To: Nenagh Brown, Dean of English, Math, and Communication

From: Dr. Kim Hoffmans, President

CC: Executive Team; CPC Tri-Chairs

Date: March 29, 2023

Re: Out of Cycle Resource Request

As part of our Out of Cycle Resource Request process, the Executive Team has reviewed the following technology request. The president's response is included below, with the details in the individual request form attached to this memo.

Requestor	Request	Division/Department	Response
Nenagh Brown	Security Cameras	Testing Center	As part of our Out of Cycle Resource Request process, the Executive Team has reviewed your request for a new security camera system in the testing center, to meet student needs and to be certified with the National Colleges Testing Association to be able to offer this service to members of our community. A funding source has been identified for this purchase. The request is approved.

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:

- Technology

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**

We are working on getting our Testing Center fully effective for the needs of our students as well as certified by the National Colleges Testing Association so we can also offer this service to members of our community.

As written by Proctor Ouaill Ghazi, "The next step is to get certified by Cisco, Pearson Vue, and others. If any of these organizations' inspectors walk into our testing center today, we will fail miserably, mainly because of our current security system. On average, proctoring centers have between 12 and 27 cameras, and we have only 4. The current camera system was primarily designed for the security of the computers in the room; it uses only 1x zoom, and the image becomes blurry when used. Additionally, there are countless blind spots around students; the simplest example is when students remove their hands from the table and place them on their laps their hands are not be visible to the cameras. Also, when students have the exam, scratch paper, and formula sheet in front of them, we cannot identify which is which, even when using zoom. The most challenging scenario is when multiple students use the computers and the whole room becomes a blind spot due to the raised computer screens blocking the view from all angles.

The new security system, however, will allow us to overcome all blind spots and will provide us with better picture quality, a better zoom option (x5), and no blurry images. Additionally, If we make this security camera upgrade, we will pass inspections with flying colors, and we will be able to reach and serve more community members."

Q4. Why was this request not included in the annual program review process?
The program review was written by a previous dean and it centers on the urgent need for effective staffing of the Testing Center at that time. A full-time proctor position was requested in the review and has recently been prioritized; we are currently expecting the expanded position to be approved by the Board of Trustees at its meeting on April 11. This enhanced staffing now allows us to focus on the next big need of the Center - its camera system.

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.
With a full-time proctor (initially temporary and now hopefully permanent) the use of the Testing Center has doubled; indeed in these first weeks of March it has tripled. The nursing program has now scheduled all its exams in the Center; programs who used it in the past are returning (such as math); new programs are using it (such as Art). We also have our first community members using the service. The Center is proving again that it is open, reliable, and effective. However with this fuller use the probability of cheating is also increasing, especially when the Center is at its busiest. As the new dean I identified the need and then found monies in the LRC budget to cover the cost; the proctor, with the IT director, researched what was needed and obtained quotes. We submitted the requisitions needed but, my apologies, I did not appreciate I should take it through this Out-of-Cycle request process.
If we do not get this updated camera system the Center will remain open but we will have to limit the numbers that use it at any one time. We had planned to have the work done over the summer, when the Testing Center is closed; if we used monies from next year's budget we would have to delay the upgrade until the summer of 2024 and hence delay the expansion of the Center.

Q12. Estimated Cost
$9965.71 (including 11 cameras with an NVR that could be expanded for use with up to 16 cameras, and labor for installation)

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 5 - Effectively Manage Campus Resources

Q10. Your Name
Nenagh Brown

Q11. Your VCCCD Email Address
nbrown@vcccd.edu

Q7.
Vice President Over Your Area

- Catherine Bojorquez

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 new security camera system in the testing center, to meet student needs and to be certified with the National Colleges Testing Association to be able to offer this service to members of our community. A funding source has been identified for this purchase. The request is approved.

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