
PALO VERDE COLLEGE
CORRESPONDENCE EDUCATION
PROGRAM REVIEW

FALL 2018-SPRING 2021

Program Review Approval: 2.24.22
BOT: Approval: 6.14.22

1) Support of the College Mission

A. Summarize the Program in terms of key functions and responsibilities:

The Correspondence Education Department is responsible for providing instructional materials by mail or electronically to thirteen correctional facilities in the State of California. The Department provides instructional materials and examinations to community and non-local community students who are separated from the instructor. In addition, the Correspondence Education Department is responsible for receiving and disseminating incoming assignments and materials to full time faculty and Adjunct Instructors. Once assignments are graded, they are returned to Palo Verde College and the department routes the materials back to the institutions for distribution to the students.

B. Describe how the program supports the overall mission of the College as adopted by the Board of Trustees.

The Correspondence Education Department subscribes to the Mission of Palo Verde College:

Palo Verde College provides opportunities for personal and professional growth to a unique community of learners in an academic environment committed to student success, diversity, equity, and inclusion by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals.

The Correspondence Education Department offers students an alternate modality of courses to a particular group of students that are unable to reach the campus and allows them reasonable and adequate access to the range of services appropriate to support their learning.

C. Describe, in qualitative and quantitative terms, the population served by the program.

The Correspondence Education Department serves a diverse population of students with various career, degrees, certificates, and transfer objectives. Students may take only a few courses to enhance skills for the workplace or to qualify for employment or in preparation to transfer to a four-year institution.

The Correspondence Education Department serves as a rehabilitative program for incarcerated or Rising Scholar Students. Rising Scholars are expected to maintain good behavior, participate in approved rehabilitative programs and activities to give them tools and skills for their eventual return to society. Palo Verde College Correspondence Department provides them with the training needed to compete successfully for employment upon release.

Every class offered through Correspondence Education is open to community students as well as inmate students. The CTA contract sets the class limit to 29 students; and it is the policy of the Correspondence Education department to make sure community students are not turned away from any class.

The Correspondence Education method of instruction began in 2001 with one institution, Ironwood State Prison, with 53 students. We now have over 2,100 incarcerated student each semester from the institutions listed below:

- ASP-Avenal State Prison- Kings County
- CAC- California City Correctional Facility- Los Angeles County
- CIM- California Institution For Men- San Bernardino County
- CIW- California Institution for Women- Riverside County
- CMC- California Men’s Colony- San Luis Obispo County
- CRC- California Rehabilitation Center- Riverside, County
- CSP-California Solano Prison-(Inactive since Spring 2020)
- CTF-Correctional Training Facility- Monterrey County
- CVSP- Chuckawalla Valley State Prison- Blythe, CA
- ISP- Ironwood State Prison- Blythe, CA.
- Malibu Camp- Los Angeles County
- MCSP-Mule Creek State Prison- Amador County
- Rainbow Camp- (Inactive since Fall 2020)
- Pleasant Valley State Prison (Inactive since Fall 2018)
- SCC- Sierra Conservation Center- Tuolumne County
- SATF: California Substance Abuse Treatment Fac.- Kings County
- SHAFTER- Independent Prison (Inactive since Fall 2020)

The Correspondence Education Department began in the early 90’s with 21 class sections. Today we offer more than 200 sections in correspondence modality.

Number of sections offered	2018-2019	2019-2020	2020-2021
Fall	154	204	265
Spring	181	184	257
Summer	80	117	6
Total	415	505	528

The following table outlines only the number of incarcerated students. There is no method of counting the community students who enroll in correspondence education because they also take Face-to-Face classes on campus.

Number of incarcerated students enrolled	2018-2019	2019-2020	2020-2021
Fall	1515	1796	1605
Spring	1647	1634	1666
Summer	1120	1560	141
Total	4282	4990	3412

The following Degrees and Certificates are available through Correspondence Education:

Associate of Arts in Liberal Arts with Emphasis:

- ✓ Arts & Humanities
- ✓ Business and Technology
- ✓ Mathematics and Science
- ✓ Social and Behavioral Sciences

Associate of Science Degree:

- ✓ Business management/Administration

Certificates:

- ✓ Alcohol and Drug Studies Specialist, I Certificate
- ✓ Alcohol and Drug Studies Specialist II Certificate
- ✓ American Sign language, Certificate of Preparation
- ✓ Business Management/Administration Certificate of Achievement

The following table outlines the number of degrees and certificates awarded to incarcerated students:

Degrees	2018-2019	2019-2020	2020-2021
Associate of Arts- AST/AST	116	128	179
Associate of Science	12	10	20
Certificates	190	171	141
Total	318	309	340

2) Accomplishment in Achieving Goals Outlined in the Previous Program Review

A. Describe progress in achieving goals outlines in the previous program review, including evidence documenting such achievements.

Goal 1: Increase the number of students (incarcerated and community) served by the Correspondence Education Program.

Status: Goal has been met. Please refer to table outlining number of incarcerated students served by the Correspondence Education Program.

Goal 2: Provide complete matriculation services to all correspondence education students.

Status: The goal has been met. The Associate Dean of Counseling was hired in 2020 and currently provides matriculation services.

Goal 3: To design and implement Online courses.

Status: Goal has been met. Online courses are now available at Palo Verde College. Distance Education and Online are now under the direction of the Vice President of Instruction and Student Services.

B. Explain modifications of goals outlined in the previous program review, including evidence documenting such modifications.

Modification of goals outlined from the previous review includes the removal of Goal 3: Prepare for the workforce. The Correspondence Department facilitates educational services to students via correspondence, but there is no methods of counting to collect the data required for this goal.

C. Describe specific, documented accomplishments that support and facilitate the achievements and assessment of student learning outcomes, including measures employed to evaluate program effectiveness in achieving such outcomes.

Palo Verde College Definition of an SLO (Student Learning Outcome) or SAO (Student Achievement Outcome)- Palo Verde College attempts to follow the definition offered in the statewide Academic Senate paper, “Principles of SLO Assessment” adopted by the Senate in 2010: Objectives are a series of smaller steps leading to outcomes- which are broadly defined skills and knowledge students acquire from the course.

Palo Verde has successfully accomplished the following task to facilitate the achievements and assessment of student learning outcomes.

- ✓ SLO Committee formed in 2008 to provide guidance and direction on SLO formulation and assessment.
- ✓ Palo Verde College hired a Curriculum and Catalog Specialist, and she works closely together with faculty to make sure SLO’s are completed and submitted on a timely manner.
- ✓ Palo Verde College created and published in 2012-2013 a website to make SLO’s assessments, results and actions viewable. www.paloverde.edu
- ✓ Effective Fall 2013, faculty was made accountable for SLO’s and now it’s part of their evaluations.
- ✓ Degrees and certificates SLO’s were place in the College Catalog were place in 2013-2014.
- ✓ An ongoing cycle of course assessments has been established.

3) New Goals:

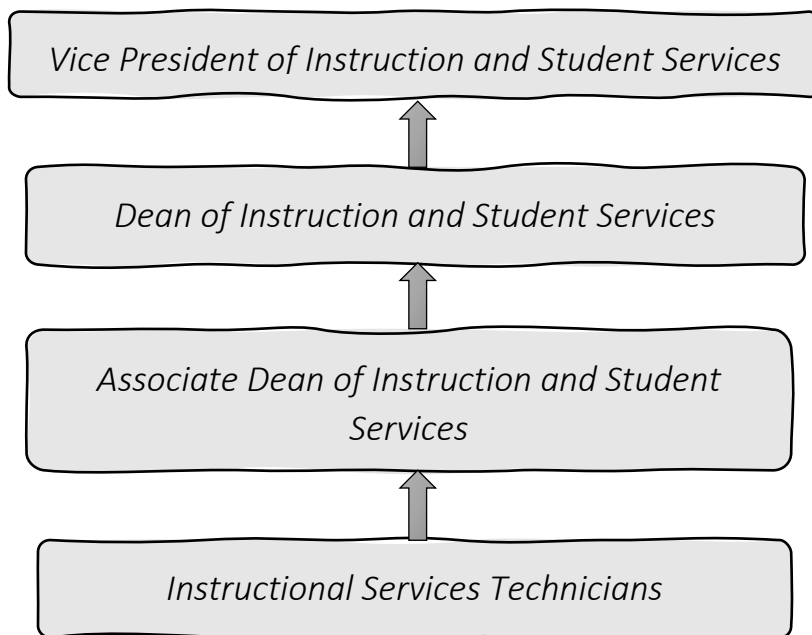
- a) Continue to increase the number of students (incarcerated and community) served by Correspondence Department.
- b) Continue working with PSCE to serve students and close the gap between our community college and the CDCR.
- c) Work with faculty in improving the efficiency of textbooks supply services for the institutions with a correspondence program.
- d) Work with faculty during Flex Days or similar venues to devise improved procedures in managing workflow.
- e) Have an open communication with Division Chairs and work closely together to improve procedures with the need of courses each semester.
- f) Hire a Part-time technician to help with some of the tasks in the Correspondence Department.

4) Personnel summary

A. Provide an organizational chart of the program, showing personnel coverage of key functions and responsibilities.

The Correspondence Education Department consist of the Vice President of Instruction and Student Services, Dean of Instruction and Student Services, Associate Dean of Instruction and Student Services and three Instructional Services Technicians.

Correspondence Education Organizational Chart



Vice President of Instruction and Student Services Responsibilities:

- ✓ Lead, plan, organize, control and direct the District's Instruction and Student Services operations, activities and programs.
- ✓ Develop, coordinate, oversee and evaluate the programs, personnel, operations and activities of Department divisions, including program planning, analysis and review.
- ✓ Coordinate and direct operations, communications, personnel and resources to enhance Faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.
- ✓ Plan and project division staffing requirements; provide staffing recommendations in compliance with Equal Employment Opportunity principles and guideline.

Dean of Instruction and Student Services Responsibilities:

- ✓ Plan, implement and evaluate College credit and non-credit instructional programs and services.
- ✓ Monitor, analyze and adjust activities in response to student academic needs.
- ✓ Assist in ensuring instructional programs and services comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- ✓ Direct the development and implementation of class schedules and faculty assignments in accordance with current assessment of program and student needs.
- ✓ Administer and monitor instructional programs and activities to ensure compliance established curriculum standards and requirements are followed.
- ✓ Ensure that all student services programs comply with applicable laws, other federal, State and local requirements, District rules and regulations, Education Code, and collective bargaining agreements.
- ✓ Prepare and maintain a variety of narrative and statistical records and reports related to instructional programs and services, curriculum standards and requirements, and assigned activities.
- ✓ Assist in the formulation and development of policies, procedures and programs
- ✓ Use a variety of computer software to research, enter, modify and retrieve data for preparation of reports, correspondence, and other written materials.

Associate Dean of Instruction and Student Services Responsibilities:

- ✓ Oversees the Correspondence Department Program
- ✓ Serves as the primary Liaison between the Palo Verde Community College District Instructional Services and the California Department of Correction and Rehabilitation.
- ✓ Travels to meet with Principals and PSCE of the two local prisons.
- ✓ Develops procedures to ensure the accurate flow of information

- ✓ Provides district-wide leadership and coordination in support of assigned instructional programs and services for all assigned instructional modalities including correspondence education.
- ✓ Investigates opportunities for instructional services program development, with an emphasis on Correspondence Education.
- ✓ Collaborates and provides support to personnel from the California Department of Correction and Rehabilitation.
- ✓ Recruits and orients Part-time faculty for instructional services as well as provides support to established faculty.
- ✓ Distribute class schedules via e-mail to the California Department of Correction and Rehabilitation Departments.
- ✓ Works closely together with local prisons to coordinate course scheduling, faculty and other instructional services in support of Rising Scholars education.

Instructional Services Technician Responsibilities:

- ✓ Provides support and assist in the coordination of the day-to-day operations and workflow of the department.
- ✓ Distribute printed schedules to the California Department of Correction and Rehabilitation Departments.
- ✓ Sets up files for syllabi and assignments for each instructor teaching Correspondence courses each semester.
- ✓ Distributes electronic copies of syllabi, test, and assignment to the California Department of Correction and Rehabilitation.
- ✓ Prints and distributes hard copies of syllabi, test, and assignments to each institution we currently serve.
- ✓ Prints and distributes hard copies of syllabi, test and assignments to community students enrolled in correspondence courses.
- ✓ Assist with students' syllabi, and assignments, returned work and distributes them to the correct faculty members.
- ✓ Communicate to faculty, staff, and students, the availability of, or changes to, text, courses or course materials.

B. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program goals? Explain.

During the Spring 2020 Palo Verde College hired an Associate Dean of Instruction and Student Services, and with the assistance of the Dean of Instruction and Student Services implemented changes to the correspondence education program. The Associate Dean of Instruction is responsible for providing support and assistance to the California Department of Corrections and Rehabilitations that Palo Verde College currently works with (please see duties mentioned above).

The Correspondence Department serves as the liaison between CDCR and Palo Verde College, therefore one of the administrative goals is to have as many inmates as possible complete the courses they enroll in every semester. Management, PSCE and instructors understand that they must work closely together to myriad obstacles faced in teaching inmates.

The Correspondence Education Department currently has three full time Instructional Service Technicians responsible for mailing all correspondence materials to the 13 prisons we currently serve. It would be beneficial to hire a part-time technician to help during the registration periods to assist with distribution of course materials.

C. Describe organizational changes that will improve program performance, provide timelines for achievement of such changes and describe measures that will assess the effectiveness of such changes.

During the Spring 2020 Palo Verde College hired an Associate Dean of Instruction and Student Services, and with the assistance of the Dean of Instruction and Student Services implemented changes to the correspondence department. Some changes include, working on syllabi together to make sure they comply with all requirements, attend meetings and work closely together with faculty and keeping each other informed when the correspondence department and CDCR's are having issues that might affect students.

The Correspondence Education Department would be more effective if the registration processes were more automated. Our current process is very paper intensive and time consuming.

The Correspondence Education Department would also benefit by hiring another part-time technician.

5) Staff Development

A. Describe specific professional development activities in which program members participate and explain how such activities benefit or enhance the program and support and facilitate students learning outcomes.

The Correspondence Education Department have participated in webinars and in-house workshops and trainings held by the district. Some include Flex Day activities, welcome back activities, Galaxy trainings. They are also involved in meetings with CDCR either via Zoom or face to face.

B. Describe areas of unmet professional development needs among personnel in this program, if applicable, and outline plans to address those needs.

Discuss with Admissions and Records to possibly acquire access to Colleague and student schedules to help improve the Correspondence Department efficiency in creating folders for students without having to wait for schedules.

Attend trainings on time management and how to find solutions to certain task that are very time consuming during the day.

6) Facilities and equipment

A. Are current facilities, such as classrooms, office and equipment adequate to support the program? Explain.

No, the Correspondence Education Department staff has old computers and computer screens that need to be replaced; the printers (even though newer) constantly break when we have to print massive number of syllabi. The Correspondence Education Department could benefit from another copy machine designated for the department only.

The Correspondence Education Department staff sits out in the main section of the office, and it's very difficult for them to attend zoom meeting and/or answer phones in the open; it would be beneficial to purchase headphones for them to use during meetings and to answer phones.

B. Is available dedicated space adequate to support the program? Explain.

No, the Correspondence Education Department has outgrown the space they currently share and there is no place to hold the materials when the printing is in process or when sorting mail.

C. Is available equipment adequate to support the program? Explain.

No, the printers (even though newer) constantly break when we have to print massive number of syllabi. The Correspondence Education Department could benefit from another copy machine designated for the department only.

D. Describe plans for future changes in support facilities or equipment.

Consider budgeting for a new copy machine and a part-time technician

7) Financial Resources

A. Provide a financial report showing, for each year of the preceding 3 years, budgeted vs. actual expenditures for each of these line items, at a minimum:

Line Item	2018-2019		2019-2020		2020-2021	
	Budgeted	Expended	Budgeted	Expended	Budgeted	Expended
Personnel Salaries	83,738.00	86,245.77	49,415.60	49,415.60	78,287.92	78,287.92
Personnel benefits	56,812.00	57,085.13	33,418.60	37,375.25	58,433.72	58,433.72
Copying	0.00	109.26	130.12	130.12	54.99	54.99
Postage	0.00	7,642.59	7,004.03	9,893.97	14,996.21	14,996.21
Rents & Leases	7,000.00	3,348.34	0.00	3,348.34	3,860.99	3,860.99
Mileage	0.00	0.00	361.00	361.65	0.00	0.00
Proctors	0.00	0.00	0.00	0.00	0.00	0.00
Total	147,550.00	154,431.09	90,329.35	100,524.93	155,633.83	155,633.83

A1. Deviations from budget exceeding 10% of any line item

No deviations were found

B. Describe change for future budget changes.

The Correspondence Education Department will consider requesting, in the next year's budget, a new printing machine and a part-time Technician 1.

8) Strengths and weaknesses

A. List and comment on major strengths of the program.

- The Correspondence Education Department provides services to thirteen institutions and provides education for underserved population in the California State Prison system.
- Correspondence Education Department provides community students with the opportunity to complete their education when attending college face to face classes is not feasible for them.
- Correspondence Education Department provides a significant amount of FTES for Palo Verde College.
- Correspondence Education Department enable students to receive their materials and study and learn a wide variety of subjects at an individualized pace, helping students to complete courses and degrees.
- Correspondence Education Department serves as the liaison between CDCR's and instructors.

- Correspondence Education Department serves as the liaison between community students and instructors by providing printed materials when the students need printed version of their syllabi and materials.

B. List and comment on major weaknesses of the program.

- The Correspondence Education Department lacks printers to handle large amounts of printing.
- Lack of staff- At least one part-time staff is required as the program has grown
- Lack of space for Correspondence materials- Larger space is required as the program has grown
- Computers and screens are outdated- Updated computers and computer screens are required.

C. List recommendations for improving and correcting identified weaknesses.

- For the time being, the Correspondence Department Education will continue using printers around Palo Verde College
- Continue using student workers and any other help we can get during the peak times.
- Continue using the computers and screens we currently have.

Acronyms

CTA	California Teachers Association
SLO	Student Learning Outcomes
SAO	Student Achievement Outcome
PSCE	Post-Secondary Continuing Education
CDCR	California Department of Correction and Rehabilitation
FTES	Full-Time Equivalent Student

SUMMARY OF BOARD REPORTS

AUGUST 2020-JUNE 2021

INSTRUCTION & STUDENT SERVICES BOARD REPORT 08/11/2020

Associate Dean of Instruction and Student Services

- Cancelling all Face to Face Classes due to mandates:
 - Only Nursing, Lab classes and First responders' classes will be able to be offered face to face modality, all others were converted to Correspondence and/or Online
- Meeting with CVSP & ISP:
 - Administrators and Proctors will be participating during Flex Day. They will do a presentation and talk about the procedures that will be following for Fall.
- Syllabi-:
 - Reviewing syllabi from Full-Time Instructors and Part-Time instructors.
 - Staff will be delivering to ISP main office on August 6th.
 - CVSP will pick up theirs.
 - Staff has been busy creating individual folders for students.
- Meeting with new Full time Instructors:
 - Providing Correspondence information.
 - Helping them with syllabi and e-mails.
- Created a density map for those classes being offered face to face modality.
- Working on Fall Semester Contracts.
- Zoom Meetings.

Associate Dean of Instruction and Student Services**-Fall semester:**

- Created Adjunct contracts/sent out/collecting them for signatures.
- Sometimes Adjunct instructors forget to add office hours.
- Evaluation notes were sent out to all faculty in need of evaluations.
- Working with HR and Stephanie to rearrange mailboxes.
- Adjunct budget lines.
- Full time budget lines.
- Attending meetings.
- Working on CTLC's for instructors.

-Spring Semester

- New teaching request.

-Elizabeth Pope is currently working on:

- COCI training.
- CORs for Faculty
- Catalog addendum.
- Attending meetings

Associate Dean of Instruction and Student Services**Spring Semester:**

- Adding classes to Colleague.
- Creating Spring Semester printed schedule.
- Calculating CTLC's.
- Academic Calendar. The next meeting October 8th at 2:00pm.
- Curriculum meetings and other meetings.
- Dealing with student evaluations.
- Child Development Program.

Associate Dean of Instruction and Student Services

- Spring Semester:
- Classes were added to the system.
- Printed schedule was sent out and quote was submitted.
- In contact with the prisons regarding the following:
 - Spring Semester
 - Spring Changes
 - Might be able to add IEN classes for ISP
- New Instructional Services Technician joined our team.
- Meeting with all CDC staff.
- Will be meeting with CDC Site Supervisor.
- Academic Calendar.
- eLumen courses.
- Fire Science courses.
- Meetings: TRC, CDC staff, Full Admin, Etc.

Associate Dean of Instruction and Student Services

- The Instructional Services Department is currently working on Syllabi.
- Reviewing syllabi.
- In contact with faculty/sending syllabus for updates- Missing a few more and then we will be at 100%.
- The plan is for the Instructional Department to deliver syllabi by no later than the first week of January.
- Waiting on student's schedules to start separating syllabi and assignments
- E-mail proctors to verify delivery.
- Adding Fire Science classes.
- Program Review- updates and new plan for our accountability.
- CTLC's updates.
- IEN classes.

Associate Dean of Instruction and Student Services

- Updating Spring semester courses.
- As requested by the instructor and to meet their contract, I had to cancel some online classes and add correspondence classes.
- Making sure all classes have sufficient students to keep the class.
- Some online classes have very low enrollment, I am keeping an eye on those as they might need to be cancelled.
- Creating new contracts for all Adjunct instructors.
- Working on CTLC's for full time instructors.
- Creating a list of classes that can use more students to share with counselors.
- Adding and cancelling Fire Science classes as requested by IEC.
- PRISONS-
- Communicating with Administrators and Proctors at the prisons to keep faculty and staff up to date.
- Staff is currently working on mailing out all syllabi and assignments.
- Working with HR and Irma to come up with a solution to rosters to meet the need of proctors.
- Attending zoom meetings.

Associate Dean of Instruction and Student Services

- Instructional Services Department:
- Constant communication with ISP & CVSP Administrators in regards of schedules and the effects of COVID
- Staff is still on moderated schedules.
- ISP & CTF have informed us that they are on lockdown.
- The department has sent out more than 6,600 printed syllabi (not including additional course materials) which is constantly being sent out.
- Joshua is currently working on adding labels to syllabi and assignments to make it easier on proctors. Labels will provide information on who the syllabi and assignment(s) need to go to without breaking any FERPA laws.
- All Adjunct contracts were sent out.
- Currently working on CTLC's contracts
- Waiting on information for extra assignments to add to the CTLC's contracts.
- Working with counselors on the two-year plan
- Child Development Program:
- Working on the Food audit
- Working on staff schedules to make sure we meet ratio.
- Working on a report that needs revisions.
- Making sure that everything is up to date until we hire the new Site Supervisor.
- Attending usual meeting.
- Curriculum and Catalog Specialist:
- PDF and eLumen catalog editing.
- Curriculum Meeting agenda/mins.
- TRC meeting agenda/mins.
- Guided Pathways meeting.
- SLO meetings, trainings, scheduling, mapping, minutes, etc.
- COCI entering and editing courses.
- Colleague.

Associate Dean of Instruction and Student Services

- Summer schedule 2021:
- Finished summer schedule.
- Reviewing summer syllabi and assignments.
- Fall 2021 schedule:
- Adding classes to the system.
- Assisting some of the adjunct instructors with questions in regards of their SLO
- Child Development Center:
- Assisting with reports for the Child Development program.
- Fiscal Reporting.
- Revised food program report.
- Staff Schedules.
- Prisons:
- Communicating with Administrators and Proctors at the prisons to keep faculty and staff up to date.
- Attending several zoom meetings.

Associate Dean of Instruction and Student Services

- Finished Summer 2021, Fall 2021, and Spring 2022.
- Releasing printed schedules.
- Double checking schedules.
- PRISONS- CVSP & ISP:
- In contact with CVSP and scheduling visits.
- In contact with ISP in regards of IEN and visit.
- Child Development:
- Meetings in regards of the move and the new building.
- Syllabi :
- Summer syllabi was received and is now in the process of printing.
- Fall syllabi must be submitted by no later than the end of Spring 2021 semester.
- Attending multiple meetings.

Associate Dean of Instruction and Student Services

- Working on Summer and Fall Schedule.
- Summer was limited to 6 Online classes and 31 Correspondence classes.
- For Summer:
- All syllabi and assignments were submitted- just waiting on student schedules to mail out all materials.
- Some changes to instructors
- For Fall:
- Still working on some changes.
- There are many classes assigned as TBA because we are hiring instructors.
- Some courses will need to be assigned to new full-time instructors and removed from adjuncts now that we open the portals for 4 new full-time instructors- ASL, ART, HIS, PSY.
- ISP and CVSP along with other institutions we usually work with, have accepted to work with us and offer summer classes.
- Fall semester, was scheduled as usual and we should be receiving the printed schedules by next week.
- Communicating with all Administrators and Proctors at the prisons to keep faculty and staff up to date with changes.
- We will have the first visit with CVSP on May 11th and will be back May 13th, 2021.
- Only 5 staff members at a time can visit the prison.
- They will be using all the necessary safety precautions.
- Working on setting up a visit with ISP
- Child Development:
- In contact with new Director.
- Attending zoom meeting for the relocation of the Child Development Program. Attending other zoom meetings as well.

Associate Dean of Instruction and Student Services

- Summer semester syllabi and assignments were sent out to all CDCR.
- Digital Textbook Report submitted for Summer and Fall 2021.
- Syllabi review and updates.
- Adding Fire Science classes to the system.
- Attending usual meetings (Curriculum, Program Review, TRC, etc.)
- Scheduling meetings with principals and PSCE from CVSP and ISP.
- Replying to e-mails.
- keeping up to date with Title 5 regulations.
- Making changes to Fall schedule- some of the classes did not make articulation changes-Those classes had to be cancelled.
- **Curriculum and Catalog Specialist**
- PDF and eLumen catalog.
- Curriculum Meeting agenda/mins.
- TRC meeting agenda/mins.
- Board documents.
- Guided Pathways meeting.
- Elumen weekly SLO meeting.
- Save/print/check of list Instructors SLOs.
- COCI
- Colleague