not teach there if they are our classes?

Under the MOU with the CA Dept. of Corrections (CDCR), prior approval of our instructors by CDCR is required, and may be granted or declined in CDCR's sole discretion.

Q: What training is required of those who want to teach at CSP-Solano?

CDCR designates SCC instructors as volunteers. Training is not required to teach at CMF. However, in order to enter CSP-Solano without a staff escort and to be issued classroom keys, instructors are issued a Brown ID Card upon completion of a 4-hour volunteer training from 1600-2200 hours at CSP-Solano. There are four training dates (which are determined in December for the following year). Training is offered in February, May, August, and November. Since the training is for all volunteers, it is only provided onsite at CSP-Solano. Annual training is required to retain classroom keys.

A faculty orientation by the CSP-Solano Education Supervisor is also provided to new instructors on our campus, normally during Flex Cal.

Q: Does CSP-Solano or CMF provide intra- or internet service and can it be used by students and faculty and outside of class?

Inmate students and our faculty do not have access to internet service at this time. There are preliminary discussions at the state level to explore instituting an intranet system. We are working on securing access. CSPS and CMF have computer labs where SCC instructors teach CIS courses with pre-loaded software. We can pre-load software for other classes on SCC laptops.

Q: Will students have access to research assistance, online library resources, or tutoring?

There is a library service. Students submit a written request for materials or a research question to a library clerk. The clerk provides the information or materials to the student and/or does the online research for the student.

Q: Are there limits on the subjects that can be taught or on the materials used for the class?

There are some limits to the subjects that can be taught at the prison related to the lack of adequate facilities or equipment, e.g. we cannot offer certain science laboratory courses since there are no science laboratory facilities and we cannot offer online courses since the inmates do not have access to the internet.

There are no limits on course content. A course taught at the prison should be taught in the same manner as any college course offered to students.

Books, paper materials (non-spiral metal bound notebooks), worksheets, pens, pencils, highlighters, and non-programmable solar-powered calculators are acceptable.

Under the MOU between CDCR and the District, the District agrees to ensure that scheduled courses do not require any non-institution approved tool, software, equipment, or supplies. The college must provide a list of all materials, tools, and equipment needed for each course at least 60 days prior to the start of the class. For example, prior authorization was granted for an instructor to bring in an MP3 player and another instructor to bring in a slide carousel.

An encrypted flash drive is issued by the prison IT department for use by instructors to load power point presentations and other files needed for teaching.

Q: How are faculty compensated for teaching? If changes must be made to the course, will faculty be compensated for making those changes? What about mileage?

Faculty are compensated at their regular pay rate. Instructors who attend the 4-hour Brown Card ID training at CSP-Solano will be compensated at the regular Category 3 pay rate.

Mileage is provided to instructors who teach at multiple locations. In accordance with Art. 17 of the SCFA contract, if an instructor is assigned to a location other than their primary assignment and the faculty is required to use their private vehicle, the District shall reimburse the instructor for the round trip distance traveled to the prison in excess of the round trip distance from the instructor's residence to their primary work site. The District does not pay mileage costs from residence to campus.

Q: What degree or certificate program(s) will we offer at CSP-Solano?

Credit-bearing courses are offered that build on certificates and degrees in Business (ADT); University Studies-Social Science; Management; and Office Technology (Microsoft Office certification). We also receive requests from CSP-Solano and CMF for General Education courses for transfer. CSP-Solano has asked us to offer a certificate and/or degree including one that leads to transfer. The CCC system workgroup has suggested offering one or more ADTs as these are established and allow for transfer. CSU Sacramento is interested in SCC offering ADTs

as they are looking at teaching upper division courses and issues degrees to those at CSP-Solano.

Q: What support services are available to students at CSP-Solano?

Inmate students who have established CA residency are eligible to receive Board of Governor Fee Waivers. A team of college counselors and a student services generalist visit the prison at least twice each term to meet with students and provide SSSP core services. Counselors review Accuplacer assessment results, evaluate transcripts, develop education plans, and provide registration assistance to students. The students also undergo an orientation which includes information regarding the student financial aid (specifically, eligibility for Board of Governor Fee Waivers).

In addition to assessment, orientation, and counseling, students are provided with academic support and tutoring by peer inmate tutors selected and trained by the CSP-Solano Education Supervisor.

Textbooks, to the extent possible, are provided to the students by the college through the SCC Lending Library. Textbooks are checked out to students, who return them at the end of the term, and are recycled for use in subsequent terms.

Q: Where do I hold an office hour at CSP Solano?

Office hours cannot be accommodated. The students are released only for the time that class is in session. They cannot be released before or after the published class period. An instructor will need to arrange for some time in class to meet with a student.

Q: Is there a dress code or other rules about personal property that can be brought into the prison?

Faculty are given the following general instructions:

- Do not wear anything blue (this is the color of inmate clothing)
- Do not wear anything green (this is the color worn by correctional officers)
- Do not wear camouflage
- Do not wear denim
- Dress professionally
- Do not bring in umbrellas
- Black clothing is probably your best bet
- Do not wear any jewelry, except for a watch
- Leave all electronics (including your cell phone) in your car.
- You may bring your lunch
- You may bring in a backpack or brief case with your teaching materials, e.g. lecture notes, pens, pencil, teacher manual, etc.

For more information, please contact your Dean, and/or Shirley Lewis, Inmate Education Program Coordinator who can be reached at (707) 864-7122.

(FAQ developed Aug 2017).