



TO: Chief Executive Officers
Chief Instructional Officers

FROM: Aisha Lowe,
Vice Chancellor, Educational Services & Support

RE: EMERGENCY TEMPORARY CORRESPONDENCE EDUCATION BLANKET ADDENDUM FOR
PRISON/JAIL COURSES

The COVID-19 emergency created a need to rapidly transition courses across the CCC system. While most courses transitioned to distance education, courses run in prisons and jails did not have the technological infrastructure to do so. Instead, many of those courses transitioned to correspondence education. Some colleges may have already completed local approval processes for these new correspondence education courses. Those with larger numbers of courses to convert may request additional time to complete local approval processes by requesting a temporary Correspondence Education Blanket Addendum for Fall 2020 specific to courses taught in prisons/jails. This memo provides information on the requirements for this request, including MIS course coding requirements, and updates on the ACCJC approval process. Interested colleges are required to submit an addendum request by August 1, 2020.

Submitting an Emergency Temporary Correspondence Education Blanket Addendum Request for Prison/Jail Courses

As noted in ES 20-15 Emergency Guidance for Correspondence Education, correspondence education remains an approved option for supporting students and faculty experiencing difficulties accessing face-to-face or distance education courses during this state of emergency, and colleges should reference that guidance memo and federal regulations until state regulations are approved. Colleges must ensure that a locally approved course addendum is completed for any course that will be offered via correspondence education. This includes courses run in prisons/jails.

Colleges may request approval for an emergency temporary Correspondence Education Blanket Addendum **specific to courses offered in prisons and jails**. Such a request will be considered valid only through the Fall 2020 term as an emergency alternative to the standard local approval

process for Correspondence Education, which may not be timely under the current emergency circumstances.¹

To request an emergency temporary Correspondence Education Blanket Addendum **specific to courses offered in prisons and jails** please submit the following information to the Executive Vice Chancellor, Educational Services using the Emergency Temporary Correspondence Education Blanket Addendum Request form here: [Fall 2020 Emergency Correspondence Education Blanket Addendum Submission Form](#). Requests must be submitted by either the college president, chief instructional officer, or district-level equivalent; however, **a separate form must be submitted for each college**. The form requires the following elements:

1. Reason for the temporary addendum request, term that this request applies to, and the term start and end dates.
2. The name(s) and contact information for institution's chief instructional officer, college president, or district equivalent.
3. An Excel document that lists all courses to be covered by the addendum. Information for each course should include the following: district-college-identifier, term-identifier, course-control-number, course-department-number, course-title, and approximate number of sections and students affected. A sample of the document, including the necessary course elements and formatting can be found here: [CE Course Upload File](#).

Please upload an Excel file using the naming convention of district-college-identifier(GI01)_College_term-identifier(GI03)_Fall2020_CourseFile.xlsx.

4. For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% correspondence education, including: GI01 - District-College-Identifier, the Program Control Number, the Program Title, TOP Code, and Program Award Type. A sample document, including the necessary course elements and formatting can be found here: [CE Program Upload File](#).

Please upload the file using the naming convention "GI01_College_Term2020_ProgramFile.xlsx".

Instructions for Coding for MIS Submissions for Approved Temporary Correspondence Education Blanket Addendums

In order to mitigate the impact on course schedulers and MIS data submission coordinators, colleges should, if possible, maintain their current course and section coding for all existing/planned courses and sections for Spring, Summer, and Fall 2020 terms as part of their normal MIS submissions of course-related elements (e.g., in particular data element XF01, **SESSION-INSTRUCTION-METHOD** should not be changed). Colleges do not need to change the coding for courses or sections that would have been conducted as in-person, but which changed to correspondence education as a result of the COVID-19 pandemic. For example, colleges should only

¹ Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, confers on the Chancellor emergency powers to take all appropriate actions, including the issuance of executive orders, to allow for the continued education of community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020.

Temporary Correspondence Education Blanket Addendum

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use correspondence education codes for XF01 for courses and sections that were already locally approved to be correspondence courses **and** were planned to be delivered via those methods during the term in question. By maintaining the original intended coding, MIS and Chancellor's Office staff will be able to use the submitted Emergency Temporary Correspondence Education Blanket Addendum Request to reference which courses and sections were transitioned to correspondence education because of the COVID-19 state of emergency.

However, some colleges may need to change their coding because of practical considerations of how their student information system, student portal, faculty scheduling, etc. work and thus must convert their courses to correspondence education coding to best accommodate students and/or faculty. Those colleges may submit their MIS data with the altered coding so that colleges need not backwards map their MIS submission to what it would have been or maintain two sets of course coding.

Colleges have the flexibility to follow either of those two courses of action based on what works best for them. However, colleges should indicate which approach they are using in the documentation accompanying their Emergency Temporary Correspondence Education Blanket Addendum Request submission.

Additionally, for attendance accounting, these colleges would then use the alternative attendance accounting procedures outlined in [FS 20-04](#) and the associated [FAQ](#) in order to maintain approximately the apportionment that they would have received for the courses had their semester proceeded as normal.

ACCJC Correspondence Education Program Approval Required

To comply with federal regulations and accreditation standards, including the ability to award federal student aid, colleges opting to offer programs at 50% or more correspondence education are required to receive approval from ACCJC. As institutions move prison/jail courses from in-person to correspondence education modalities for Fall 2020, some programs that were not previously offered at 50% or more correspondence may now fall into this category. The Chancellor's Office remains in conversations with ACCJC to support streamlined approval processes, where possible, and information submitted by colleges for this addendum will be taken into consideration by ACCJC as they assess the need and latitude to support blanket approvals for programs that fall into this category.

If you have questions about this guidance, please contact Vice Chancellor Aisha Lowe at alowe@cccco.edu or (916) 322-4285.

cc: Eloy Ortiz Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Marty Alvarado, Executive Vice Chancellor
CCCCO Staff