

To whom it may concern,

Marian joined our team at CNM in January of 2020, as an Associate Instructional, I can remember her interview, and the care and preparation she put into her interview responses.

I have been her director for nearly 5.5 years of her tenure. She also worked with an interim manager for day-to-day activities for fourteen months, and during that time she was career laddered to an Advanced Instructional Consultant. Marian and her teammates worked closely with me on the project, and upon my return I submitted her career ladder to Senior Instructional consultant. Marian also served on the Open Educational Resources Grant Committee; she was our Training Lead, setting up and coordinating all faculty training generated through our department. She served in capacity for three years and served as our Quality Matters Coordinator for QM Certification of courses.

Marian is prepared, courteous, organized, self-sufficient, a leader among her peers, and in the cross-college collaborative teams she has participated in. Marian is an excellent teammate with ideas to share, and a listening ear to hear new ideas and concepts, to incorporate into Team Projects.

In working with our main stakeholders, the CNM faculty; Marian exemplified grace, empathy, understanding, and caring as she worked with our faculty one on one on Collaborative Course Design projects each term, completing over 77 designs during her 5-Year tenure in the department. On the CNM Self-Reviews to improve the student experience and learning through Quality Assurance Checks, over the past three years, Marian completed over 80 comprehensive reviews of online courses, reviewing objectives, assessments, course materials, design, and accessibility, all to meet quality assurance standards.

Marian is an excellent communicator, with faculty and with Leadership at the college. She also follows policies and procedures, and understands protocol within a large organization, which is a great skill.

Marian is highly recommended for any position, and will bring a caring, passionate personality to the organization. I am happy to provide a supervisory reference if requested.

Sincerely,



MaryJo Villasenor, Director of Design and Curriculum Development at CNM.

Office: 505-224-4000 x 53601 or Mobile (505) 263-4877



Reference Letter for Marian Chavez

To Whom It May Concern,

It is my pleasure to write this letter of recommendation for Marian Chavez, who has served as a Senior Instructional Consultant with Central New Mexico Community College. I have had the opportunity to work closely with Marian and have consistently been impressed by her professionalism, depth of knowledge, and dedication to instructional excellence.

Marian is detail-oriented and organized. Her ability to manage multiple projects simultaneously while maintaining a high level of quality and accuracy is exceptional. Whether she is designing curriculum, leading faculty workshops, or supporting course development, Marian approaches each task with a thoughtful, methodical mindset and a keen eye for detail. Her organizational skills ensure that every project is executed efficiently and effectively, often ahead of deadlines.

Marian communicates clearly, listens actively, and follows through on commitments. Her effectiveness as a consultant stems not only from her instructional expertise but also from her ability to build foster positive working relationships.

Marian's impact is evident in the high-quality instructional materials and professional development programs she has helped implement. Her contributions have led to measurable improvements in course design, faculty engagement, and student learning outcomes. She takes initiative, solves problems proactively, and consistently delivers results that exceed expectations.

I highly recommend Marian Chavez for any role that requires strong analytical thinking, instructional leadership, and a commitment to excellence. She would be an asset to any organization.

Sincerely,



Christine Goshorn

Executive Director, Innovation and Instructional Support

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