



*Office of the President*

To: Jennifer Kalfsbeek-Goetz, Vice President, Academic Affairs  
 From: Dr. Kim Hoffmans, President  
 CC: Executive Team; CPC Tri-Chairs  
 Date: November 9, 2021  
 Re: 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.

<b>Requestor</b>	<b>Position Request</b>	<b>Division/Department</b>	<b>Response</b>
Jennifer Kalfsbeek-Goetz	Assistant Dean	Academic Affairs/ Tutoring, LRC, Testing Center, and the BEACH	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Assistant Dean position, due to the resignation of the Tutoring Supervisor, and a reassessment of the need in the department to be in compliance with Title 5 requirements. It is felt this position is necessary for the continuity of operations in Tutoring, Learning Resources, and the BEACH. As such, I support hiring a replacement for this position.

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:**

- Administrator – Academic Manager

### **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**

Assistant Dean, POS # , 1/3/2021

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

We recently had a vacancy in our Tutoring and Supplemental Services Supervisor position in October due to a resignation. Because the Tutoring and SSS position does not require a master's degree as a min. qual., hiring in that position could place the college's ability to collect apportionment for tutoring services in jeopardy. Currently, the college receives apportionment for approximately 50 FTES annually, which is a direct value of approx. \$200,000. Additionally, students who persist in their classes account for additional FTES and SCFF supplemental/equity and success metrics allocation of funds for the college.

### **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.**

The college must provide adequate coverage and supervision for the areas that were assigned to the previous Tutoring and LRC supervisor, including the tutoring center, LRC, testing center, structured study hall for athletes and other student groups, and the BEACH. After careful consideration of the needs of

the college, it has been determined that we should hire an academic manager to support this essential retention and persistence work, and we must do so in line with the requirements of California's title 5.

More specifically, it has come to the college's attention that the position overseeing the tutoring center must meet specific academic minimum qualifications when a center is receiving apportionment for tutoring services. Ventura College does receive apportionment for the tutoring services we offer to support the costs of tutoring for VC students. More specifically, according to [Title 5 section 58170](#), apportionment may be claimed for individual student tutoring only if - among other requirements met by VC - the designated learning center is supervised by a person who meets the minimum qualifications set forth by section 53415.

According to [Section 53415 of California's title 5](#), The minimum qualifications (MIN QUALS) for service as a learning assistance or learning skills coordinator or instructor, or tutoring coordinator, shall be either (a) or (b) below:

- a) the minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; or
- b) a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

While the above minimum qualifications are not required of tutoring or learning supervisors at colleges in which no apportionment is claimed, because VC receives apportionment for tutoring, we must ensure that the supervisory position meets the outlined minimum qualifications above. To date, the tutoring center has been overseen by a Dean, or a professional with a master's degree. However, because the district cannot require a master's degree for this position, we cannot be certain a new hire in the Tutoring and Supplemental Services Supervisor position will meet the qualification needed to allow VC to best serve students and to continue to collect apportionment.

The current Tutoring and Supplemental Services Supervisor position is a classified position, and for this reason, we are not able to require an education qualification above a bachelor's degree (as per Director Andrea Ingley, VCCCD). However, we *can* meet the MIN QUAL requirements set forth in title 5 for this role if we employ an Academic Manager to supervise the tutoring and learning resource center. More specifically, the MIN QUALS outlined in title 5 refer to what we classify as Academic Management positions (e.g., Assistant Dean, Dean, and Vice President), not Classified Supervisor positions, in the VCCCD.

Therefore, to meet the needs of students, VC must continue to collect apportionment for our tutoring services. Hence, to continue to collect apportionment for our tutoring services at VC, the college must employ an academic manager to replace the existing Tutoring and Supplemental Services Supervisor position at the college. As well, the college has a need to support academic retention and persistence efforts in addition to tutoring including: the First Year Experience (FYE) program, structured homework/study hall sessions for athletes and other student groups, Starfish triage and implementation work, and student support call campaigns targeting existing students in-need. To that end, VC proposes to hire an Assistant Dean to lead our retention and persistence efforts at the college; this position will report to the Dean who oversees the tutoring and learning resources centers.

#### **Q12. Estimated Cost**

\$92,655.00 - \$124,161.00 Annually. There is a cost difference of approximately \$30,000 from the Tutoring Supervisor position to the Assistant Dean position.

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

General Funds and Categorical funds from Student Equity and Achievement

**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 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

**Q10. Your Name**

Jennifer Kalfsbeek-Goetz

**Q11. Your VCCCD Email Address**

[jkgoetz@vcccd.edu](mailto:jkgoetz@vcccd.edu)

**Q7.**

**Vice President Over Your Area**

- Jennifer Kalfsbeek-Goetz

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

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request to backfill an open Assistant Dean position, due to the resignation of the Tutoring Supervisor, and a reassessment of the need in the department to be in compliance with Title 5 requirements. It is felt this position is necessary for the continuity of operations in Tutoring, Learning Resources, and the BEACH. As such, I support hiring a replacement for this position.

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