



Office of the President

To: Alex Kolesnik, Academic Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Nenagh Brown; April Montes, Classified Senate President  
Date: June 22, 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
Nenagh Brown	FT Faculty	ESL	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a temporary or new full time tenure track faculty position for the ESL program. This position needs to be requested through the 2023-24 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 MEMBER in ESL (Credit and Non-Credit)

Date hire is needed: Fall semester for 2023-24 academic year

Introduction: VC's ESL program currently has one FT faculty member to maintain and grow this high-touch, intensive, community-based program as planned for its future. This request for a second FT person in a temporary role for the coming year is submitted due to the following circumstances.

\* The substantial growth in the number of students taking ESL credit and non-credit classes.

Since the reboot of VC's ESL program the number of students has risen dramatically; indeed our enrollment in ESL has doubled over the past two years.

Fall 2020: 101 - Spring 2021: 65 students

Fall 2021: 155 - Spring 2022: 137

Fall 2022: 190 - Spring 2023: 163

\* The increase in success of ESL students during this period.

The success data shows a rise from a low of 48% to last Fall's 69.5%

\* The increase in ESL certificates.

We have 50 students this year who will receive ESL Beginning and/or Intermediate Certificates of Competency at the ESL graduation at East Campus on May 17. (We are expecting 150+ attendees and will be preparing both the LRC and the lab and potentially another classroom by providing cameras and screens for the overflow.)

\* The growth of new opportunities within our community for our ESL services.

As part of its Ag Field Supervisor program, Reiter Affiliated Companies and the Ventura County Farmworker Resource Program would like to provide customized ESL course(s) to their front line agriculture field workers, ranch managers, and admin staff at their Oxnard office. They have 43 front line workers and 15 ranch managers currently expressing interest. Yet we have had to delay until the fall to allow the one FT faculty time to contextualize the ESL classes to specific situations the students would see at work (agriculture terms, food safety, deliveries, etc.), as well as how to communicate with schools and advocate for their children.

\* Difficulty of maintaining pool of PT ESL instructors.

We regularly lose our experienced PT instructors to better options offered elsewhere; we lost one at the start of the fall 2022 semester, and are losing at least one more for this coming 2023 fall semester.

Yet we have significant difficulties replacing our PT faculty; we have to hire at least once every semester. We ran an exigent hire in January, 2023 with one successful candidate from 3 applicants; we are running a regular PT hire this month in which after extensive promotion (including CATESOL, attendance at VC Job Fair, etc.) we have 8-10 applicants.

Thus due to the loss of more experienced faculty and the difficulty in replacing them we are unable to maintain our existing pool of PT faculty to cover our existing commitments starting in the fall.

\* Work load of current FT instructor in ESL.

As she described, very reluctantly, in response to Reiter's request for more classes, "I am not sure how to accomplish this with my current workload and our current staff or lack of ESL staff plus while trying to expand our course offerings (which we are already understaffed for in the fall). Current projects for me include ESL graduation, revising/creating new CORs, staffing outreach, and (numerous because of constant new hires) peer observations."

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

\*Increased need, as demonstrated by enrollments, success, and completions

\*New opportunities, such as the Reiter collaboration

\*Difficulty of maintaining number needed of ESL instructors

See above for details.

**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.**

Our ESL program will continue but not expand.

\* Presuming a successful hiring process for adjunct faculty, currently underway, our current level of classes should be able to be maintained for the fall, but the college's planned growth of the program will halt.

\* We will be unable to respond to the requests by local businesses to provide ESL classes.

\* We will be unable to fulfill our commitment to our East Campus communities to provide the level of services we had promised.

**Q12. Estimated Cost**

\$150,000 (\$93,600 salary + 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 3 - Strengthen Local/Regional Partnerships
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness

**Q10. Your Name**

Nenagh Brown

**Q11. Your VCCCD Email Address**

[nbrown@vccd.edu](mailto:nbrown@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.