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LOS MEDANOS  
COLLEGE  
ENGLISH DEPARTMENT

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April 28, 2025

Caitlin Mitchell  
Professor  
English Department Co-Chair

Dr. Adrianna Simone  
Mr. Louie Giambattista  
Dr. Paula Gunder  
Ms. Abbey Duldulao  
Academic Senate Council  
Los Medanos College

Dr. Simone, Mr. Giambattista, Dr. Gunder, Ms. Duldulao and Academic Senate,

I am excited to apply to represent Los Medanos College faculty on the Enrollment Management and Planning Committee. In my 12 years teaching at LMC, I have gained invaluable experience through variety of leadership positions that prepare me to serve on this essential committee.

I first joined the Strategic Enrollment Management committee in Spring 2024. I contributed to the development of the Success Coaches program, providing faculty perspective on all aspects of the project. I assisted in the evaluation of the SEM model and shared insight into the challenges of the committee's dual focus, highlighting the ways that faculty input was needed in all areas. In doing so, I bring a strong foundation and a thorough understanding of the development of the Enrollment Management and Planning committee.

In the past year, I have served on the Enrollment Management and Planning committee, attending bi-monthly meetings in my role as AB1705 Special Projects and Research Director. As the AB1705 Special Project & Research Director, I have collaborated with departments across campus to support student success. In doing so, I've developed invaluable insight into the challenges our faculty and departments face in terms of scheduling and planning. I have brought this perspective to the EMP meetings to share how faculty are tasked with balancing a variety of demands with limited resources.

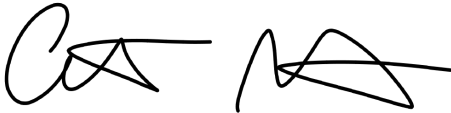
As co-chair of the English department since Spring 2024 and a member of the English department scheduling subcommittee since Spring 2021, I have extensive experience with the difficulties of scheduling and the ways that college priorities such as learning communities, dual-enrollment, new

initiatives, and fluctuating enrollments, have a direct impact on department planning. I will bring this in-depth understanding to represent faculty on the EMP committee.

As I step out of my role of AB1705 Special Projects and Research Director at the end of this academic year, I'd like to continue with the Enrollment Management and Planning committee as an Academic Senate appointed representative. I will bring my in-depth understanding of the history of the EMP, my experience of collaboration across campus, and my commitment to supporting faculty through the challenges of planning to the role.

My dedication to student success and cross-campus collaboration along with my leadership skills make me a strong fit for Enrollment Management and Planning Committee. Please feel free to contact me at [cmitchell@losmedanos.edu](mailto:cmitchell@losmedanos.edu) or 707-217-6611. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Caitlin Mitchell', with a stylized, cursive script.

Caitlin Mitchell

Professor

Co-Chair English Department

AB1705 Special Projects and Research Director