



*Office of the President*

To: Dan Clark, Academic Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Crystal Kallik; April Montes, Classified Senate President  
Date: September 20, 2022  
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
Crystal Kallik	FT Faculty	Medical Assistant	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a new full time tenure track faculty position for the Medical Assistant program. Program Review is occurring now, this position request needs to be a part of the 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

FT tenure-track faculty for MA program to begin for Spring 23 semester

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

it was included but not funded

### 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.

A mid-cycle hiring request is required to run the full MA program by Spring 23 and allow many students to compete their degrees and certificates after waiting 3 semesters. If we cannot support a FT position to stabilize the MA program, the viability of the program on our campus should be reconsidered. We cannot promise degrees and certificates to some of the county's most vulnerable students if we are unable to fulfill our course obligations.

Hiring a FT Medical Assistant faculty will increase student success and campus productivity by offering full oversight of the program and the ability to offer more sections of all the MA classes. Despite offering 2 AS degrees, 2 certificates, and 1 proficiency award, VC does not fund a FT Medical Assistant position. With existing staff, we are unable to offer the V97 Multi-Skilled Medial Assistant course required to complete one AS, one certificate, and meet eligibility to take the state certified exam.

With our current staffing, we are unable to meet the strong student and employer demand and are seeing students enroll in private schools or the much larger SBCC program.

Thus far in Fall 22, the 9 courses offered are at 91% capacity despite not offering the V97 course for the past 3 semesters. All PT faculty are teaching at maximum load, and we are unable to offer the required courses for students to complete their AS degrees, certificates, and awards in a timeframe to meet their needs. We have received a positive response of one well-qualified PT faculty of their interest in working for Ventura College as a FT faculty at the posted salary schedule and are confident we can generate a hiring pool of several viable applicants.

In Fall 22, 22% of MA courses were taught by a FT faculty, and 12% in Spring 21, 29% in Fall 19 and Spring 19.

Based on WED and Consortium labor market data, Medical Assistant is a high employment demand area in our community. Licensed MA graduates meet the livable wage requirements, and the County does not have enough MA's to meet the growing demand. Supporting this program meets VC goals to support the community and special populations.

1. Does the department have difficulty recruiting or retaining part-time faculty to address its staffing needs?

a) Over the 18 months, 3 of 4 hiring searches failed to yield any candidates. We are unable to attract candidates that meet the restrictive minimum qualifications.

b) Over the 18 months, two PT faculty retired, and we are unable to fill the vacancies.

c) For the past 3 semesters lack of staffing meant we could not offer the core V97 Multi-Skilled Medical Assistant course that is required to complete 1 AS degree, 1 certificate, and to take the state certification exam.

d) The MA students are some of our most vulnerable population and it is unacceptable to promote a program where we cannot consistently offer the courses that allow students to complete degrees and certificates.

e) It is difficult to fill PT positions due to lack of qualified candidates, out-of-area candidates only available for online courses, and/or unwillingness to accept the noncompetitive compensation package.

f) For the past 10 semesters, all PT and FT faculty have been a maximum load, will all classes fully enrolled and wait lists completely full.

g) Due to staffing shortages, many students are unable to complete the MA program in its intended 2 semester timeframe.

h) The current MA program lead is a FT business instructor that can dedicate 3 MA courses to her load, as the position is funded as 60% MA and 40% business.

i) We have been unsuccessful attracting and retaining qualified PT faculty to fill over 70% of our courses, creating undue strain and unnecessary risk to an integral vocational program at VC.

2. How would this new position assist in the fulfillment of divisional responsibilities for full-time faculty?

a) The MA program has never had a dedicated FT faculty. MA is not currently represented on any campus governance committees except as a component of the split FT business faculty load.

b) To serve our diverse students in a supportive/equitable way, students must have access to FT MA faculty with office hours, student advising, career exploration, testing/licensing assistance, and support extra-curricular activities. This is critical in an accelerated vocational program.

c) The current FT business faculty that teaches 60% of load in MA is forced to take on all the MA activities including hiring committees, staff evaluations, ZTC textbook creation, curriculum overhaul and updates, student internships and career opportunities, and leading the PT faculty team. This is too much to expect from one faculty and makes it difficult to prioritize and deliver quality work.

3. Are there any special circumstances that FSPC should take into consideration (e.g. failed searches, accreditation requirements, licensing issues, new program, reasons to consider enrollment and fill-rate data)?

a) Over the past year we had THREE failed PT searches. We are unable to attract candidates that meet the restrictive minimum qualifications.

b) We are unable to meet East campus' request to run the full MA degree/certificate program.

**Q12. Estimated Cost**

100,000

**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

**Q10. Your Name**

Crystal Kallik

**Q11. Your VCCCD Email Address**

[ckallik@vcccd.edu](mailto:ckallik@vcccd.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.