

Minutes of CPEP Advisory Board meeting 6/5/2019

June 5, 2019, submitted by Deborah Streeter

Present: CHAIR: Jan Zeserson BOARD MEMBERS: Rachel Alek, Andy Borum, Esta Bigler, Alex Chertok, Sandra Greene, Mary Katzenstein, Willie Marshall, Tom Owens, Deb Streeter, Bob Turgeon EX OFICIO: Tess Wheelwright, Kathleen McComas

Excused: Rob Scott, Ray Roe, Ifeoma

1. Minutes from March 27, 2019 meeting were approved.
2. Most of the meeting was spent discussing nominations for the Board.
 - a. Background: the Revised Bylaws call for a 12-person board plus a Chair. One third of the members are to cycle off each year. This year, six members are rotating off (including Rachel's Alex's departure one year ahead of the end of her term). Nine nominations were made (see Appendix 1).
 - b. The Board members include two categories, defined by whether they have irregular terms (1,2 or 3 years) and regular terms (3 years).

Category A – irregular terms	Category B – regular terms
0-2 Graduate students	1 Chair
0-2 Formerly Incarcerated	9 Faculty members
1 Non-Cornell member	

c.

- i. A spirited debate ensued, centered on a proposal to add all nominees to the board or to stick with the by-laws, choosing among the nominees.
 - ii. Bob Turgeon graciously offered to step down a year early to make room for a new member because his other commitments/travel will make it difficult for him to attend meetings.
 - d. A motion was made and seconded to add four members (one of whom will have a 2-year term, filling out Bob's board position). The remaining nominees would be encouraged to serve in special roles in support of CPEP. The Chair will have these discussions with Juan Carlos Meléndez-Torres and Chris Wildeman about the decision, including a conversation about how to be involved in specific CPEP activities and encouraging them to be considered for Board membership in the future.
 - i. There was considerable debate of the motion.
 - ii. The question was called.
 - iii. The vote was unanimous in favor of the motion, leaving the following membership and classes:

Board Members for coming year

			Class
1.	Zeserson	Chair	2020
2.	Katzenstein	B	2020
3.	Ajunwa	B	2020
4.	Owens	B	2020
5.	Borum	B	2021
6.	Bigler	B	2021
7.	Koschmann	B	2021
8.	Johnson	B	2022
9.	Enns	B	2022
10.	Appleton	B	2022
11.	Sanders	A	One-year term
12.	Epps	A	One-year term
13.	McLeod	A	One-year term

3. Tess announced a dinner on Thursday June 13th at Best Western 6:00 PM for the families of the Cayuga CF graduates. She invited and encouraged all of us to attend
4. Tabled until next meeting: The future of CPEP in light of the changes in the Pell and TAP funding. Tess noted that conditions at the federal level may be changing. Part of the larger discussion will be the prospect of a 4-year degree, a question raised at our March board meeting by Katherine and Esta.
5. Willie reported on the loan program we are setting up with the AFCU. (See Appendix 2.) We need to fundraise those funds. A starting goal is 10K, with 2K already committed by Rob Scott from the program. Additional discussions are needed about how to nominate and choose recipients and about other elements of this loan fund, such as financial literacy.
6. Rachel reported on the Ad hoc Committee on Student Voice – Rachel, Willy and Ray
 - a. Their task was to look at ways to incorporate more student voice – (see Appendix 3)
 - b. Recommendations:
 - i. COURSE FEEDBACK: Revise course evaluations to reflect the types of evaluations used on campus, using 28 Likert questions (chosen by looking at various Cornell college forms.)
 - ii. PROGRAM FEEDBACK: Allow a formal voice of students for program, by soliciting feedback from ALL students (not just those with extreme opinions). This will be an open-ended, take-home evaluation asking for thoughts about the program (versus an individualized course). It is important for the feedback process to be formalized by amendment to the bylaws, and then reported in aggregate format to the board.

7. We thanked board members who will be vacating their seats as of June 30: Rachel, Bob, Alex, Willie, Sandra, Ray, and Deb.

Appendix 1

CPEP Advisory Board Nominations (as of March 27, 2019)

Formerly incarcerated individuals (*Per bylaws: max. 2*)

1. • Darnell Epps, Undergraduate student at Cornell

Non-Cornell professionals (*Per bylaws: min./max. 1*)

2. Dave Sanders, Tompkins County criminal justice coordinator

Graduate student/postdoctoral instructors (*Per bylaws: max. 2*)

1. Juan Carlos Meléndez-Torres, PhD student in Musicology
2. Lauren McLeod, PhD student in Physics

Faculty

1. Sheri Johnson, Professor of Law
2. Chris Wildeman, Professor of Policy Analysis and Management
3. Nancy Koschmann, CPEP instructor
4. Peter Enns, Associate Professor of Government
5. Judy Appleton, Professor of Immunology

Appendix 2 **Report from Willie**

Jan asked me to prepare this report for your review before our June 5th meeting, to briefly bring you all up to speed on a project that Jan, Tom, Ed and I have been working on-

After years of improvisational efforts to provide 're-entry' support, and being mostly limited to advocacy, we are hoping to develop a program to give the men transitioning home some material assistance.

The idea is to give our students returning home access to small secured loans or grants through our local credit union- Alternatives Federal Credit Union.

AFCU is willing to handle 100% of the administrative burden. CPEP must raise the funds to create a pool of \$\$ to be administered.

AFCU is able to work with clients throughout New York State, which means this secured loan fund could be made available to any of our former CPEP students scattered across the state. Our agreement with AFCU: we (CPEP) decide who is eligible and dictate the size of the loans/grants and terms of repayment or debt forgiveness, etc., and AFCU will administer accordingly.

We are at the moment with AFCU of hashing out details, well aware that there are more questions than answers at this point, but this is a great start towards having a real 're-entry' deliverable through a separate institution.

We can discuss more at the meeting on June 5th if you have questions, comments, or experience to bring to this effort.

Best
Willie

Appendix 3 **Ad-hoc Committee on Student Voice**, Rachel Aleks, Willie Marshall, and Ray Roe

Revised course evaluations

Goal: Have course evaluations to match those used on Cornell campus

- Include questions on the expertise of instructor, level of difficulty of the course compared to others, and quality of the course

Deliverable: 18 Likert-type questions to accompany current open-ended questions (see attached)

- Incorporated questions from Arts & Sciences, Hotel School, and ILR School

Program feedback

Goal: Ensure that students have a formalized voice with respect to the overall program

Deliverable: Basic open-ended questions:

1. What are some of the greatest strengths of CPEP?
2. What are some of the weaknesses of CPEP?
3. What recommendations would you make to improve CPEP?

Suggestions for operationalizing:

- Respondents: All CPEP students
- Frequency: 1 time per year (in advance of Annual Meeting of the Board)
- Format: “Take-home” questionnaire
- Audience: Answers collated by administrative assistant and provided to Board Chair and Executive/Associate Executive Directors for discussion
- Formalization: Proposed language for the bylaws [Section 2.3 (c)]

“The Board Chair will review annual program feedback from CPEP students with the Executive Director and Associate Director in advance of the Annual Meeting of the Board and provide a short overview of the feedback to the Board at the Meeting.”

Course Evaluation Form

	Strongly disagree	Somewhat disagree	Neutral	Some agree
The instructor was enthusiastic about teaching.				
The instructor encouraged a variety of viewpoints.				
The instructor conducted an informative and stimulating lecture or class.				
The instructor demonstrated command of the subject matter.				
This instructor was well prepared for each class.				
The instructor presented material in an interesting way.				
The instructor was responsive to questions.				
Compared to other courses at this level, this course was similarly challenging with respect to readings and assignments.				
The instructor effectively engaged students in class.				
I would recommend this instructor to a fellow student.				
The instructor's grading reflected an accurate assessment of my performance.				
The instructor provided me with constructive feedback on assignments.				
The course was well planned and organized.				
I learned a great deal in this course.				
The course helped me develop the ability to think through a problem or argument.				
This course challenged me intellectually.				
The instructor is an excellent teacher.				
This was an excellent course.				