

Draft Process for Letters of Intent

Program Review Process Advisory Council

March 17, 2025

Letters of Intent: Purpose

The Commission shall use a letter of intent:

(1) To facilitate collaboration between institutions; and

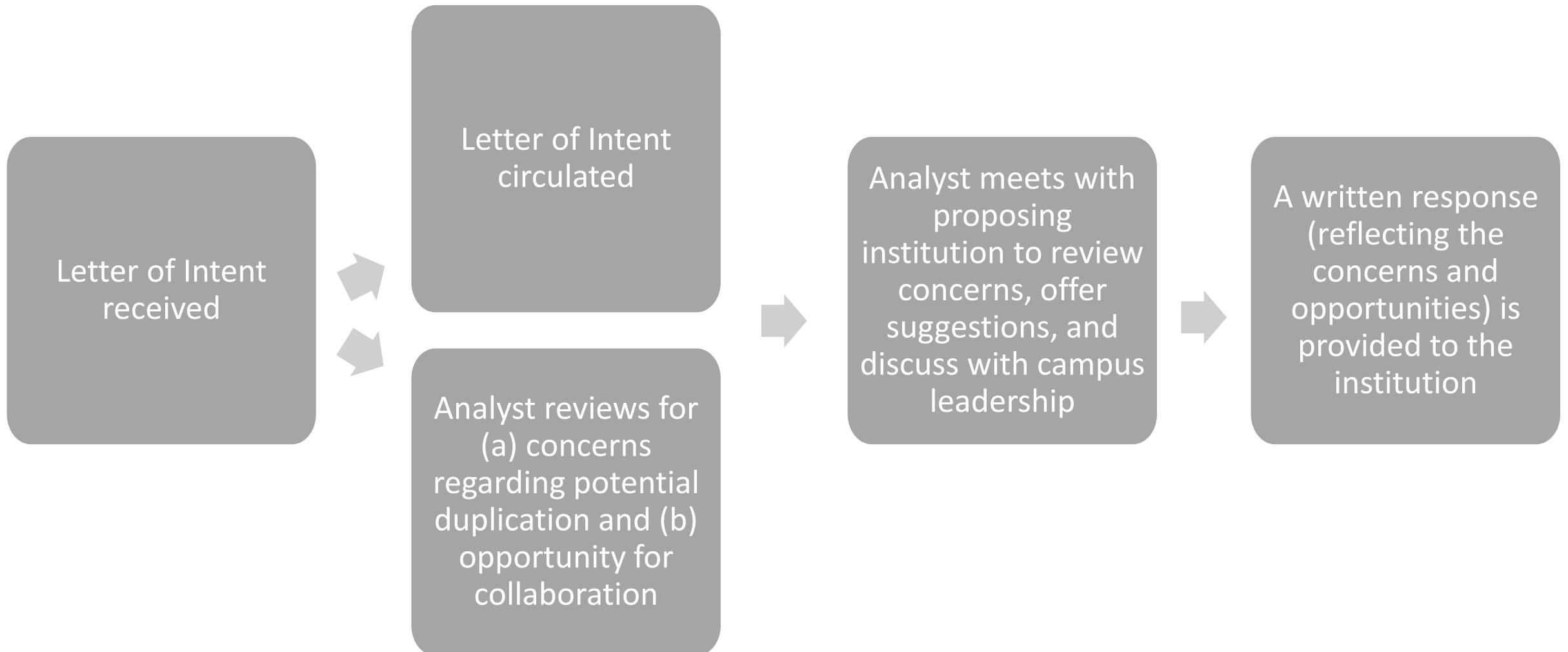
(2) To provide feedback to an institution before the institution submits the new program to the Commission for approval, including any Commission concerns regarding unreasonable or unnecessary program duplication.

The Commission shall circulate each letter of intent submitted by an institution among each institution, but may not post an institution's letter of intent publicly.

Letters of Intent: Potential Sections

Section	Description
Basic Information	Draft program title and program description; Intended implementation date; Modality
Draft Program Details	Draft program learning objectives; Draft projected competencies, skills, or intended employment
Mission	Explanation of how program aligns with institutional mission
Need	Evidence for the need for the program
Duplication	Distinction with similar programs in Maryland <i>or</i> preliminary evidence that the program is/will not be duplicative of another current program offering in the State
Intended Population	Potential admissions requirements; Potential prerequisite courses for enrollment in the program
Existing Resources	Faculty; Research center/facilities; Existing partnerships
New Resources	New faculty for specialization; New faculty to expand capacity; Capital funding be requested
External Considerations	Licensing or certification boards; National accreditors; Other approvals required for implementation

Letters of Intent: Process



Next Steps

- Meet with the *Program Review Process Advisory Council* to garner feedback
 - Consider revisions, as appropriate
- Prepare materials and guidance
- MHEC Staff to provide an update at upcoming Commission meeting
- Implement new process in Spring 2025
- Provide implementation update to Commission after 1st round of letters are received and reviewed (likely Summer 2025)