Adult Education Bridges Project
ISP Personnel Descriptions
2/21/2016
Submitted by Joan Parkin

Through a series of planning meetings between the Alternative Sentencing Program Manager, Stephanie Tenaka, County Jail Commander, Chad Hermann, the ISP Bridges Administrator, Joan Parkin, and Program Liaison, Kelly Conner, we have established the following ISP Bridges Project Personnel and Job Descriptions.

ISP Bridges Administrator, Joan Parkin
Oversee, planning, implementation, evaluation, and personnel of ISP Bridges Project. Coordinate tutoring sessions, midterm and final examination proctoring, and teach English during spring 2016 semester. Oversee hiring of English instructor for summer 2016 session. Submit monthly reports that assess Bridges Project progress in maintaining strategy and activity time line in Scope of Work document.

ISP Bridges Project Liaison, Kelly Conner
The ISP’s Instructional Assistant, Kelly Conner will act as the Bridges Project Liaison and will be the central point of contact between the ASP, PCJ, and ISP for day to day operations of the Bridges Project. She will keep student files, oversee budget, relay messages between ISP, ASP, and PCJ, and maintain a task management tracking system. She will utilize a web-based project management tool suitable for a small team working on multiple projects that will be fully configurable to easily manage projects, tasks and people. The program Liaison will also oversee day-to-day budget operations.

ISP Orientation Officer, Lauren Tango
ISP Senior Office Assistant, Lauren Tango, will create and oversee a flow chart (see attached) detailing the step-by-step process students will take upon release from PCJ and entrance to FRC. Lauren will meet with students and give a tour of campus and help each student negotiate student and instructional services. Lauren will also assist in trouble shooting any obstacles that hinder any student’s academic success. She will also assist them in setting up a schedule to manage classroom, tutoring, and student service appointments.

Student Tracking and Program Evaluation, Sage Heart
Our Program Specialist, Sage Heart, will create a student tracking system to accumulate qualitative and qualitative student data. She will make regular visits to the PCJ and will assist English instructor in occasional tutoring when necessary. Her main task is to track each student from the point of registration through release or transfer to successful course completion. She will develop an excel spread sheet and interview form (see attached) for student tracking and create a program
evaluation instrument. Sage will be responsible for a final report evaluating the Bridges Project and its efforts to maintain student success, lower recidivism rates, and meet outcomes.

**Video Production Coordinator, Denise Remington-Hereford**
Denise is responsible for coordination and reproduction of instructor videos. Her duties include instructor recruitment, production assistance, and replication of videos. She insures all videos are free from copyright infringement and creates state approved closed captioning.

**Video Production Technical Assistance, Mick Presnell**
Mick works with instructors who lack skill set to produce their instructor video independently in a studio setting to assist in their instructor video production and acts as a program consultant on technical issues.

**Faculty Instructor Video Producers**
The following nine faculty have volunteered to create instructor videos and will work with either Denise or Mick to complete their video product.

1. Michael Bagley – Math 202, (Mick)
2. Jim Cross – Math 016, (Mick)
3. Mick Presnell – Logic
4. Denise Remington-Hereford – English 101
5. Joan Parkin – English 102 (Denise)
6. Joan Parkin – HUMN 112 (Denise)
7. Joe Willis – ENGL 180 (Mick)
8. ART 100 – Linda Hale (Denise)
9. Gretchen Baumgartner – Math 303 and 304 (Denise)