



Office of the President

To: Dan Clark, Academic Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Felicia Dueñas; April Montes, Classified Senate President
 Date: March 15, 2023
 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 an Academic Senate meeting to discuss this request.

Requestor	Position Request	Division/Department	Response
Felicia Dueñas	FT Temp Faculty	Agriculture or Agriculture Production (Veterinary Technology)	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a temporary full time faculty position in Agriculture or Agriculture Production (Veterinary Technology), due to increased enrollments. It is felt this position is necessary for the continuity of the Veterinary Technician Program and to meet accreditation requirements. As such, I support hiring a temporary position. A permanent position should be submitted through next year’s Program 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?

- 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**

Temporary Full-Time Faculty - Agriculture or Agriculture Production (Veterinary Technology)
July 1 start date

A temporary full-time faculty for the veterinary program is requested for the academic year 2024 to meet a significant increase in enrollment. The cohorted veterinary technology program launched in spring 2021 with total enrollment of 168 students in the first academic year (students enrolled in an accelerated program, including a full-load of courses in the summer). Program enrollment increased to 317 in academic year 2022 and has increased by 115% since its launch to 361 in academic year 2023.

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

The program planned to address increased enrollments by hiring additional part-time faculty. However, attempts to recruit additional part-time faculty have been unsuccessful.

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 program only has one full-time faculty who has had more than three course preps and the additional responsibility of serving leading program accreditation efforts, serving on the Institutional Animal Care and Use Committee, developing and maintaining industry partnerships to secure educational resources (including access to animals), overseeing the program admission process and serving as the primary contact for students. The full-time faculty only receives a 0.20 release for the

additional responsibilities. The program could lose its only full-time faculty member due to burn out, which would endanger the program's accreditation.

The program recently received initial accreditation status from the American Veterinary Medical Association. Losing the current full-time faculty, a DVM (the AVMA required a full-time DVM) would jeopardize the program's accreditation status. Losing the program's accreditation status would prevent students from eligibility to take the Veterinary Technician National Exam to become registered veterinary technicians.

Q12. Estimated Cost

\$150,000 with benefits

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 4 - Enhance Institutional Effectiveness
- External Requirement (Describe):

The program recently received initial accreditation status from the American Veterinary Medical Association. Losing the current full-time faculty, a DVM (the AVMA required a full-time DVM) would jeopardize the program's accreditation status. Losing the program's accreditation status would prevent students from eligibility to take the Veterinary Technician National Exam to become registered veterinary technicians.

Q10. Your Name

Felicia Duenas

Q11. Your VCCCD Email Address

fduenas@vccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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

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