



Office of the President

To: Dan Clark, Academic Senate President

From: Dr. Kim Hoffmans, President

CC: Executive Team; Debbie Newcomb; Marnie Melendez; Sebastian Szczebiot, Classified Senate President

Date: March 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 requests. The president's response is included below, with the details in the individual request forms attached to this memo. A member of the Executive Team will be available to attend the Academic Senate meeting on April 1 to discuss these requests.

Requestor	Position Request	Division/Department	Response
Debbie Newcomb	Nursing Instructor	Career Education I	The recommendation is to hire one Nursing Instructor to start in Fall 2021. This position is required for accreditation.
Marnie Melendez	Part Time Counselors	Counseling	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to hire Part Time Counselors. Part time faculty positions needed for instruction or student services do not need to go through the Out of Cycle request process.

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

Ventura College will be a beacon of learning — a source of inspiration and guidance — for our students and community.

4667 Telegraph Road, Ventura, CA 93003 | 805-289-6102 | venturacollege.edu

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

Nursing FT Tenure Track Faculty

Position # VFT-207

August 2021

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

The current faculty in this position (Heidi Dalton) did not announce that she wanted to retire until 02-19-21.

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.

This position is the result of a full-time nursing faculty retirement in June 2021. Historical data shows that the department had 12 full-time faculty positions in 2008 at its Interim Visit from the Board of Registered Nursing (BRN). The nursing department will only have 7 full-time faculty after the June retirement, with a significant increase in simulation and retention activities.

With this small number of full-time faculty, the Nursing Science program is out of compliance with the ACEN and BRN in regard to number of full-time faculty. BRN regulatory standards (SECTION 1424(h)) state that the faculty shall be adequate in type and number to develop and implement the program approved by the board. Section 1425 states that the majority of the faculty are full-time. At the present time, the nursing department is out of compliance with this BRN standard. We will have 7 full-time and 22 part-time faculty. The ACEN accreditation team listed the ratio of FT to PT faculty as an area of considerable concern in the program's ability to ensure that outcomes are achieved.

Typically, the nursing department admits 60 students/semester. However, fall 2018 was the last semester this number of students were admitted. For the past six semesters, including fall 2021, the nursing department has decreased its admissions by 50% to only 30 students/semester. This decrease in admissions has been solely due to the lack of faculty, not the COVID pandemic, to support the admission of 60 students/semester.

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):

The department had 12 full-time faculty positions in 2008 at its Interim Visit from the Board of Registered Nursing (BRN). With this small number of full-time faculty, the Nursing Science program is out of compliance with the ACEN and BRN in regard to number of full-time faculty. BRN regulatory standards (SECTION 1424(h)) state that the faculty shall be adequate in type and number to develop and implement the program approved by the board. Section 1425 states that the majority of the faculty are full-time. At the present time, the nursing department is out of compliance with this BRN standard. We will have 7 full-time and 22 part-time faculty. The ACEN accreditation team listed the ratio of FT to PT faculty as an area of considerable concern in the program's ability to ensure that outcomes are achieved.

Q10. Your Name

Debbie Newcomb

Q11. Your VCCCD Email Address

dnewcomb@vcccd.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 Nursing Instructor to start in Fall 2021. This position is required for accreditation.

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

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:

- Other

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

Part-time counselors

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

no

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.

At the time counseling department was staff so that adjusting schedules would be able to accommodate the gaps. Currently, we have 3 full -time counselor out, 3 with release time, and one out until late April this request will also fill a gap in CalWORKs

Q12. Estimated Cost

General Counseling 10,000 (we already have funds) CW \$10,000 we already have funds

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

SEA and CW

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
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

The CW program partners with the COV

- Grant Requirement (Describe):

SEA deliverable

Q10. Your Name

Marnie Melendez

Q11. Your VCCCD Email Address

mmelendez@vccd.edu

Q7.

Vice President Over Your Area

- Damien Pena

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 hire Part Time Counselors. Part Time faculty positions needed for instruction or student services do not need to go through the Out of Cycle request process.

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