



Office of the President

To: Rachel Johnson, Academic Senate President
From: Dr. Claudia Lourido-Habib, President
CC: Executive Team; Nenagh Brown; Michael Haydon, Classified Senate President
Date: July 19, 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 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 Temporary Faculty	ESL	On July 8, 2024, as part of our Out of Cycle Resource Request process , the Executive Team reviewed your request to hire a full time temporary ESL faculty 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.

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

The Gateway Division (including English/ESL/EngM)

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**

This is a request for a full-time temporary ESL instructor for AY 2024-25 due to growth in the ESL program - and the difficulty of hiring adjunct instructors in this field. The position is needed from August for the start of the Fall 2024 semester. Please see below for an explanation of the need.

Enrollment Growth and Staffing Needs:

*Enrollment Increase: 185% over three years (101 to 288 students)

*FTES More than Doubled: Increased from 20 FTES in 2021-22 to 46.75 FTES in 2023-24.

Current Staffing Capacity: Insufficient with one full-time and adjunct instructors

The ESL program at Ventura College has experienced a significant 185% increase in enrollment over the last three years, rising from 101 students in Fall 2020 to 288 students in Fall 2023. Our Spring 2024 enrollment was up 200% from the previous spring.

This surge in student numbers has outstripped the capacity of our one full-time faculty member and current adjunct instructors, underscoring the urgent need for another full-time faculty member at least on a temporary basis.

County Demographics and Educational Demand:

*Language Diversity: 55-67% working-age adults speak a language other than English at home

Predominant Language: Spanish, with over 132,000 adult speakers

Within our county, a substantial 55-67% of working-age adults speak a language other than English at home, predominantly Spanish, with over 132,000 adult citizens primarily using Spanish at home. This linguistic landscape highlights a pressing need for expanded language education services in the region.

Student Success and Certificate Achievements:

*ESL certificate recipients increased, necessitating biannual graduation ceremonies

The ESL program celebrated a milestone in Spring 2023 with approximately 50 students receiving ESL certificates at our inaugural graduation ceremony at the East Campus, originally planned as an annual event. However, with more than 50 students already eligible for certificates by the end of fall 2023, we have shifted to two ESL graduation ceremonies a year, reflecting the increased rate of certificate completions. At our May 2024 graduation, we awarded almost 80 certificates and brought together family and community members to celebrate this important milestone for our English language learners.

Program Expansion and Innovative Offerings:

*New Workplace/Conversation Classes: Introduction of 'English for Work' and 'ESL for Life' conversation classes

*Free Options up to Transfer Level: A new mirrored credit/noncredit curriculum for clear educational pathways up to the transfer level

*New ESL for Life Offerings: In Fall 2024, the ESL program introduces new, flexible classes for both work-related English and general conversation. These classes can be held in different places like workplaces, community centers, or on campus. This approach not only meets the varied needs of working adults and businesses but also helps with the limited space at VCEC. Additionally, these classes will significantly support VC's East Campus growth.

*Free Classes Through Transfer Level: The curriculum for English for Multilingual Students has been updated to offer both credit and non-credit options at all levels, providing a free and clear way for students to move to more advanced classes. This change is in response to the increasing number of students at East Campus who want to continue their education after completing non-credit courses.

Community and Business Partnerships:

We work with Reiter Affiliated Companies, Ojai Valley Inn, and the Ventura County Farmworker Resource Program, showing how our program meets local job needs. However, we don't have enough staff, especially as we start offering new on-site workplace English classes, which will be part of our part-time instructors' teaching load.

ESL faculty and students have also voiced a desire to build more community outside of the classroom through program-wide events like trips to local museums, day hikes, or other get-togethers. Such events would likely lead to greater enrollment as non-student friends and family members could also participate and be introduced to the ESL program, instructors, and students.

Impact on East Campus Enrollment - Strategic Shift

Emphasis is now on growing off-campus offerings because of limited classroom space at East Campus. This requires that more classes are held off-campus in workplaces, elementary schools, libraries, and other community spaces. ESL plays a key role in VC's East Campus growth, which highlights the need for more staff. Hiring a full-time ESL instructor is vital for both the ESL program and the broader development of East Campus.

Conclusion:

The ESL program is at a critical juncture: this out-of-cycle request would allow it to move forwards and grow for our communities both at Ventura and within the Santa Clara River Valley.

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

- 1) We have had a significant surge in growth since VC's annual program review process;
- 2) At this point, at the start of July, we appear to be unable to provide this growth through adjunct faculty hirings for our unstaffed classes scheduled to start in August.

We (the department chair, program lead, and myself as dean) expected the ESL program to grow, but the full scale and steady nature of this growth became clear only after we got more data in Fall 2023. This Fall 2023 growth was reinforced by a Spring 2024 surge. And this summer we have run our first highly successful short classes at East Campus where the demand was such we needed to double the sections offered. Over this last year we have come to realize that the rise in student numbers and course demand is a lasting trend, not just a short-term increase. This clear, ongoing increase in our program shows we need more fully committed faculty members, a need we couldn't firmly establish in the last review because we didn't have enough data yet.

Since appreciating this growth and then building up our schedule, we initially planned to staff the extra classes we were scheduling with new adjunct faculty. We have now had four hiring processes for ESL credit and noncredit faculty this last year, providing a few good faculty each time - but this is often offset by our faculty gaining positions at other colleges in our area (often full time or nearer to where they live). Before our most recent hiring process in June the discipline staff managed to advertize our need to a wide audience of their contacts and we had our largest pool yet, leading to recommendations for (as we thought) five new promising faculty who would together staff our August-start classes. However as of last week two of them have been disqualified from immediate hiring due to complications in their minimum qualifications. We are thus in a position where I may need to cancel two or three of our current offerings listed on our Fall schedule of classes (and presuming we don't lose any of our current adjunct faculty).

I am actively working with HR and the department to find a way to hire the two faculty we had hoped to bring on board, but there are several factors at play and time is of the essence. Hiring a full-time temporary ESL instructor would ensure we can run our immediate classes

and, along with the adjunct faculty we have just been able to hire, we would be able to continue to grow our ESL program and contribute to the growth of East Campus.

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.

We currently have five unstaffed sections in ESL that start in August for the Fall semester. All our current adjunct faculty have reached their maximum load or stated they cannot teach more classes at VC. As stated above, I will need to cancel two or three of these classes if we cannot find an instructor to teach them. I will also need to limit the ESL/EngM offerings we are planning for the Spring semester ; we will be limited by the number of adjunct faculty who would be available to teach them.

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

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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

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