



Office of the President

To: Dan Clark, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Debbie Newcomb; Sebastian Szczebiot, Classified Senate President
Date: February 23, 2021
Re: Faculty Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following request. The president's response is included below, with the details in the individual request form attached to this memo. A member of the Executive Team will be available to attend the Academic Senate meeting on March 4 to discuss this request.

Requestor	Position Request	Division/Department	Response
Debbie Newcomb	EMT/PM	Career Education I	The recommendation is to hire one EMT/PM Instructor to start in Fall 2021. This position is conditionally supported for hire, contingent upon the ranking of the Academic Senate as part of their Out of Cycle Review Process.

Please share this information as appropriate. Thank you for your contribution to this process.

Out-of Cycle Resource Request Form

Complete this form to request resources that were not included in your program review. This is not intended to replace or circumvent program review. It can only be used in the case of a time-sensitive need that arose outside of the usual program review cycle.

After completing the form below, the request will go to the Vice President over your area. If the Vice President approves the request, it will go to the President and Executive Team for consideration.

Q1. Type of Resource Requested:

- Full-Time Faculty

Q14. Is this a new resource or a replacement of an existing resource?

- Replacement

Q3. Description of Request:

If this is a staffing request please include the following information:

- **Position title**
- **Position number (if this is a replacement)**
- **Date that the hire is needed**

EMT/PM Tenure Track Faculty VFT-268 Was needed in Spring of 2020 but vacated position was not filled. Need for Fall 2021.

Q4. Why was this request not included in the annual program review process?

The omission from program review was an oversight. The only FT faculty, Tom O'Connor, was overwhelmed with enormous additional workload caused by the pandemic, a new baby on the way, and a fast-approaching accreditation renewal and site visit. The pandemic led to moving hard-to-convert classes as much online as possible, building out Canvas shells, determining ways to safely provide skills training and clinical placements, and rearranging facilities to meet safety needs. In addition, adjunct teaching schedules and ILT schedules for skills training were in continual need of re-adjustment because their primary employers needed them to deal with the demands caused by the pandemic. This problem is unique to this program in that all of our adjuncts and most skills instructors are currently working for emergency care providers.

Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.

There was a strong need before, which was why a 2nd FT position had been approved for Fall of 2019. However, the new person resigned after just one semester. As a result, the existing FT faculty, Tom

O'Connor, had to resort to handling all of the program needs plus his teaching load. The situation was exacerbated by the additional stress and workload caused by the pandemic, which would have been shared had the FT vacancy been filled when the person resigned. As the pandemic continues, the challenges just keep on coming and Tom is left to deal with it alone. In addition, the paramedic program is receiving continual and increasing pressure to expand to a second cohort by the local pre-hospital industry. Industry representatives have been very vocal about this need and have called us out in public discussions for our non-responsiveness. Without an additional FT faculty, our response to industry of providing a second cohort is very difficult to conceive. In addition, the amount of additional work Tom has always done will only increase and will take a toll on his health and personal life, as well as his sustainability as program coordinator.

Q12. Estimated Cost

\$120,000

Q15. Funding Source (e.g. General Fund, Categorical, etc.)

General fund

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 1 - Increase Student Success and Equity
- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 3 - Strengthen Local/Regional Partnerships
- External Requirement (Describe):

Program accreditation standards require compliance with specific instructor-to-student ratios

Q10. Your Name

Debbie Newcomb

Q11. Your VCCCD Email Address

dnewcomb@vccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)

The recommendation is to hire one EMT/PM Instructor to start in Fall 2021. This position is conditionally supported for hire, contingent upon the ranking of the Academic Senate as part of their Out of Cycle Review Process.

Click the submit button below to send this request to your Vice President.