CURRICULUM COMMITTEE – TIFFANY BAIOCCHI – BIOLOGY

**From:** Baiocchi, Tiffany <[tbaiocchi@losmedanos.edu](mailto:tbaiocchi@losmedanos.edu)>  
**Sent:** Wednesday, November 6, 2024 11:21 AM  
**To:** Gunder, Paula <[pgunder@losmedanos.edu](mailto:pgunder@losmedanos.edu)>; Giambattista, Louie <[LGiambattista@losmedanos.edu](mailto:LGiambattista@losmedanos.edu)>  
**Cc:** Rickman, Jancy <[JRickman@losmedanos.edu](mailto:JRickman@losmedanos.edu)>  
**Subject:** Letter of interest for becoming a substitute for Jancy Rickman in the Curriculum Committee Spring 2025

Hello there Louie and Paula,

I am  a new faculty for the Biology department, and below is my letter of interest describing my role as a faculty at this campus and my interest in serving as an alternate/substitute for Jancy Rickman (a tenured Biology faculty) who is serving in the role of a member on the Curriculum committee. If you could please look over the letter below and forward it to the Academic Senate for evaluation and approval I would appreciate it.

To whom it may concern,

I am Dr. Tiffany Baiocchi, a newly hired Tenure-track faculty in the Biology department.  It is my privilege to serve Los Medanos College as one of its new faculty and I have already feel the impacts of this college's vision for creating a welcoming and inclusive atmosphere for both students, faculty and staff. As I explore how I can best serve this college to the fullest extent I have spoken with my colleagues in the Biology department about which committees need coverage by our department and which areas would best suit my talents. During a recent discussion Jancy Rickman expressed that she will be representing our department in the Curriculum committee during the Spring 2025 semester.  During the discussion I expressed interest in shadowing Jancy and potentially taking on this role in shared governance in the future if the role appears to be a good fit for me. Since I will be attending the meetings it was suggested that I could submit my interest in also serving as an alternate/substitute for Jancy in the case that she was unable to attend a meeting, in this way I could help ensure that the committee (which is a Brown-Act committee requiring in-person attendance) can reach quorum for voting and other actions in the case that Jancey is unable to make it. With a flexible schedule next semester I am confident that I will be able to attend all meetings in person and would like to submit my candidacy as Jancy Rickman's substitute.

I have  4 years of education experience, and during my time at a previous institution I was part of guided pathways, student success and distance education committees, while also attending some meetings for other committees such as the curriculum committee and academic senate meetings. I have experience writing Couse Outlines of Record, which I did to create a new lab course for my previous institution; and I have been involved with making substantial changes to course outlines of records for a variety of biology courses that needed revision. Doing so has equipped me with an understanding of the information collection and organization it takes to prepare documentation for building out the structure to launch a new course. I also have experience in developing my own curriculum for the courses I have taught previously, from creating schedules and syllabi to developing entire lab manuals to reduce the financial burden on students. This all said, I know I have much to learn about the processes involved with making behind-the-scenes decisions that dictate the courses that are offered, launched or discontinued and am eager to learn the ropes and acquire new skills through attending and serving on the curriculum committee. The decisions made by this committee are deeply impactful and important for the success of the college and for our faculty and students, which is why I am interested in being involved and developing the skills to better serve this institution.

Thank you for your time and consideration of me as a substitute for Jancy Rickman in the Spring 2025 semester, and possibly a future member of the committee.

With deepest gratitude,

-Dr. Tiffany Baiocchi

**Dr. Tiffany Baiocchi**

**"We are what we repeatedly do. Excellence is not an act, but a habit." -Will Durant**