

LETTER OF INTENT and Supporting Documentation

The Letter of Intent (LOI) is to be prepared by the campus (submitted by the Campus President) and must include the following:

1. A brief description of the program.
2. The workforce demand and unmet need for graduates of the program.
Guidelines for Demand and Supply
http://www.fldoe.org/cc/Educators/pdf/cc_supply_demand_method2.pdf
3. The geographic region to be served.
4. An estimated timeframe for implementation.
5. Documentation/data/and other information gained from inter-institutional discussions.

Area Service Providers:

- a. State University System of Florida (SUS)
<http://www.flbog.org/aboutsus/universities/>
- b. Independent Colleges and Universities of Florida (ICUF):
<http://www.icuf.org/information-for-businesses/campus-resource-guide>
- c. Commission on Independent Education (CIE) institutions:
<https://app1.fldoe.org/cie/SearchSchools/Default.aspx>

MDC must engage in need, demand, and impact discussions with the area service providers (SUS, ICUF, and CIE institutions) a summarized statement must be included in the LOI (#5 above) and the supporting documentation/data must be included in the Appendices.

For 2010 proposals, the Letter of Intent and its supporting documentation (items 2-4 below) must be submitted to the Office of Academic Programs by October 22, 2009.

Items to be submitted (by October 22, 2009):

1. Letter of Intent
2. Cover Sheet
3. Executive Summary
4. Appendices

COVER SHEET (To be submitted with LOI)**THE FLORIDA COLLEGE SYSTEM****BACCALAUREATE PROPOSAL APPROVAL APPLICATION****INSTITUTION:** Miami Dade College**BACCALAUREATE DEGREE CONTACTS:****PRIMARY CONTACT:**

Name: Dr. Mollie F. DeHart
Title: District Director, Academic Programs
Phone: 305.237.3731
Email: mdehart@mdc.edu

SECONDARY CONTACT:

Name:
Title:
Phone:
Email:

DEGREE TYPE (BS, BAS, other):**DEGREE TITLE:****TOTAL NUMBER OF CREDIT HOURS:****PROPOSED DEGREE SIX-DIGIT CIP CODE (And track, if appropriate):****IMPLEMENTATION DATE:****PROGRAM DESCRIPTION/EMPLOYMENT OPTIONS FOR GRADUATES:**

(The description should be brief, but stand-alone—first line should include degree type and degree title) **(Limit 200 words)**

BOARD OF TRUSTEES APPROVAL DATE: _____**PRESIDENT'S SIGNATURE AND DATE:** (Affirms compliance and accuracy)**Signature:** _____**Date:** _____

EXECUTIVE SUMMARY (To be submitted with LOI)

Provide a narrative describing the program and concise summaries for Evaluation Criteria A-J of the proposal (refer to the [MDC Baccalaureate Proposal Evaluation Criteria](#))

Label section headings as noted below. **Limit 1200 words:**

- A. [Planning Process](#)
- B. [Program Implementation Timeline](#)
- C. [Workforce Demand/Unmet Need Specific to Program Area](#)
- D. [Facilities and Equipment Specific to Program Area](#)
- E. [Library/Media Specific to Program Area](#)
- F. [Academic Resources Specific to Program Area](#)
- G. [Cost to Students](#)
- H. [Academic Content/Curriculum](#)
Please ensure that in the summary, items (b),(c), and (e) are addressed and the stand-alone documents listed for the Appendices items (below) are included .
- I. [Enrollment, Performance, and Budget Plan](#)
Enrollment, Performance, and Budget Plan (Excel). Form is to be included in the Appendices (below). <http://www.fldoe.org/cc/Educators/Excel/bacc-budget2.xls>
- J. [Plan of Action If Program Must Be Terminated](#)

APPENDICES (To be submitted with LOI)

The Letter of Intent Appendices should include the following (**Maximum: 20 printed pages**):

1. NEED/DEMAND/IMPACT

Each community college must:

- a. Engage in inter-institutional discussions regarding program need, demand, and impact

Area Service Providers for inter-institutional discussions:

1. State University System of Florida (SUS)
<http://www.flbog.org/aboutsus/universities/>
 2. Independent Colleges and Universities of Florida (ICUF):
<http://www.icuf.org/information-for-businesses/campus-resource-guide>
 3. Commission on Independent Education (CIE) institutions:
<https://app1.fldoe.org/cie/SearchSchools/Default.aspx>
- b. Collaborate with its local workforce development board(s), chamber(s) of commerce, and/or economic development councils, as well as business and industry partners, to survey service district customers to determine workforce baccalaureate degree needs and demands. With the **assistance of the Office of Institutional Effectiveness**, develop surveys and gather data. [Guidelines for Labor Market Demand and Education Supply Analysis](#)
(http://www.fldoe.org/cc/Educators/pdf/cc_supply_demand_method2.pdf)
 - c. Include in the appendices:
 - i. A summarized statement of inter-institutional discussions regarding program need/demand and impact
 - ii. A listing of letters of support, including selected letters,
 - iii. Graphs and tables,
 - iv. Survey templates, etc.
 - v. Links may also be included as appropriate to your documentation.

2. Curriculum

- a. Determine whether there are similar programs listed in the **Common Prerequisites Counseling Manual (CPCM)** for the proposed CIP code (and track, if appropriate). [Common Prerequisites Manual](http://facts23.facts.org/florida/facts/Home_Page/Counselors_and_Educators/Advising_Manuals/Common_Prerequisite_Manual/!ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3iDEEtPfx9TQwN380BXA0)
http://facts23.facts.org/florida/facts/Home_Page/Counselors_and_Educators/Advising_Manuals/Common_Prerequisite_Manual/!ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3iDEEtPfx9TQwN380BXA0

[93QzMzc6dOly9zM6B8JLK8pZ8BUN7C38_M19_AIswcn24nc_1wkH1AFTiAowFUHmaCRYCLIdAEdw8vA29nQ09jMzR5LPbjITdGI8fwn59Hfm6qfkFuhEGmZ5YJAM_5H3c!/?](http://93QzMzc6dOly9zM6B8JLK8pZ8BUN7C38_M19_AIswcn24nc_1wkH1AFTiAowFUHmaCRYCLIdAEdw8vA29nQ09jMzR5LPbjITdGI8fwn59Hfm6qfkFuhEGmZ5YJAM_5H3c!/)

- b. If specific courses are listed in the CPCM or as determined appropriate for new programs, list lower division common prerequisites required. If no prerequisites are required for the program, state "No prerequisites."
 - c. List all courses required for the final two years of the baccalaureate program by term, in sequence. For some broad-based programs, a sample curriculum may be appropriate. For degree programs with concentrations, there may be more than one sequence showing courses that are the same and/or different per concentration area.
 - i. Include credit hours per term, and total credits for the program.
 - d. Is the proposed program a Limited Access program?
 - i. If yes, complete the following form and include it in the appendix for consideration. [Limited Access Request Form](#):http://www.fldoe.org/cc/Educators/word/cc_bach_limited_access_form.doc
 - e. Is there a [Statewide Articulation Agreement](#) for the proposed program?
http://facts23.facts.org/florida/facts/Home_Page/Counselors_and_Educators/Advising_Manuals/Statewide_Articulation_Agreements!/ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3iDEEtPfx9TQwN3Sz8DA093C38_M19_A393A6B8JE55izBzVN3mga5AWUMzM3OnUCMvJ3P9cJB9QBU4gKMBVB5mgkWAiyHQBHcPLwNvZONPYzM0eSz245U3RpdHdaG5mb6fR35uqn5BboRBpmeWCOB806U5/
3. Enrollment, Performance, and Budget Plan
[Enrollment, Performance, and Budget Plan](#) (Excel)
<http://www.fldoe.org/cc/Educators/Excel/bacc-budget2.xls>