

# SAMPLE - LETTER OF INTENT (LOI) - SAMPLE

**Letter of Intent is produced by the Campus President & the Discipline Dean. It is then presented to the College President for Approval.**



Eduardo J. Padrón  
College President  
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December 15, 2010

Dr. Willis N. Holcombe  
Chancellor, Division of Florida Colleges  
Florida Department of Education  
325 West Gaines Street, Room 1544  
Tallahassee, Florida 32399-0400



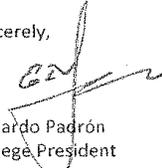
Dear Dr. Holcombe:

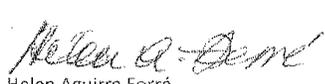
This letter notifies you that the Miami Dade College Board of Trustees supports the development of two Bachelor of Science degree programs: Biological Sciences and Early Childhood Education. The implementation date planned for both programs is no later than May 2012. The enclosed summary for each program responds to the information specified in State Rule Section 1007.33(5) (a), F.S.

We are aware that the timelines for proposal submission differ for those who have been granted and those who have not been granted exemption. MDC intends to submit a request for a Compliance Review for New Programs from "Exempt Colleges" once the pending State guidelines are established that define the procedures for an exemption that, if approved, would enable the local community college Board of Trustees to approve baccalaureate programs. However, in lieu of the availability of those guidelines and with our intention to submit such a request, we also wanted to be certain that we lost no further time and, thus, are informing you of the Board support.

Should you need additional information on either proposed program, please let us know.

Sincerely,

  
Eduardo Padrón  
College President

  
Helen Aguirre Ferré  
Chair, Board of Trustees

Enclosures (2)

Cc: Division of Florida Colleges  
Dr. Judy Bilsky, Vice Chancellor for Academic Affairs and Student Success  
✓ Ms. Sandra Burkholder, Assistant Director of Baccalaureate Programs  
Miami Dade College  
Dr. Rolando Montoya, College Provost  
Dr. Gina Cortes-Suarez, President, InterAmerican Campus  
Dr. José Vicente, President, North Campus  
Dr. Pamela Menke, Vice Provost, Education

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*The discipline should collaborate with the Executive Director for Workforce Education & Partnerships and Institutional Research for back-up documentation. Please be advised that the Division of Florida Colleges may require additional information.*

## Summary Bachelor of Science with a Major in Biological Sciences January 5, 2011

1. Program Name: Biological Sciences
2. Degree to be conferred: Bachelor of Science
3. Key skills expected of graduates:

The proposed BS-BS curriculum has been developed based on information and advice from faculty and industry professionals including scientists, human resource managers, chief information officers, development officers, project directors and research/compliance administrators. Program design features that would lead to immediate graduate employment and advancement are based as well on a fall 2010 focus group of local Biological/Life Science employers, including Altor Bioscience, Noven Pharmaceuticals, Cordis Corporation, and Hialeah Hospital as well as the University of Miami and FAMU who would employ BS-BS graduates for research and laboratory positions.

The proposed program will be in accordance with the Florida Common Prerequisite requirements. Graduates will gain knowledge of the foundations of biological sciences while exploring structure, function, genetics, and evolution of cells and organisms. Moreover, all graduates will be provided with extensive hands-on skills training that will enable them to obtain jobs in the Biological/Life Science fields. These skills will include at least twice the lab contact hours required by traditional Life Science baccalaureate programs as well as a required student internship in a prospective employer's organization. Students will take core lectures and laboratories in biology, biochemistry, genetics, molecular and cell biology, microbiology, chemistry through organic, physics, and mathematics. Students may also choose electives in plant and animal diversity, biotechnology, immunology, virology, and bioinformatics.

4. Description of the career path or potential employment opportunities for graduates of the program:

Graduates from the program will be trained in wide variety of hands-on laboratory skills that will make them immediately employable in the Biological/Life Science fields. Employment opportunities for graduates include positions as research technicians or scientists, hydrologists, microbiologists, environmentalists, and natural science managers. The program may also enable graduates to continue their formal education by pursuing professional degrees in the sciences or biomedical fields. According to the National Association of Colleges and Employers (NACE), beginning salary offers in September 2010 averaged **\$34,908** a year for baccalaureate degree recipients in biological/life sciences, up 3.6 percent (3.6%) from the prior year.

5. Summary of discussions with the state university and other public and nonpublic postsecondary institutions in the region regarding evidence of need, demand, and economic impact:

According to the United States Department of Labor website, employment of biological scientists is projected to grow 21 percent (21%) during the 2008-2018 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth. The State of Florida's Agency for Workforce Innovation reports that Miami-Dade/Monroe counties (Workforce Region 23) have an average of **1467** openings requiring a baccalaureate degree (or higher) in the Biological Sciences. Region 23 area institutions (Barry University, Florida International University, Florida Memorial University, and St. Thomas University) are meeting **only half** of this workforce demand. In 2009, these institutions produced a total of **739** post-secondary, biology-related graduates: 573 baccalaureate degrees, 106 Masters degrees, and 60 Doctorates.

The Miami Dade College Provost informed the Florida International University Provost of Miami Dade College's intent to develop the program. Other universities, including St. Thomas University, the University of Miami, the University of Florida, and Florida Agricultural and Mechanical University, have indicated support for this proposal since they believe that our students will provide the workforce needed to expand research endeavors in South Florida as well as to provide a pipeline for their professional degree program.

6. The expected term and year of the first term of upper division enrollment: January 2012

7. Description of funds available for program startup costs, including promised support from local businesses and industries:

The start-up fees of \$598,782 will come from Community College program funds and student fees. These fees will cover costs associated with hiring additional faculty and advisors; materials and supplies for laboratories; travel for faculty professional development; communication/technology resources for the laboratories including instructional software; professional services/accreditation; and library support.

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