

Rob's Notes

Cornell Prison Education Program Board Meeting

December 10, 2015 – 4-6pm - 321 Weill Hall

Dial-in: (712)770-4010 Access Code: 366209#

Present: Julily Kohler-Hausmann, Kyri Murdough, Cathi Root, Paul Sawyer, Rob Scott, Tom Owens, Kirsten Coe, Nicole Peppin, Mary Katzenstein, Anna Haskins, Alison Van Dyke, Jamila Michener, Bill Goldsmith, Benay Rubenstein, Chris Garces, Jan Zeserson, Sandra Greene, Tyi McCray.

Absent: Ed Bailey, John Crutchfield, Christian French, Bruce Levitt, Nancy Koschmann, Ken McClane, Richard Polenber.

1. Proposed New Committee: Certificate Committee

Three arguments for offering a Cornell Certificate program via CPEP:

1. Certificate = matriculation = financial aid eligibility
2. Our students are being educated by Cornell but their credentialing doesn't reflect that
3. We have a donor offering to sponsor this initiative so this behooves us to investigate it

Sandra Greene: Does it have to be a Certificate in the Liberal Arts? Might it be better to certify students in critical reading and writing? Or something else...

Mary Katzenstein: Liberal arts might attract students from engineering to A&S?

Renewed pledges to meet as a committee and formulate a proposal for a certificate program:

1. Anna Haskins
2. Rob Scott
3. Jamila Michener
4. Tyi McCray
5. Tom Owens
6. Sandra Greene

The committee will take it from here.

2. Proposed New Committee: 2016 Humanities Conference

A line item was included in the Mellon Foundation grant for a Mellon Humanities Education in Prison Summit & Program Launch. The basics:

- \$20k for 2016 event, \$10k each for 2017 and 2018 follow-ups
- For 2016, ~\$9000 has been committed to reserving rooms, space, and food at the Statler Hotel for the weekend of Oct. 7-9... Remaining \$11k unplanned as of yet
- \$5k additional requested by the Central NY Humanities Corridor working group on prisons and religious studies (Josh Dubler, U Rochester, Vincent Lloyd, S.U., and Chris Garces, Cornell)

The event should be a summit, a conference, a program launch, should emphasize humanities...

Paul: traditional humanities conference is very academic...

Others: maybe this should be less focused on traditional panels...

2016 Mellon Humanities in Prison Conference Committee:

1. Chris Garces
2. Paul Sawyer
3. Rob Scott

3. Proposed Changes to the CPEP Charter

Rob read the following aloud:

- The Spring 2013 concept of the Advisory Board was that the board served to administrate most aspects of the program (planning curricula, recruiting instructors, raising money, and circulating information to the wider community). Entering Spring 2016 we have a program where much of this is accomplished by the staff.
- My proposed revisions to the Charter are designed to frame the board roles as innovators and advisors to the program, rather than running the program.
- Thus, I re-frame the description of the committees and emphasize special project committees rather than standing administrative committees. Reviewing past committees,
 - Communication Committee was never formed in the first place.
 - Planning Committee hasn't met since Summer 2014.
 - Curriculum Committee met once in early 2015.
 - Development Committee is active.
- In the revision the Exec. Director runs development with a committee and the Academic Director (beginning 7/1/16) runs curriculum with a committee – the other two committees are removed and replaced with ad hoc special committees.
- Most of the remaining changes are just to make the language accurately reflect how the program operates.
- One other issue: the old charter said that the faculty director would convene a committee to review the Exec. Director – I would respectfully submit that the Vice Provost already does performance review during Jan/Feb of each year.

Bill/Sandra/others: just because the faculty director hasn't convened panels to review the executive director doesn't mean that we shouldn't keep that language in the charter.

A vote was called to approve the proposed changes, while leaving the language about the faculty director reviewing the executive director's performance unchanged. Unanimously approved by those present.

4. Electing new Faculty Director (sans nominees)

The two nominees for Faculty Director (July 1, 2016 – June 30, 2018) are Jamila Michener and Chris Garces. They were asked to leave the room, their CVs were distributed to those present, and the board discussed their candidacies in their absence. A final decision was not reached. Two members of the board volunteered to take additional steps to help the board reach a decision.

Adjourned.



Cornell University
Prison Education Program
115 Day Hall | Ithaca, NY 14853

CPEP Advisory Board Meeting
December 10, 2015 – 4-6pm
321 Weill Hall

Dial-in: (712)770-4010 *Access Code: 366209#*

- 1) Proposed New Committee: Certificate Committee
- 2) Proposed New Committee: 2016 Humanities Conference
- 3) Proposed changes to CPEP Charter
 - a) Overview of the proposed changes (Rob)
 - b) Curriculum Cmte & Quality Control in and Expanding CPEP (Mary/Alison)
 - c) Advisory Board Nominees/Rules (Jan)
- 4) Electing new Faculty Director (sans nominees)

**Cornell Prison Education Program
Auburn Correctional Facility
Spring 2016 Course Schedule**

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
7:00pm— 9:30pm	**History 104 HIST 104 Feb 1 - May 16 Sean Cosgrove Phoebe Hering*	Debate Course ILRLR 3300 Feb 2 - May 17 Sam Nelson Lindsay Bing Rubin Biggs John Meany	**English 102 ENG102 Feb 3 - May 18 Alex Chertok* Lucia You	Tutorial Room 1 Feb 4 - May 19 Nancy Quintanilla* Anay Hindupur Leighton Cook Aubrie James Sophie Allen* Emily Jones*	Philosophy of the Mind PHIL 214 Feb 2 - May 17 Fran Fairbairn* Chad McIntosh
	Corporate Law Feb 1 - May 16 Brian Jones Amelia Murphy* Jessica Graber Yena Kang	**English 102 ENG 102 Feb 2 - May 17 Alex Chertok* Jake Meiseles Katherine Bedding*	**English 101 ENG 101 Feb 1 - May 16 Becca Glazer Emma Logevall* Kristin Lovely	Tutorial Room 2 Feb 4 - May 19 Emma McGrath Amber Aspinall* Alexandria Lyass* Desmond Caulley Yang Lu Molly Reed*	**Music 101 MUS 101 Feb 2 - May 17 Steve Potter Sofia Hu
	**Sociology 101 SOC 101 Feb 1 - May 16 Emily Napier Hannah Redding* Ruby Bafu	**Math 102 MAT 102 Feb 3 - May 18 Bridget Brew Reed Geisler* Jenna Boland	German 2 Feb 3 - May 18 Hannah Mueller Gregor Sigmund	Make-Ups	
	Social and Political Philosophy Feb 1 - May 16 Ben Yost Maaz Assan* Addison Underwood		Tort Law Feb 3 - May 18 Karolina Ebel Krsna Avila* Alekyha Chaparala	Make-Ups	

**course will be rostered through CCC

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**Cornell Prison Education Program
Cayuga Correctional Facility
Spring 2016 Course Schedule**

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
8:00-11:00AM	**Philosophy 101 Feb. 1 - May 9 Eric Epstein* Mane Mehrabyan C		**Math 102 Feb.3 - May 11 Tom Owens* Asher Mandel* C		
12:10-3:10PM	**English 101 Feb. 1 - May 9 Mandy Lowell* Edward Mei C		**Psychology 101 Feb. 3 - May 11 Michelle Tong* Karen Patricio C	Tutorial A & B Feb. 4 - May 12 Laura Komor* A C Sophie Allen* B C Nathan Barr A C Ethan Ritz A C Will Stone B C	
6:30-9:30PM	NCR -01 Writing Workshop Feb. 1 - May 9 Melissa Kitchen Benjamin Caposso* C	Phil & Law GOVT 2055 Feb. 2 - May 10 Arlan Cohen* Samantha Koppel Christine Drakeford C			

**Five Points Correctional Facility
Cornell Prison Education Project
Hobart and William Smith Colleges
Spring 2016 Schedule**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:30-6:30PM MOD 3		Cornell University Intro to Anthropology ANTH 1490 Feb. 2 - May 17 Jan Zeserson* Julie Towbin* Shawn Chen	Hobart and William Smith Writing Center Tutorial Jan. 20 - May 11 Ashwin Manthripragada	Hobart and William Smith Comparative Medieval Lit ENG 231 Jan. 14 - May 5 Laurence Erussard	
		Hobart and William Smith Creative Writing ENG 290 Jan. 19 - May 10 Jacoby Ballard	Hobart and William Smith Theravedan Buddhism ASN 225 Jan. 20 - May 11 Jacoby Ballard	Hobart and William Smith Pre-Calculus MATH 100 Jan. 21 - May 12 John Vaughn	
				Hobart and William Smith American Religion REL 109 Jan. 21 - May 12 Richard Salter	



CERTIFICATE OF COMPLETION

CORNELL UNIVERSITY PRISON EDUCATION PROGRAM

1122 CRITICAL READING AND PERSONAL WRITING

3 CREDITS

FALL TERM 2008

STUDENT'S NAME: _____

INSTRUCTOR: DAVID DEVRIES

Charter of the Cornell Prison Education Program

Revised June 2, 2013

This document describes the structure and duties of the Prison Education Program with particular reference to the Faculty Board. It may be revised at any time by the Planning Committee or by an ad hoc committee charged by the Faculty Director for that purpose, with the approval of the entire Board.

The Cornell Prison Education Program consists of an executive director, an administrative coordinator and other paid staff; and a Faculty Board and a Faculty Director. It reports to the Vice-Provost for Land Grant Affairs, who approves budgets and hires.

Faculty Board:

The Faculty Board is open to members of the Cornell community and others with direct ties to CPEP. The duties of the Board include setting broad policy and defining goals; hiring and appointing the Executive Director; advising the Executive Director and h/er staff; acting as a liaison between the Executive Director and the Vice-Provost for Land Grant Affairs; receiving and reviewing annual reports; promoting collaborations with other prison education programs across New York State; and assisting the Executive Director in fund raising, publicity, curricular planning, and other aspects of the program as needed. In addition to regular members, advisory members from Cornell or the larger community may join standing committees upon invitation of those committees. In a typical year, the Board will meet at least once a semester on the initiative of the Faculty Director. Board members will be expected to attend all meetings and to serve on at least one standing committee.

Faculty Director:

The faculty director's job is largely defined by h/er working relationship with the executive director and that person's supervisor, the Senior Vice Provost for Land Grant Affairs. The faculty director should reinforce the executive director through h/er willingness to represent the program when necessary. At times, the faculty director will be called on as a campus and public liaison. Campus norms dictate that, at times, it may be useful for the program to sponsor faculty directors who are tenured and possess experience working within university networks and hierarchies. Their involvement, however, shouldn't displace the executive director's ability to engage with all parties at the university. Instead, it is expected that the pair will work in tandem to deliberate on the best strategy particular situations require.

The faculty director should be considered the board chair. As such, the faculty director will solicit board members and teaching faculty's input to share with the Senior Vice Provost prior to the executive director's annual review. The director's term will be limited to 2 years, with the appointment slated at least 6 months before the end of the previous faculty director's term.

To choose the faculty director, a two-person ad hoc committee will poll the board by email for possible candidates, who should be current or former board members, then submit the names to the board by email for election.

Board terms and membership:

The board size should be limited to 22 – 24. Board members will serve a two-year term, which may be renewed for a second two-year term followed by a one-year hiatus. Every board member will serve on a committee. We hope to include at least one formerly incarcerated person, one campus undergraduate and one graduate student. At the end of each year, we will distribute a questionnaire to board members that asks each to elect a committee on which to serve the following year. This form will also provide members the option to leave the board.

As vacancies occur on the Board, new members may be proposed and circulated by current Board members at least two weeks before a full meeting of the Board; new members will be approved at the meeting by voice vote. All Board members who joined by fall 2012 will assume to have completed the first year of their first term by June 2013. We expect that enough members will voluntarily leave the Board, for personal or professional reasons, by the beginning of each fall term to permit a reasonable rotation rate.

Appointment policies for paid staff:

When searching for a new Executive Director, the Faculty Director will appoint an ad hoc search committee, constituted of members of the Board, to design the search and conduct interviews in consultation with other members. The Search Committee will then be responsible for making offers, with the approval of the Board and the Vice-Provost for Land Grant Affairs. The term of the Executive Director will be three years, with annual reviews conducted by an ad hoc committee of the Board assigned by the Faculty Director.

We expect that as soon as is feasible, the Administrative Coordinator will become a full-time permanent job, reporting to the Executive Director, who will also appoint this person with the consultation of the Board and final approval of the Provost for Land Grant Affairs. Other office staff will be hired in the same way as needed. All positions will be governed by University policies regarding searches, salaries, and terminations.

Committees:

Committees will be constituted by members of the Board; former members may also serve, but not as chairs. Committees may choose to invite members of the community and the University as advisory members by consensus of the committee, without formal Board approval, in order to keep participation in the program flexible without relying on a cumbersome large Board.

Rather than establishing an executive committee, the Board will identify the need for ad hoc working groups when matters introduced at board meetings require additional attention.

The four standing committees will be as follows:

Long-term Planning committee: In consultation with the director, this committee will discuss long-term strategies and priorities for CPEP, including revisions of this charter and the mission statement as needed.

Teaching, Curriculum and Recruitment committee: In consultation with the Director, this committee will review course proposals to ensure that degree and part-time students develop skills necessary for college success, and that the program does not needlessly support courses that large numbers of CPEP students have successfully completed before. The committee will also publicize recruitment drives and solicitations for course instructors and teaching assistants. It should work with the Director to develop innovative ways to mentor both instructors and TAs, to keep in touch regularly through the semester, to promote opportunities for engagement with CPEP across the colleges, and recommend changes in the curriculum to the Board as needed.

Development committee: Given the expiration of Sunshine Lady Foundation funding by 2016, the Board faces the need to diversify our funding and to demonstrate to the Sunshine Lady Foundation that we are building our fundraising capacity. The Development Committee will work with the executive director to help develop an alumni network and to engage in fundraising initiatives, with the eventual aim of making CPEP financially self-sustaining.

Communications: This committee will be responsible for developing and maintaining a new website; formatting and publishing CPEP's newsletter and other items that publicize the program, including the annual appeal/holiday letter; and working with an undergraduate editorial staff to produce issues of Writer's Bloc.

Charter of the Cornell Prison Education Program

Revised December 1, 2015

Rob Scott 11/30/2015 9:58 AM

Deleted: June 2, 2013

This document describes the structure and duties of the Cornell Prison Education Program with particular reference to the Faculty Board. It may be revised at any time by the Executive Director, Faculty Director, or by an ad hoc committee charged by the Faculty Director for that purpose, with the approval of the entire Board.

Rob Scott 11/30/2015 9:59 AM

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The hired staff of the Cornell Prison Education Program (CPEP) is described on the program's website at <http://cpep.cornell.edu> – the program reports to the Vice-Provost for Land Grant Affairs, who approves budgets and hires. This document describes the Faculty Board and Faculty Director.

Rob Scott 11/30/2015 10:01 AM

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Rob Scott 11/30/2015 10:04 AM

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Rob Scott 11/30/2015 10:07 AM

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Vice Provost prior to the executive director's annual review. The faculty director's term will be limited to 2 years, with the appointment slated at least 6 months before the end of the previous faculty director's term.

Rob Scott 11/30/2015 10:09 AM

Comment [1]: This has never, to my knowledge, occurred. -Rob

To choose the faculty director, CPEP staff and board members shall nominate candidates via the board's email list or addition to board meeting agendas. Nominees should be current or former board members. Faculty director elections may be held live in a board meeting or via email.

Rob Scott 11/30/2015 10:12 AM

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Rob Scott 11/30/2015 10:12 AM

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Rob Scott 11/30/2015 10:14 AM

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Rob Scott 11/30/2015 10:15 AM

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Rob Scott 11/30/2015 10:16 AM

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Other office staff will be hired by the executive director in collaboration with the faculty director and the Vice Provost for Land Grant Affairs. All positions will be governed by University policies regarding searches, salaries, and terminations.

Rob Scott 11/30/2015 10:19 AM

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Rob Scott 11/30/2015 10:20 AM

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