



Office of the President

To: Rachel Johnson, Academic Senate President  
 From: Dr. Kim Hoffmans, President  
 CC: Executive Team; Debbie Newcomb; James Walker; Michael Haydon, Classified Senate President  
 Date: June 5, 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	Accounting	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a full time Accounting faculty position for the Business department, due to a resignation. It is felt this position is necessary for the continuity of the Business department. As such, I support hiring a replacement for this position.
James Walker	FT Faculty	Head M/W Cross Country / M/W Track & Field Coach	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to establish a full time faculty position for the Track and Field program, due to workload requirements. However, as stated in the faculty prioritization letter dated January 13, 2024, “With AB928 implementation and the elimination of the life-long learning and self-development area requirement for transfer, we are uncertain of the impact this will have on athletic/kinesiology enrollments. As such, I was not comfortable moving forward with additional positions in this discipline.” I recommend this position request be a part of the 2025-26 program review 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.*

## **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/Business Dept

#### **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**

Accounting Instructor, Full-Time, Tenure-Track

VFT-289

08-08-24

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

The current faculty member in this position just tendered his resignation last week to be effective at the end of the Spring 2024 semester. This was only his first semester at VC so we did not anticipate this resignation.

**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.**

Hiring an additional FT accounting faculty will increase success and productivity by offering more sections of accounting classes which currently are to capacity. A minimum of 3 accounting classes

are required to complete the ADT degree in Accounting, and 1 or more are required for Business degrees/certificates. The accounting program has high enrollments and very high productivity. The program also deals with a substantial amount of unmet student demand. In addition, since the launch of the PACE program in Spring 23, having only one FT accounting faculty is not sustainable. We are running multiple PACE cohorts each year, which requires that the majority of the FT faculty's load be committed to PACE-only courses. For the past five years, our FT and PT accounting faculty remain at maximum load each semester. It is very difficult to find qualified candidates who are able to teach in-person or hybrid classes, which is the preferred modality for many of our students.

**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@vcccd.edu](mailto:dnewcomb@vcccd.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 Accounting faculty position for the Business department, due to a resignation. It is felt this position is necessary for the continuity of the Business department. 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**

ICA/KIN/HED

### **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**

Head M/W Cross Country/Head M/W Track & Field Coach

A/K2302

As soon as possible

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

The appointment of a Full-Time Men's & Women's Cross Country and Men's & Women's Track and Field coach stresses the need for full support from the VC administration. In the 2023-204 faculty Prioritization it was ranked #3 by Academic Center. The change in load value has changed the class assignments for this job. The outlined workload demonstrates the comprehensive nature of the role, ensuring that all requirements can

be met without necessitating additional courses to fulfill contractual obligations. The proposed responsibilities encompass coaching, athlete development, program administration, recruitment, and other essential tasks crucial for the success and growth of the track and field program. Having a dedicated full-time coach is vital to providing the necessary support, guidance, and leadership to the student-athletes and managing the program's operational and administrative aspects. This appointment will significantly contribute to the overall success of the cross country and track and field programs.

The pending CALGETC changes will not impact this position and the courses due to the contractual obligations and load requirements for Cross Country and Track. The load for the FT Faculty is fully guaranteed.

Load Breakdown:

Summer

ICA V31B Men Cross Preseason - .1500

ICA V31B Women Cross Preseason - .1500

Total - .3000

Fall

ICA V05 Men Cross Country – .5122

ICA V06 Women Cross Country - .5122

ICA V30B M/W Track Off Season - .1500

Total – 1.1744

Spring

ICA V19 Men Track & Field - .5122

ICA V20 Women Track & Field - .5122

KIN V10, or V19, or V20 or V26 (Fitness Center or walking related classes) - .1500

Total – 1.1744

**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.**

Currently we have a part time adjunct for both sports. This hurts us in recruiting student athletes since class times are dictated by the adjunct faculty's schedule, thus losing students to other programs with practice schedules that best fits the students schedule. A full time faculty coach will be able to have practices at more desired times thus raising enrollment.

**Q12. Estimated Cost**

Dependent on where the new hire comes in on the salary scale - \$65-80K

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

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

**Q10. Your Name**

James Walker

**Q11. Your VCCCD Email Address**

[jwalker1@vcccd.edu](mailto:jwalker1@vcccd.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 establish a full time faculty position for the Track and Field program, due to workload requirements. However, as stated in the faculty prioritization letter dated January 13, 2024, “With AB928 implementation and the elimination of the life-long learning and self-development area requirement for transfer, we are uncertain of the impact this will have on athletic/kinesiology enrollments. As such, I was not comfortable moving forward with additional positions in this discipline.” I recommend this position request be a part of the 2025-26 program review process.

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