

Dear Academic Senate,

My name is Maria Lopez, I am the transitions counselor for the Adult Education Program at Valley College. The reason for this memo is to express my interest in the Non-Credit Faculty Lead position. I believe to be a good candidate as the student population whom I work with is the adult education students who are looking for low-cost opportunities to improve upon their current work situations or learn a new skill. I am also the ESL counselor and I work with both non-credit ESL students and credit ESL. I have been a member for of the noncredit committee for about 2 semesters and have suggested possible pathways that can lead a student from non-credit courses into credit courses, certificates, or degrees. I feel that my role in working with the surrounding adult schools and the community can improve upon our non-credit student population. I know that I can bring a fresh vision into the non-credit department and help build upon the program.

I must admit that I do not have much experience with non-credit, but I am highly interested in learning and helping the program grow and most importantly help our students achieve new skills through our non-credit course offerings.

I look forward to the opportunity.

Sincerely,

Maria Lopez