



Office of the President

To: Sandra Melton, Coordinator, School of Nursing & Allied Health  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; CPC Tri-Chairs; Debbie Newcomb, Dean of Student Learning  
Date: December 20, 2022  
Re: Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following equipment request. The president's response is included below, with the details in the individual request form attached to this memo.

Requestor	Request	Division/Department	Response
Sandra Melton	Computers	Nursing	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to purchase computers for the nursing program, using grant funds. We agree with the urgent need to purchase the computers while the funding is available. The computers are needed to assist students in class to guide them through the clinical judgment model with multiple tabs replacement. Please work with Vice President Bojorquez and IT Director Grant Jones to coordinate the purchase and installation of the computers.

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.*

## **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:**

- Technology

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

- New

### **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**

This is not a staffing request.

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

This request was included in my program review for this year. It is an out of cycle request because it is time sensitive as the source of funding is a nursing support grant and a donation to the School of Nursing. The grant funding will not be available if this request is left in the regular program review cycle due to the length of time it takes for that process.

### **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.**

Please see explanation above. The need for these computers is critical. Students must be able to test with new software preparing them for the NexGen licensure exam April 1, 2023. Computers are needed to assist students in class to guide them through the clinical judgment model with multiple tabs. These computers will be used for the new modality testing and for teaching clinical judgment during theory.

### **Q12. Estimated Cost**

\$167,600

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

Categorical - Nursing support grant and donor funds

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

- Educational Master Plan Goal 1 - Increase Student Success and Equity
- External Requirement (Describe):

ACEN requires a licensure pass rate of 80%. Without experience in teaching the clinical judgment model and practicing unfolding case studies in class, our students will most likely not pass the new NCLEX exam.

**Q10. Your Name**

Sandra Melton

**Q11. Your VCCCD Email Address**

[smelton@vccd.edu](mailto:smelton@vccd.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 purchase computers for the nursing program, using grant funds. We agree with the urgent need to purchase the computers while the funding is available. The computers are needed to assist students in class to guide them through the clinical judgment model with multiple tabs replacement. Please work with Vice President Bojorquez and IT Director Grant Jones to coordinate the purchase and installation of the computers.

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