

Master Academic Plan

2006-2007

2006-2007 Master Academic Plan *Adult Facilities* Minnesota Department of Corrections

Our Mission

To hold offenders accountable and offer opportunities for change while restoring justice for victims and contributing to a safer Minnesota.

Our dedicated staff will accomplish this by

- F**ostering community partnerships.
- O**ptimizing best practices.
- C**reating a respectful diverse culture.
- U**tilizing effective communication.
- S**trategic and efficient use of resources.

Our Vision

FOCUS on reducing risk.



Master Academic Plan

The Department of Corrections Master Academic Plan is the centerpiece of educational planning efforts. It supports and complements the agency's strategic plan. Planning begins at the correctional facilities and drives department-wide education initiatives.

DOC Education Mission

To provide eligible incarcerated offenders with educational opportunities that will prepare them for successful reentry into society.

DOC Education Vision

Correctional education will provide the pathway to achieve an enhanced quality of life and improved economic stability.



DOC Education Values

Partnerships

We value collaborative relationships with organizations who partner with us in the delivery of quality education.

Staff

We value the commitment, contributions and expertise of *all* staff.

Equity/Diversity

We value freedom from bias, and respect the individuality and dignity of all people.

Civility

We value educating for social and civic responsibility.

Workforce Development

We value education for employment and technical training to enhance and impact economic development.

Accountability

We value educational effectiveness and fiscal responsibility while answering to students, staff, academic partners, the legislature and the public.

Innovation

We value vision and creativity while recognizing the challenge of accessing new technology.

Integrity

We value integrity in all aspects of the delivery of educational services.



At A Glance

Enrollment: 2,003 Students (November, 2006)

Student Body Profile

Men	88%
Women	12%
Total	100%

Distribution of enrollees by age

0-18	3%
19-24	26%
25-44	57%
45-59	13%
60 and older	1%
Total	100%

Distribution of enrollees by program

ABE (Literacy, ESL,GED, and HS diploma	62%
Life Skills	5%
Vocational	20%
Other	13%
Total	100%

Awards

GED and high school diplomas, vocational/technical diplomas and certificates, Associate in Arts, Associate in Science, Associate in Applied Science, Critical Thinking Skills certificates, Parenting/Family Skills certificates, National Education Adult Honor Society

Unique Programs

Reading is Fundamental, Post-Secondary Enrollment Options, Transition and Pre-Release, Motherread/Fatheread, Cosmetology, Thinking for a Change

Foundation

The Minnesota Correctional Education Foundation (MCEF) provides funding for – and coordination of – college and vocational opportunities at state correctional facilities.

Facility Locations

MCF-Faribault

Medium (Level 3) Security Prison
Males
Capacity – 1,178
Student Population: 353



MCF-FRB

1101 Linden Lane
Faribault, MN 55021
Phone: 507-334-0700

MCF-Lino Lakes

Medium (Level 3) Security Prison
Males
Capacity – 1,307
Student Population: 210



MCF-LL

7525 Fourth Avenue
Lino Lakes, MN 55014
Phone: 651-717-6100

MCF-Oak Park Heights

Close (Level 5) Security Prison
Males
Capacity – 430
Student Population: 94



MCF-OPH

5329 Osgood Ave. N
Stillwater, MN 55082
Phone: 651-779-1400

MCF-Rush City

Close (Level 4) Security Prison
Males
Capacity—982
Student Population: 228



MCF-RC

7600 525th Street
Rush City, MN 55069
Phone: 320-358-0400

MCF-Saint Cloud

Close (Level 4) Security Prison
Males
Capacity—1,050
Student Population: 303



MCF-SCL

2305 Minnesota Blvd SE
St. Cloud, MN 55379
Phone: 320-240-3000

MCF-Shakopee

Multiple Levels Security Prison
Females
Capacity—549
Student Population: 119



MCF-SHK

1010 West 6th Avenue
Shakopee, MN 55379
Phone: 952-496-4440

MCF-Stillwater

Close (Level 4) Security Prison
Males
Capacity – 1,426
Student Population: 360



MCF-STW

970 Pickett Street
Bayport, MN 55003
Phone: 651-779-2700

MCF-Willow River/Moose Lake

Medium (Level 3) Security Prison
Males
Capacity – 974
Student Population: 305



MCF-WR/ML

1000 Lake Shore Drive
Moose Lake, MN 55767
Phone: 218-485-5000

Programming

	SHK	STW	LL	SCL	FRB	WR/ML	RC	OPH	RW	T
<i>Adult Basic Education</i>	X	X	X	X	X	X	X	X	X	X
<i>Art</i>	X	X		X				X	X	
<i>CLN (Corrections Learning Network)</i>		X	X	X	X	X	X	X	X	
<i>College Correspondence Classes</i>	X	X	X	X	X	X	X	X		
<i>Computer Learning Center</i>			X	X	X	X				
<i>Critical Thinking Skills/Thinking for a Change</i>	X	X	X	X	X	X	X	X	X	X
<i>ELL/ ESL (English Second Language)</i>	X	X	X	X	X	X	X	X	X	
<i>Fatheread/Motheread</i>		X			X					
<i>GED Testing</i>	X	X	X	X	X	X	X	X	X	X
<i>Health</i>			X				X		X	X
<i>Music</i>				X		X			X	
<i>Parenting/Families Programs</i>	X	X	X	X	X		X	X	X	X
<i>RIF (Reading is Fundamental)</i>	X	X	X	X	X		X	X	X	X
<i>Special Education</i>	X		X	X		X			X	X
<i>Title One Services</i>				X					X	
<i>Victim Impact</i>	X		X						X	X
MTTC Vocational/ Technical Programs										
<i>A+ Certification Preparation</i>		X			X	X				
<i>Barbering License Preparation</i>				X		X				
<i>Business Management</i>					X					
<i>Cabinetmaking</i>		X			X					
<i>Carpentry</i>					X				X	
<i>Computer Literacy</i>		X	X		X	X	X			
<i>Computer Network Cabling</i>			X							
<i>Cosmetology License Preparation</i>	X									
<i>Desktop Publishing</i>		X								
<i>Drywall Installation</i>					X					
<i>Floor Covering</i>					X					
<i>Help Desk</i>		X			X	X				
<i>Masonry</i>				X						
<i>Mechanical Design and Drafting</i>					X					
<i>Microsoft Office Specialist</i>		X	X		X		X			
<i>Net + Certification Preparation</i>		X								
<i>Office Support</i>	X									
<i>Painting & Decorating</i>				X	X		X			
<i>Print Production</i>						X			X	
<i>Welding</i>		X								
Transition/ Pre-release:										
<i>Housing Assistance</i>	X	X	X	X	X	X	X	X	X	X
<i>Birth Certificate</i>	X	X	X	X	X	X	X	X	X	X
<i>Employment Prep./Career Counseling</i>	X	X	X	X	X	X	X	X	X	X
<i>State of Minnesota Identification</i>	X	X	X		X	X	X		X	
<i>Social Security Card</i>	X	X	X	X	X	X	X	X	X	X
<i>Personal Finance Education</i>	X	X	X	X	X	X	X	X	X	
<i>Transitions Resource Center</i>	X	X	X	X	X	X	X	X	X	X

Facility Pathways

The Facility Pathways chart provides an “at a glance” view of the Minnesota Technical Training Center’s (MTTC’s) vocational opportunities. Current programs available at each facility are listed under the career cluster headings.

Career Clusters

	Construction	Manufacturing	Information Technology	Business and Administrative Services	Human Services	Scientific/ Technical
Faribault	<ul style="list-style-type: none"> • Painting and Decorating • Carpentry • Cabinetmaking • Drywall • Floor Covering 		<ul style="list-style-type: none"> • Computer Literacy • A+ Certification Preparation • Microsoft Office Specialist • Help Desk 	<ul style="list-style-type: none"> • Business Management 		<ul style="list-style-type: none"> • Mechanical Design and Drafting
Lino Lakes			<ul style="list-style-type: none"> • Computer Literacy • Microsoft Office Specialist 			<ul style="list-style-type: none"> • Computer Network Cabling
Moose Lake		<ul style="list-style-type: none"> • Print Production 	<ul style="list-style-type: none"> • Computer Literacy • A+ Certification Preparation • Help Desk 		<ul style="list-style-type: none"> • Barbering 	
Rush City	<ul style="list-style-type: none"> • Painting and Decorating 		<ul style="list-style-type: none"> • Computer Literacy • Microsoft Office Specialist 			
Shakopee				<ul style="list-style-type: none"> • Office Support 	<ul style="list-style-type: none"> • Cosmetology 	
St. Cloud	<ul style="list-style-type: none"> • Painting and Decorating • Masonry 				<ul style="list-style-type: none"> • Barbering 	
Stillwater	<ul style="list-style-type: none"> • Cabinetmaking 	<ul style="list-style-type: none"> • Welding 	<ul style="list-style-type: none"> • Computer Literacy • Computer Literacy II • A+ Certification Preparation • Microsoft Office Specialist • Desktop Publishing • Help Desk • Net + Certification Preparation 			

DOC Education Program Major Goals

School Improvement and Accountability

Goal 1: Create a learner-focused education system designed to close the achievement gap and produce mastery learning for all DOC offenders.

Quality Program and Services

Goal 2: Develop and deliver all DOC programs at the highest quality level.

Transition Success

Goal 3: Prepare each student for a successful transition to school, the workplace and life in their community.

Leveraging Technology

Goal 4: Integrate technology into the education program and improve operations, delivery of programs and support services.

Correctional Education Presence

Goal 5: Advance correctional education's presence through active collaboration, beneficial partnerships and enhanced public awareness.



School Improvement and Accountability

Goal 1: Create a learner-focused education system designed to close the achievement gap and produce mastery learning for all DOC offenders.

Objectives

- a. Every offender has the opportunity to receive personalized instruction designed to improve their literacy skills and increase their employability upon release.
- b. Classroom instruction is implemented using high quality, current, research-based teaching and learning methodology.
- c. Instruction is designed to meet or exceed relevant standards and measures, including those accepted and endorsed by the Minnesota Department of Education.
- d. A model is in place for department, consortium and individual facility educational improvement.

Strategies:

1. Implement a DOC-wide process to ensure that all offenders who do not have a GED or high school diploma are directed into literacy classes.
2. Provide every offender, upon incarceration, with a literacy and vocational assessment, and create a personal education plan for offenders who enter education programming.
3. Ensure that the adult basic education data reporting system is in compliance with current National Reporting System (NRS) rules and regulations.
4. Research assessment instruments.
5. Provide, train and monitor implementation of policies and procedures for special education on regulations from Individuals with Disabilities Education Improvement Act of 2004 (IDEA).



Quality Programs & Services

Goal 2: Develop and deliver all DOC programs at the highest quality level.

Objectives:

- a. Programs are developed and resources are deployed based on student needs and populations.
- b. Accountability and accreditation processes that meet state, federal and correctional regulations are in place and maintained.
- c. Instruction is designed – and continually reviewed – to ensure organization-wide adoption and use of current, research-based “best practices” in teaching and learning.
- d. DOC instructors maintain appropriate licensure and/or credentials, and receive relevant, high quality training and staff development opportunities.

Strategies:

1. Offenders eligible for special education services receive programming that enables them to make progress toward their annual educational goals, to participate in the general curriculum as much as possible, and to prepare for a successful transition to adulthood.
2. Expand direct special education services to MCF-Faribault.
3. Align programs to the needs of specific populations (e.g., academic, career and technical programs, life skills).
4. Deliver the curriculum in a seamless and uniform manner, including providing continuity in curriculum across the DOC (where appropriate).
5. Base vocational training on industry standards, workplace requirements and employment opportunities.
6. Provide regular and systematic training and staff development based on current and future best practices in teaching and learning, as well as on the educational implications of the current and future labor market.
7. Identify and provide support to programs in areas of emerging student needs (e.g., ESL, low functioning students).
8. Develop program evaluation models for each program level (e.g. technical training, Literacy/ GED).
9. Continually seek opportunities for recognition and awards connected to delivery of educational programs and services.

Transition Success

Goal 3: Prepare each student for a successful transition to school, the workplace and life in their community.

Objectives:

- a. Every releasing offender will complete a standardized pre-release class.
- b. Every offender has access to transition resource information and assistance in developing a continuum of services upon release.
- c. All offenders will have appropriate identification upon release from the facility.
- d. Transitioning offenders who are able to work will be skilled in seeking and maintaining a job.
- e. Transitioning offenders interested in pursuing ongoing education upon release are assisted with educational plans.
- f. Promote successful reentry by restructuring the orientation process to include occupational goal setting activities.

Strategies:

1. Six months prior to release, all offenders are assigned to a mandatory pre-release class.
2. Offenders enrolled in a pre-release class and those who make requests via facility mail are given information pertaining to available transition resources in their county of release.
3. Transition resource centers are available at each facility, posting up to date information on education, employment, housing opportunities and community resources in every Minnesota County.
4. Transition resource centers are standardized in their materials, equipment and program offerings. They will provide information on vocational trades, post-secondary education, occupational preparation, etc., to enhance offenders' post-release education planning.
5. Transition fairs, providing information on community resources for exiting offenders, are offered yearly (or more frequently) at "release" facilities.
6. All offenders receive information on how to secure social security cards, birth certificates and state identification.
7. All offenders receive identification documents prior to release.
8. Job seminars are offered to enhance transitioning offenders' job-seeking and job-keeping abilities. The seminars will include mock interviews and assistance with job leads. Community employers will present personal insights on work expectations.
9. Transition resource centers will offer standardized employment programming: additional curriculum on Employability Skills, assistance in resume writing, vocational assessments and interest inventories.
10. Administer a vocational/occupational interest and aptitude assessment class to be delivered during an offender's initial DOC orientation.

Leveraging Technology

Goal 4: Integrate technology into the education program and improve operations, delivery of programs and support services.

Objectives:

- a. Current and research-supported technology is used to enhance DOC educational programs, services and internal processes.
- b. Computer software curriculum is selected using a consistent process that considers quality of product, ease of student and instructor use, compatibility with DOC and facility hardware, cost, and the collective needs of the DOC as well as unique needs of individual facilities.
- c. All DOC facility education departments have adequate support from their respective information technology departments.
- d. Offender computers and electronic media are managed in a secure manner.
- e. Computer related technical programs feature curriculum and skill development that is relevant and current. The programs are continually reviewed to insure consideration of current and future industry and job market trends.

Strategies:

1. Ensure that offender networks are established at each facility, separate from the staff networks, and that all computers used by offenders are hooked up to the network. The offender network will be administered by the IT Department, and managed by an education network administrator.
2. Establish a committee and a process for selecting, purchasing and implementing educational software curriculum. When possible, designate curriculum as “adopted” DOC-wide. Allow for individual facilities to select software based on their unique curriculum needs.
3. Create consistent and, where necessary, improved technical staff coverage, response time and on-going support for the technology used in facility education departments.
4. Develop facility instructions for DOC Policy 303.040, Use of Electronic Equipment by Offenders, which will insure security through inventory, inspection, and safeguards.
5. Improve DOC-wide Education staff access to student data through database upgrades and establishment of clear and user-friendly data entry procedures.
6. Maintain an active Computer Careers Advisory Committee.
7. Add additional Computer Careers programs to the Minnesota Technical Training Center’s catalog.
8. Maintain a comprehensive technology maintenance, repair and replacement process.

Correctional Education Presence

Goal 5: Advance correctional education's presence through active collaboration, beneficial partnerships and enhanced public awareness.

Objectives:

- a. Students are afforded more vocational work experiences, on-the-job training and post-incarceration employment opportunities, as well as other transitional assistance.
- b. Vocational programs remain relevant and vital to their respective fields, and the work of the Minnesota Technical Training Center (MTTC) is shared with potential employers of program graduates.
- c. Offenders housed at all public and private facilities are assessed using appropriate measurements, and have equitable programming opportunities.
- d. Enhance current – and develop new and improved – life skills programming for offenders through partnerships with community agencies and service providers.
- e. Continue to develop more opportunities for offenders to participate in higher education.

Strategies:

1. Maintain and enhance our partnership with MINNCOR to include collaborative program/curriculum development for new and existing programs, including EMPLOY and ONTRACK.
2. Develop a schedule of bi-annual vocational program advisory committee meetings. Maintain committees of active and vibrant members who bring a variety of background and experiences to their respective vocational disciplines. Utilize committee expertise to assure applicability and appropriateness, based on the current and future needs of business and industry, of the curriculum and skill development objectives in new and existing MTTC programs.
3. Use the \$7,800 Perkins Grant award to develop career assessment opportunities for offenders at intake. Provide students with a framework for continued career, educational and vocational evaluation during their incarceration. Develop a framework for future educational counseling.
4. Develop a cooperative relationship with Prairie Correctional Facility that includes data sharing, collaborative program development, program aptitude evaluations, and, when possible, mutually beneficial transfer of offenders for educational purposes.
5. Implement the initial offering of the Life Skills for Prisoners (grant funded) programming. Program goals will include skill-building in the areas of self-development and personal empowerment, communication, healthy relationships, finances, conflict management, job seeking and job maintenance.
6. Support the work of MCEF (Minnesota Correctional Education Foundation) in developing educational partnerships, fundraising and community education.

Year in Review FY2006

- a. The Minnesota Technical Training Center (MTTC) is the umbrella organization of DOC technical/vocational programs. A catalog was designed which includes diploma and certificate program offerings, program descriptions and requirements, and specific descriptions of classes offered. This is an excellent marketing piece for prospective employers, as they can preview the quality and level of training offenders gain in our programs.
- b. NIC's "Thinking for a Change" was selected and implemented as the standardized critical thinking (cognitive) skills curriculum that will be delivered to DOC offenders at all adult male facilities.
- c. Minnesota and Region IV CEA Teacher of the Year (TOY) Lillian Engblom was honored at the July 2006 Correctional Education Association International Conference in Iowa. Lillian's accomplishment marked the second year in a row that a Minnesota teacher was selected as the Region IV TOY.
- d. As of July 1, 2005 all MCF-FRB education staff are DOC employees. Eleven instructors, previously under contract with South Central Technical College, applied for and accepted positions with the DOC. MCF-FRB is now in line with other correctional facilities, working under the same labor contract, which makes for a more equitable and cooperative work environment.
- e. The MCF-RC education director accepted a mobility assignment at Central Office as the Director of Academic Affairs. One of the primary responsibilities of this position is that of Adult Basic Education (ABE) manager. (The DOC is the third largest ABE consortium in the state.) All correspondence between the DOC and the State Department of Education's ABE director will be handled by the Director of Academic affairs. Reaction to the creation of this position, from facility education directors and associate wardens of operation, has been very positive.
- f. Computer Learning Centers were opened at MCF-FRB, MCF-SCL, MCF-LL and MCF-ML. These computer labs feature a variety of self-paced learning programs, including programs designed to improve keyboarding skills, improve math and reading comprehension, and teach resume building and other skills that will assist offenders in gaining successful employment upon release.
- g. MCF-SCL opened an adult diploma program for students who meet DOC criteria for completing their high school diplomas. Curriculum and diploma award partnerships have been established with MCF-Red Wing's Walter Maginnis High School along with a number of independent school districts.
- h. A pilot program in *Basic Machinist* training was launched on August 29, 2005 featuring a partnership between the Minnesota Correctional Education Foundation, MINNCOR, Dunwoody College, and the Education Department at MCF-STW. The program was successful and well received. Upon release, Dunwoody is available to assist trained offenders with job placement.

- i. 432 offenders completed pre-release classes delivered by transition staff department wide.
- j. The Correctional Higher Education Consortium reached agreements with Inver Hills Community College, Augsburg College and St. Cloud State University to offer general education courses at the Stillwater, Shakopee and Saint Cloud correctional facilities, with funding provided by the Minnesota Correctional Education Foundation. Classes began March 1, 2006.
- k. The labor agreement between the State of Minnesota and the State Residential Schools Education Association (SRSEA) for FY06/07 was settled. The negotiations went well and were very productive.
- l. Over 1,000 offenders participated in Reading Is Fundamental (RIF), with over 2,400 children receiving at least 3 books between November 2005 and March 2006. These numbers represent approximately a 40% increase in participation from the previous year. Two children's authors, John Coy and Thomas Davison, were present at MCF-Stillwater's book fair to read their books and discuss the importance of reading to children. KARE 11 News was present to cover Mr. Davison and his book, *Daddy, Can You Hear Me?* MCF-STW was chosen as Barnes and Noble's charity of the year, and will be receiving donated books for use in education programs and for the visiting room.
- m. DOC transitional services staffing was significantly reorganized at the supervisory and management level, creating two new transition services-related manager positions. The Transition Program Director will now report indirectly to the DOC Director of Education.
- n. The Cosmetology Program officially opened at MCF-SHK on Monday, November 28, 2005. After almost two years of hard work by many people, the Cosmetology program began with 14 students and one tutor. It is expected that the first set of graduates will complete the program in February 2007. A process is in place that allows offenders to obtain licensure once they successfully complete the program and pass the required tests.
- o. Nine high school diploma students at MCF-SCL were deemed eligible for participation in the Post Secondary Enrollment Option (PSEO) program. They enrolled in spring 2006 semester classes at St. Cloud State University. This is the first time that students at MCF-SCL have had an opportunity to participate in the PSEO program.
- p. The current phase of DOC-wide education software standardization was completed with the purchase of Rosetta Stone (ESL), English Levels 1-3 software.
- q. MCF-Red Wing has successfully created a partnership with Southeast Technical College, with 15 residents participating in a college level class through the PSEO program.
- r. A team of education directors and transitional staff wrote a successful United States Department of Education *Life Skills for Prisoners* grant. The award notification was received in August 2006.

- s. Twelve women completed a *Metal Forming* program at MCF-Shakopee. The new and innovative program represents a partnership between the DOC, Hennepin Technical College and HIRED. The program guarantees metal industry jobs, upon release, to successful graduates of the program. A recognition ceremony was held on April 19, 2006.
- t. The Minnesota Department of Education granted FULL APPROVAL STATUS to MCF-Togo on March 9, 2006 with no areas of systemic noncompliance remaining from the Special Education audit conducted in November 2005.
- u. Ruben Rosario, columnist from the Pioneer Press, visited MCF-Stillwater with his photographer on May 16, 2006 and published a complimentary article about the Minnesota Correctional Education Foundation (MCEF) and the Stillwater higher education program. The article appeared on the front page of the May 22, 2006 edition of the Pioneer Press.
- v. The MCF-Stillwater advanced *Computer Careers* curriculum was reviewed and approved by the Central Office Information Technology Director. Selected programming from the curriculum has been reinstated.





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