



Office of the President

To: Rachel Johnson, Academic Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Debbie Newcomb; Michael Haydon, Classified Senate President
 Date: May 8, 2024
 Re: Faculty Out of Cycle Resource Requests

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 an Academic Senate meeting to discuss these requests.

Requestor	Position Request	Division/Department	Response
Debbie Newcomb	FT Faculty	Nursing	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a full time faculty position for the Nursing program, due to a retirement. It is felt this position is necessary for the continuity of the Nursing program. The position is also required for accreditation. As such, I support hiring a replacement for this position.
JP Schumacher	FT Faculty	EAC	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to hire a full time faculty Learning Disability (LD) Specialist position, due to federal requirements and a need to serve students with disabilities that require accommodations. General funds and DSPS categorical funds have been identified for this position. As such, I support hiring for this position.

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.

Q18. Division/Department

Career Education I/Nursing Department

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**

Full-time, Tenure-track Nursing faculty for Fall 2024

Position # VFT-203

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

This request was not included in program review because the faculty member did not submit retirement paperwork until recently.

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 faculty member currently in the position just submitted her resignation form. We cannot afford to decrease enrollments since the demand for the nursing program already far exceeds the

ability of the program to accept students. In addition, the State is asking for expansion of nursing programs because of the high need for nurses in California. Our local hospitals and facilities are also affected by the demand for nurses. Our program is already impacted and has been for the past 12 years. Our waiting list to enter the program is already approximately four years for the generic program and 2-3 for the Advanced Placement option. Many students are discouraged and go elsewhere to other programs if they are able. We are authorized by the California Board of Registered Nursing (BRN) to accept a total of 60 students/semester but we cannot meet that goal without adequate faculty. The program is accredited by both the BRN (Board of Registered Nursing) and ACEN (Accreditation Commission for Education in Nursing) and we don't want to risk our status by having an inadequate number of faculty.

Q12. Estimated Cost

\$165,000

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

Debbie Newcomb

Q11. Your VCCCD Email Address

dnewcomb@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 for a full time faculty position for the Nursing program, due to a retirement. It is felt this position is necessary for the continuity of the Nursing program. The position is also required for accreditation. As such, I support hiring a replacement for this position.

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.

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Q18. Division/Department

Student Affairs

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**

Learning Disability (LD) Specialist

To start fall 2024

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

This request was included in the annual program review process and was prioritized as #13 by the Executive Team.

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.

While this request went through program review and was prioritized as #13, in fall 2024 there will be a lack of a faculty LD Specialist. LD Specialists are critical to the interactive

process and timely rendering of accommodations. Without an LD Specialist, in person LD assessments cannot be conducted and thus, accommodations will not be provided. In addition to disproportionately impacting students with disabilities that require LD-related accommodations, this would also violate federal law. State funds (DSPS allocation) are also available to support funding for this position. Therefore, an out-of-cycle request will allow us to move forward with this critical hire.

Q12. Estimated Cost

\$150,000

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

Categorical and general

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

Q10. Your Name

JP Bareng Schumacher

Q11. Your VCCCD Email Address

jpschumacher@vcccd.edu

Q7.

Vice President Over Your Area

- JP Schumacher

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 a full time faculty Learning Disability (LD) Specialist position, due to federal requirements and a need to serve students with disabilities that require accommodations. General funds and DSPS categorical funds have been identified for this position. As such, I support hiring for this position.

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