Letter of Intent to Plan (ITP) Evaluator’s Check Sheet

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| **ITP Evaluated** | Click here to enter text. |
| **Evaluator(s)** | Click here to enter text. |
| **Date** | Click here to enter text. |

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| **I. Intent to Plan Issues**: Please indicate specific concerns about the content of the program review document and indicate ***R*** for recommended or ***M*** for mandatory changes. Insert additional rows or attach separate page as needed. |
| ***R or M*** | ***Comments (Be specific)*** |
| Click here to enter text. | Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
| Click here to enter text. | Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |

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| **II. Editing/Style Changes**: Please be specific about the changes (including page numbers for each change) and indicate indicate ***R*** for recommended or ***M*** for mandatory changes. Refer [here](http://www.marshall.edu/faculty-senate/files/Intent-to-Plan-Procedures.pdf) for formatting guidelines. Insert additional rows or attach separate page as needed. |
| ***R or M*** | ***Comments (Be specific)*** |
| Click here to enter text. | Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
| Click here to enter text. | Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |

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| **III. Recommendation of the Evaluator(s)**: Please check one. |
| ***Check*** | ***Recommendation*** |
| Click here to enter text. | Recommend the adoption of the program as proposed and approve submitting the Intent to Plan to the Faculty Senate. |
| Click here to enter text. | Recommends that the proposed program not be adopted at this time (see Sections IV-VI for clarification). |
| Click here to enter text. | Recommend the document be returned to the originator (i.e. college, department, division, etc.) with edits and corrective action addressed. |

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| **V. Additional Comments from Evaluator(s):** Please provide any additional comments that the evaluator(s) deem appropriate. Feel free to attach comments as a separate document if needed. |
| Click here to enter text. |

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| **VI. Additional Comments from the Academic Planning Committee:** Please provide any additional appropriate comments. Feel free to attach comments as a separate document if needed. |
| Click here to enter text. |

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| **VI. Additional Comments from the Academic Planning Committee:** Please provide any additional appropriate comments. Feel free to attach comments as a separate document if needed. |
| Click here to enter text. |