

STATE BOARD OF EDUCATION
Action Item
July 23, 2015

SUBJECT: Approval of Amendment to Rule 6A-14.095, Site Determined Baccalaureate Access

PROPOSED BOARD ACTION

For Approval

AUTHORITY FOR STATE BOARD ACTION

Sections 1001.02, 1007.33(6), Florida Statutes

EXECUTIVE SUMMARY

The proposed revisions update components of the Florida College System (FCS) baccalaureate approval process, including the incorporation of revised requirements and forms for the notice of intent, program proposal and annual accountability report. The revised language also removes the requirement that FCS institutions submit an application for State Board of Education approval to add or modify concentrations related to a previously approved baccalaureate program.

Supporting Documentation Included: Proposed Rule 6A-14.095, F.A.C.; Notice of Intent, Form No. BACC-01; Baccalaureate Proposal Application, Form No. BAAC-02; and Baccalaureate Accountability Report, BAAC-03

Facilitator/Presenter: Dr. Christopher Mullin, Executive Vice Chancellor, Division of Florida Colleges

6A-14.095 Site Determined Baccalaureate Access.

(1) Purpose. This rule implements a uniform submission, approval and compliance process for ~~new~~ baccalaureate degree programs proposed and offered by Florida College System institutions, in accordance with Section 1007.33, F.S.

(2) Definitions. For the purposes of this rule, the following definitions shall be used.

(a) “Academic Program Pre-Proposal Recognition System” or “APPRiSe” is a web-based notification system used by the Florida College System and the State University System to provide advance notice to both systems of plans to develop a new baccalaureate degree program ~~“College” means an institution within The Florida College System.~~

(b) “Board of trustees” means a Florida College System institution board of trustees ~~“SACS” means the Southern Association of Colleges and Schools Commission on Colleges.~~

(c) “CIP to SOC Crosswalk” means the coding system developed by the U.S. Department of Education’s National Center for Education Statistics that links instructional programs to occupations. A CIP to SOC relationship indicates that programs classified in the CIP code category prepare individuals for jobs classified in the Standard Occupational Classification category or “SOC.” The crosswalk is located at <https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55> ~~“Division” means the Division of Florida Colleges.~~

(d) “Classification of Instructional Programs” or “CIP code” refers to the taxonomic scheme developed by the U.S. Department of Education’s National Center for Education Statistics and located at <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55> ~~“Board of trustees” means a Florida College System institution board of trustees.~~

(e) “College” means an institution within the Florida College System.

(f) “Common Prerequisites Manual,” pursuant to Section 1007.25(5), F.S., means courses and course substitutions required for each baccalaureate degree program found in Florida’s public universities and colleges. The manual is found at <https://www.flvc.org/partner-portal/common-prerequisite-manual>.

(g) “Completed proposal” means a college’s final submission of a baccalaureate program proposal to the Division for consideration by the State Board of Education.

(h) “Division” means the Division of Florida Colleges.

(i) “Initial proposal” means a college’s first submission of a baccalaureate program proposal to the Division for

review.

(j) “Integrated Postsecondary Education Data System” means that portion of the information center created and maintained by the U.S. Department of Education’s National Center for Education Statistics, created pursuant to 20 U.S.C. § 9541, that collects and analyzes data related to postsecondary education. The system is found at <http://nces.ed.gov/ipeds/datacenter>.

(k) “SACSSOC” means the Southern Association of Colleges and Schools Commission on Colleges.

(l) “STEM” means science, technology, engineering or mathematics.

(m) “Service district” means the geographical area served by a college identified in Section 1000.21, F.S.

(n) “Statewide Articulation Agreement” means the agreement provided for in Rule 6A-10.024, F.A.C.

(3) Notice Letter of intent. The following requirements shall apply to the letter of intent that is required Pursuant to Section 1007.33(5)(a), F.S., a college seeking consideration of approval by the State Board of Education for a new baccalaureate degree proposal must complete and submit the Notice of Intent, Form No. BACC-01 (insert link) which is hereby incorporated by reference in this rule effective _____ 2015. A copy of the form may be found at <http://fldoe.org/schools/higher-ed/fl-college-system/baccalaureate-degree-proposal-process.shtml> or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida, 32399.

(a) The required components of the letter of intent, as approved by the board of trustees, are:

1. The name of the program;
2. The type of degree to be conferred under the program;
3. A brief description of the program;
4. Key skills expected of graduates;
5. A description of the career path or potential employment opportunities for graduates of the program;
6. A summary of discussions with the state university in the Florida college’s service district and other public and nonpublic postsecondary institutions in the region regarding evidence of need, demand, and economic impact;
7. The workforce demand and unmet need for graduates of the program to include evidence from entities independent of the institution;
8. Expected term and year of the first upper division enrollment in the proposed program; and,
9. A description of funds available for program startup costs, including promised support from local businesses and industries.

~~(a) (b)~~ The notice letter of intent will remain valid for two (2) years from its receipt by the Division.

~~(b) (c)~~ If the initial complete proposal is not received within two (2) years of receipt of the notice letter of intent, the college must begin the approval process set forth in Section 1007.33(5), F.S., anew, beginning with submission of submit a new notice letter of intent to the Division, to be subject to the same procedures as outlined in Sections 1007.33(5)(a) (b), F.S., before an initial degree proposal may be submitted to the Division.

~~(4) Proposals for a baccalaureate degree. Colleges seeking consideration of approval by the State Board of Education for a new baccalaureate degree proposal must complete and submit the Baccalaureate Proposal Approval Application BAAC-01 (http://www.flrules.org/Gateway/reference.asp?No=Ref_01597), which is hereby incorporated by reference in this rule to become effective September 2012. A copy of the form may be found at http://www.fldoe.org/cc/students/bach_degree.asp, or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399.~~

~~(4) (5)~~ Alternative proposals and objections by a Florida state university or regionally accredited private college or university. Alternative proposals must be submitted to the Chancellor of the Florida College System and must address all criteria specified in Section 1007.33(5)(c), F.S., and specifically include a calculation of the total tuition and fees for a student starting as a first-time, freshman student in the program and a calculation of the total tuition and fees for completing the last two (2) years of the program. Both calculations must be based on the total hours required for the baccalaureate degree. A state university or regionally accredited private college or university may also submit an objection to a proposed new program to the Division, pursuant to Section 1007.33(5)(b), F.S. State universities have sixty (60) days following the receipt of the notice letter of intent to submit alternative proposals and objections. Subsequent to the sixty (60) day submission window for state universities, regionally accredited private colleges have thirty (30) days to submit alternative proposals and objections.

~~(5) Proposals for a baccalaureate degree. A college seeking consideration of approval by the State Board of Education for a new baccalaureate degree proposal must complete and submit the Baccalaureate Proposal Application, Form No. BAAC-02 (insert link) which is hereby incorporated by reference in this rule effective 2015. A copy of the form may be found at <http://fldoe.org/schools/higher-ed/fl-college-system/baccalaureate-degree-proposal-process.shtml> or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399.~~

~~(6) Proposal Review/Approval Process.~~

(a) Upon receipt of an initial ~~a~~ proposal, the Division shall review the proposal to determine compliance with criteria in Section 1007.33(5)(d), F.S., and other information requested on the Baccalaureate Proposal Application form. ~~The proposal shall also include:~~

~~1. Evidence of collaboration via internal and external planning processes or meetings that include need, demand, regional capacity, and impact discussions with postsecondary institutions in regional proximity to the college.~~

~~2. An analysis of data and a description of the employment gap between the number of job openings and the number of graduates in the discipline area in that service region, which demonstrate demand and unmet need for graduates of the program.~~

~~3. A description of both existing and planned facilities, equipment, library/media, and academic resources needed for the program demonstrating physical capacity to support the program.~~

~~4. An enrollment projection and funding requirements for the program, including start up costs, required faculty salaries, library resources, facility renovations/remodeling, and other anticipated operational costs to develop and maintain the program over a four year period. Supplemental funding from outside sources should be included in a budget plan within the proposal.~~

~~5. The program curriculum, including course numbers and titles, credit hours and established or proposed common course prerequisites demonstrating comprehensive academic content and adherence to general education courses, common prerequisites and other degree requirements as outlined in Section 1007.25, F.S.~~

(b) Based on the review of the initial proposal, the Division shall notify the college of any deficiencies. The college shall be required to submit a revised, completed proposal application, which addresses deficiencies identified by the Division, in order to proceed with the request to offer the baccalaureate degree program.

(c) ~~(b)~~ Unless the proposal is withdrawn by the college, ~~t~~The Division shall forward the completed final proposal application, including all related documentation, to the Commissioner of Education with a written analysis, which the Commissioner shall consider in his recommendation to the State Board of Education.

~~(7) Adding or modifying concentration(s) to an existing baccalaureate degree program. A college seeking approval by the State Board of Education to add or modify a concentration to an existing baccalaureate degree program must submit the Application to Add or Modify Concentration(s) to an Existing Baccalaureate Degree Program, Form BAAC 02 (<http://www.flrules.org/Gateway/reference.asp?No=Ref 01597>), which is hereby~~

~~incorporated by reference in this rule to become effective September 2012. A copy of the form may be found at http://www.fldoe.org/cc/students/bach_degree.asp or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399.~~

~~(a) The application may be submitted to the Division at any time following approval of the program by the State Board of Education and shall include:~~

~~1. A description of the approved program and any existing concentrations, including the degree type and program title;~~

~~2. The internal and external planning process;~~

~~3. Workforce need and demand; and,~~

~~4. Academic content of the proposed concentration(s) or the proposed modification(s).~~

~~(b) The Division shall forward the application to the Commissioner of Education with a written analysis, which the Commissioner shall consider in his recommendation to the State Board of Education.~~

~~(6)(8) Baccalaureate accountability process. Each college with one (1) or more baccalaureate programs shall annually submit a Baccalaureate Accountability Report, BAAC-03, for each baccalaureate degree program. The timely submission of an annual baccalaureate performance accountability report as prescribed in Section 1007.33(5)(h), F.S., and referenced as a compliance review in the format prescribed by the Division. The template, Annual Baccalaureate Performance Accountability Report, Form No. Template, BAAC-03 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01597>), effective 2015 September 2012, is hereby incorporated by reference and may be accessed at <http://fldoe.org/schools/higher-ed/fl-college-system/baccalaureate-degree-proposal-process.shtml> http://www.fldoe.org/cc/students/bach_degree.asp or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399. Annually, the Division shall notify the colleges of the due date for Baccalaureate Accountability Reports at least sixty (60) days prior to the due date.~~

~~Rulemaking Authority 1001.02, 1007.33(6) FS. Law Implemented 1007.33, 1008.32 FS. History—New 8-8-10, Amended 9-16-12.~~

NOTICE OF INTENT
Form No. BAAC-01

Section 1007.33(5)(a), Florida Statutes, requires Florida College System institutions to submit a notice of intent to propose a baccalaureate degree program to the Division of Florida Colleges at least 100 days prior to the submission of the program proposal. The completed Notice of Intent form shall be submitted by the college president to the Chancellor of the Florida College System at ChancellorFCS@fldoe.org.

The notice of intent requires completion of the following components:

- Program summary
- Program description
- Workforce demand and unmet need
- Planning process
- Appendix table

Florida College System Institution Name: _____
 Florida College System Institution President: _____

PROGRAM SUMMARY

1.1	Program Name:	_____	
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science	<input type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face	<input type="checkbox"/> Hybrid <input type="checkbox"/> Online only
1.4	List the counties in the college's service district:	_____	
1.5	Degree CIP code (4 or 6 digit):	_____	
1.6	Anticipated program implementation date:	_____	
1.7	What is the primary associate degree pathway for admission to the program?	_____	
1.8	Is the degree a STEM focus area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.9	List program concentration(s) (if applicable):	_____	
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROGRAM DESCRIPTION

- 2.1 Describe the program.
(Insert Text Here)

WORKFORCE DEMAND AND UNMET NEED

- 3.1 Describe the career path and potential employment opportunities for graduates of the program.
(Insert Text Here)
- 3.2 Describe the workforce demand, supply and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from appendix tables A.1.1 to A.1.3.
(Insert Text Here)
- 3.3 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data information, such as local economic development initiatives, emerging industries in the area or evidence of rapid growth, not reflected in the data presented in appendix tables A.1.1 to A.1.3. For proposed programs without a listed SOC linkage, provide a rationale for the identified SOC code(s).
(Insert Text Here)
- 3.4 If the education level for the occupation identified by the Florida Department of Economic Opportunity presented in appendix table A.1.1 is below a bachelor's degree, provide justification for the inclusion of that occupation in the analysis.
(Insert Text Here)

PLANNING PROCESS

- 4.1 Summarize the internal planning process.
(Insert Text Here)
- 4.2 Summarize the external planning process.
(Insert Text Here)
- 4.3 List of engagement activities; this list shall include APPRiSe, meetings, and other forms of communication among institutional leadership regarding evidence of need, demand, and economic impact.

	Date(s)	Institution	Description of activity
APPRiSe			
Public universities in college's service district			
Regionally accredited institutions in the college's service district			

Appendix Table A.1.

INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION OF APPENDIX TABLE A.1: To complete the following table, use the [CIP to Standard Occupational Classification \(SOC\) crosswalk](#) of the U.S. Department of Education to identify the SOC codes for occupations associated with the proposed program’s CIP code. Fill in Table A.1.1 using the employment projections data produced by the Florida Department of Economic Opportunity (DEO), pursuant to Section 445.07, F.S., for the workforce region aligned with the college’s service district for each SOC code associated with the proposed program’s CIP code. The employment projections data may be accessed at <http://www.floridajobs.org/labor-market-information/data-center/statistical-programs/employment-projections>. For proposed programs without a listed SOC linkage, identify the appropriate SOC codes for which the program prepares graduates. Insert additional rows as needed. The total job openings column value shall be divided by eight to reflect total annual job openings. The annualized salary shall be calculated by multiplying the average hourly wage times 40, and then multiplying that value times 52.

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS											
A.1.1	Occupation			Number of Jobs				Salary		Education Level	
	Name/Title	SOC Code	County/Region	Base Year	Projected Year	Level Change	Total Job Openings (divided by 8)	Avg. Hourly Wage	Annualized Salary		
								\$--,---	\$--,---		
								\$--,---	\$--,---		
								\$--,---	\$--,---		
								\$--,---	\$--,---		
								\$--,---	\$--,---		
							Total	---	\$--,---	\$--,---	

INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION OF APPENDIX TABLE A.1: To complete the following table, use the Integrated Postsecondary Education Data System of the National Center for Education Statistics to identify the number of degrees awarded by other regionally accredited postsecondary institutions in the college’s service district under the same or related CIP code(s) as the proposed program. The data center is located at <http://nces.ed.gov/ipeds/datacenter/>. Include degrees awarded for the most recent year available and for the four prior years for each program. If the program has not had degrees awarded for five years or more, add the degrees awarded for the years available, and divide by that number of years, for the average.

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

A.1.2	Program		Number of Degrees Awarded					5-year average or average of years available if less than 5 years
	Institution Name	CIP Code	Prior Year 4	Prior Year 3	Prior Year 2	Prior Year 1	Most Recent Year	
Total							---	---

INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION OF APPENDIX TABLE A.1: To complete the following table, the total in column A should be derived from the total job openings from Table A.1.1 and the totals in columns B and C should be derived from Table A.1.2. Input the figures in the “Total” row in Table A.1.1 for total job openings and Table A.1.2 for most recent year and 5-year average. The range of estimated unmet need should be derived from 1) subtracting the figure in column B from the figure in column A and 2) subtracting the figure in column C from the figure in column A.

ESTIMATES OF UNMET NEED

A.1.3	DEMAND	SUPPLY		RANGE OF ESTIMATED UNMET NEED	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings (divided by 8)	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
Total					

BACCALAUREATE PROPOSAL APPLICATION
Form No. BAAC-02

Section 1007.33(5)(d), Florida Statutes, and Rule 6A-14.095, F.A.C., outline the requirements for a Florida College System baccalaureate program proposal. The completed Proposal form shall be submitted by the college president to the Chancellor of the Florida College System at ChancellorFCS@fldoe.org. In addition, a printed version shall be mailed to the Division of Florida Colleges at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399-0400.

The proposal requires completion of the following components:

- Program summary
- Program description
- Workforce demand and unmet need
- Planning process
- Enrollment projections and funding requirements
- Student costs: tuition and fees
- Program implementation timeline
- Facilities and equipment specific to program area
- Library and media specific to program area
- Academic content
- Program termination
- Appendix tables
- Supplemental materials

Florida College System Institution Name: _____
 Florida College System Institution President: _____

PROGRAM SUMMARY

1.1	Program Name:	_____	
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science	<input type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face	<input type="checkbox"/> Hybrid <input type="checkbox"/> Online only
1.4	List the counties in the college's service district:	_____	
1.5	Degree CIP code (6 digit):	_____	
1.6	Anticipated program implementation date:	_____	
1.7	What is the primary associate degree pathway for admission to the program?	_____	

1.8	Is the degree a STEM focus area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.9	List program concentration(s) (if applicable):		
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROGRAM DESCRIPTION

2.1 Describe the program.
(Insert Text Here)

WORKFORCE DEMAND AND UNMET NEED

3.1 Describe the career path and potential employment opportunities for graduates of the program.
(Insert Text Here)

3.2 Describe the workforce demand, supply and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from appendix tables A.1.1 to A.1.3.
(Insert Text Here)

3.3 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data information, such as local economic development initiatives, emerging industries in the area or evidence of rapid growth, not reflected in the data presented in appendix tables A.1.1 to A.1.3. For proposed programs without a listed SOC linkage, provide a rationale for the identified SOC code(s).
(Insert Text Here)

3.4 If the education level for the occupation identified by the Florida Department of Economic Opportunity presented in appendix table A.1.1 is below a bachelor's degree, provide justification for the inclusion of that occupation in the analysis.
(Insert Text Here)

PLANNING PROCESS

4.1 Summarize the internal planning process.
(Insert Text Here)

4.2 Summarize the external planning process.
(Insert Text Here)

- 4.3 List engagement activities; this list shall include APPRiSe, meetings, and other forms of communication among institutional leadership regarding evidence of need, demand, and economic impact.

	Date(s)	Institution	Description of activity
APPRiSe			
Public universities in college's service district			
Regionally accredited institutions in the college's service district			

ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

- 5.1 Provide a brief explanation of the sources and amounts of revenue that will be used to start the program.

(Insert Text Here)

- 5.2 Provide a narrative justifying the estimated and projected program enrollments, outcomes, revenues and expenditures as they appear in Appendix Table A.2.

(Insert Text Here)

STUDENT COSTS: TUITION AND FEES

- 6.1 Anticipated cost for a baccalaureate degree (tuition and fees for lower and upper division credit hours) at the proposing FCS institution (tuition and fees x credit hours).

	Cost per credit hour			Number of credit hours		Total cost
Tuition & Fees for lower division:	\$	X	Credit hours	--	=	\$-,---
Tuition & Fees for upper division:	\$	X	Credit hours	--	=	\$-,---
Tuition & Fees (Total):	\$	X	Credit hours	--	=	\$-,---

- 6.2 Estimated cost for a baccalaureate degree (tuition and fees) at each state university in the college's service district.

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
-----------------	----	---	--------------	----	---	---------

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
-----------------	----	---	--------------	----	---	---------

6.3 Estimated cost for a baccalaureate degree (tuition and fees) at each nonpublic institution in the college’s service district (if available)*

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
-----------------	----	---	--------------	----	---	---------

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
-----------------	----	---	--------------	----	---	---------

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
-----------------	----	---	--------------	----	---	---------

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
-----------------	----	---	--------------	----	---	---------

Note. *If the institution does not provide the tuition cost per credit hour, please provide the cost information provided on the institution’s website.

PROGRAM IMPLEMENTATION TIMELINE

7.1	APPRISe notice:	(Insert Date Here)
7.2	Board of Trustees approval:	(Insert Date Here)
7.3	Notice of Intent:	(Insert Date Here)
7.4	Completed proposal submission:	(Insert Date Here)
7.5	Targeted State Board of Education consideration:	(Insert Date Here)
7.6	Targeted SACSCOC approval (if applicable):	(Insert Date Here)
7.7	Targeted initial teacher preparation program approval(if applicable):	(Insert Date Here)
7.8	Targeted date upper division courses are to begin:	(Insert Date Here)

FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA

8.1	Describe the existing facilities and equipment that will be utilized for the program. (Insert Text Here)
8.2	Describe the new facilities and equipment that will be needed for the program (if applicable). (Insert Text Here)

LIBRARY AND MEDIA SPECIFIC TO PROGRAM AREA

9.1	Describe the existing library and media resources that will be utilized for the program. (Insert Text Here)
9.2	Describe the new library and media resources that will be needed for the program (if applicable). (Insert Text Here)

ACADEMIC CONTENT

10.1	List the admission requirements for the program. (Insert Text Here)
------	--

-
- 10.2 What is the estimated percentage of upper division courses in the program that will be taught by faculty with a terminal degree?
(Insert Text Here)
-
- 10.3 What is the anticipated average student/teacher ratio for each of the first three years based on enrollment projections?
(Insert Text Here)
-
- 10.4 What is the anticipated SACSCOC accreditation date, if applicable?
(Insert Text Here)
-
- 10.5 What is the anticipated Florida Department of Education initial teacher preparation approval date, if applicable?
(Insert Text Here)
-
- 10.6 What specialized program accreditation will be sought, if applicable?
(Insert Text Here)
-
- 10.7 What is the anticipated specialized program accreditation date, if applicable?
(Insert Text Here)
-
- 10.8 Are there similar programs listed in the Common Yes No Prerequisites Manual for the CIP code (and track, if any) proposed for this program?
(If "Yes," list them here.)
-
- 10.9 List the established common prerequisites for this CIP code (and track, if any) as listed in the Common Prerequisites Manual proposed for this program:
(Insert Text Here)
-
- 10.10 Describe any proposed revisions to the established common prerequisites for this CIP (and track, if any).
(Insert Text Here)
-
- 10.11 List all courses required once admitted to the baccalaureate program by term, in sequence. For degree programs with concentrations, list courses for each concentration area. Include credit hours per term, and total credits for the program:
(Insert Text Here)
-
- 10.12 Is the program being proposed as a limited access Yes No program? (If yes, identify admission requirements and indicate enrollment capacity):

PROGRAM TERMINATION

- 11.1 Plan of action if program must be terminated, including teach-out alternatives for students.
(Insert Text Here)
-

Appendix Table A.1.

INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION OF APPENDIX TABLE A.1.1 and A.1.1.2: To complete the following table, use the [CIP to Standard Occupational Classification \(SOC\) crosswalk](#) of the U.S. Department of Education to identify the SOC codes for occupations associated with the proposed program’s CIP code. Fill in Table A.1.1 using the employment projections data produced by the Florida Department of Economic Opportunity (DEO), pursuant to Section 445.07, F.S., for the workforce region aligned with the college’s service district for each SOC code associated with the proposed program’s CIP code. The employment projections data may be accessed at <http://www.floridajobs.org/labor-market-information/data-center/statistical-programs/employment-projections>. For proposed programs without a listed SOC linkage, identify the appropriate SOC codes for which the program prepares graduates. Insert additional rows as needed. The total job openings column value shall be divided by eight to reflect total annual job openings. The annualized salary shall be calculated by multiplying the average hourly wage times 40, and then multiplying that value times 52. Complete table A.1.1.2 in the same manner as A.1.1 for any additional sources of employment projections. Duplicate Table A.1.1.2 for additional sources as needed.

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS										
A.1.1	Occupation			Number of Jobs				Salary		Education Level
	Name/Title	SOC Code	County/Region	Base Year	Projected Year	Level Change	Total Job Openings (divided by 8)	Avg. Hourly Wage	Annualized Salary	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
							Total	---	\$--,---	\$--,---

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (LIST NAME AND ADDRESS OF OTHER ENTITY HERE)

A.1.1.2	Occupation			Number of Jobs				Salary		Education Level
	Name/Title	SOC Code	County/Region	Base Year	Projected Year	Level Change	Total Job Openings	Avg. Hourly Wage	Annualized Salary	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
Total							---	\$--,---	\$--,---	

INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION OF APPENDIX TABLE A.1.2: To complete the following table, use the Integrated Postsecondary Education Data System of the National Center for Education Statistics to identify the number of degrees awarded by other regionally accredited postsecondary institutions in the college’s service district under the same or related CIP code(s) as the proposed program. The data center is located at <http://nces.ed.gov/ipeds/datacenter/>. Include degrees awarded for the most recent year available and for the four prior years for each program. If the program has not had degrees awarded for five years or more, add the degrees awarded for the years available, and divide by that number of years, for the average.

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

A.1.2	Program		Number of Degrees Awarded					5-year average or average of years available if less than 5 years
	Institution Name	CIP Code	Prior Year 4	Prior Year 3	Prior Year 2	Prior Year 1	Most Recent Year	
Total							---	---

INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION OF APPENDIX TABLE A.1.3: To complete the following table, column A should be derived from Tables A.1.1 and A.1.1.2 and the totals in columns B and C should be derived from Table A.1.2. Input the figures in the “Total” row in Table A.1.1 and A.1.1.2 for total job openings and Table A.1.2 for most recent year and 5-year average (these figures should be same for all sources). The range of estimated unmet need should be derived from 1) subtracting the figure in column B from the figure in column A and 2) subtracting the figure in column C from the figure in column A. Add rows for additional sources as needed.

ESTIMATES OF UNMET NEED					
A.1.3	DEMAND	SUPPLY		RANGE OF ESTIMATED UNMENT NEED	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings (divided by 8)	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO					
Other: (List here)					

Appendix Table A.2

INSTRUCTIONS FOR COMPLETING THE PROJECTED BACCALAUREATE PROGRAM ENROLLMENT SECTION OF APPENDIX TABLE A.2: To complete the following table, enter the projected enrollment information for the first four years of program implementation. Unduplicated headcount enrollment refers to the actual number of students enrolled. Full-time equivalent (FTE) refers to the full-time equivalent of student enrollment.

PROJECTED BACCALAUREATE PROGRAM ENROLLMENT		Year 1	Year 2	Year 3	Year 4
A.2.1	Unduplicated headcount enrollment:				
A.2.1.1	Admitted Student Enrollment (First-time)				
A.2.1.2	Total Admitted Student Enrollment				
A.2.2	FTE Enrollment:				
A.2.2.1	Program Student Credit Hours (Resident)				
A.2.2.2	Program Student Credit Hours (Non-resident)				
A.2.2.3	Total Program Student Credit Hours				
A.2.2.4	Program FTE (30 credits) - (Resident)				
A.2.2.5	Program FTE (30 credits) - (Non-resident)				
A.2.2.6	Total Program FTE				

INSTRUCTIONS FOR COMPLETING THE PROJECTED DEGREES AND WORKFORCE OUTCOMES SECTION OF APPENDIX TABLE A.2: To complete the following table, enter the projected number of degrees awarded, the projected number of graduates employed and the projected average starting salary for program graduates for the first four years of program implementation.

PROJECTED DEGREES AND WORKFORCE OUTCOMES		Year 1	Year 2	Year 3	Year 4
A.2.3	Degrees				
A.2.4	Number Employed				
A.2.5	Average Starting Salary	\$	\$	\$	\$

INSTRUCTIONS FOR COMPLETING THE REVENUES AND EXPENDITURES SECTION OF APPENDIX TABLE A.2: To complete the following table, enter the projected program expenditures and revenue sources for the first four years of program implementation.

REVENUES AND EXPENDITURES				
I. PROJECTED PROGRAM EXPENDITURES	Year 1	Year 2	Year 3	Year 4
INSTRUCTIONAL				
1. Faculty Full-Time FTE	0.0	0.0	0.0	0.0
2. Faculty Part-Time FTE	0.0	0.0	0.0	0.0
1. Faculty Full-Time Salaries/Benefits	0	0	0	0
2. Faculty Part-Time Salaries/Benefits	0	0	0	0
3. Faculty Support: Lab Assistants	0	0	0	0
OPERATING EXPENSES				
1. Academic Administration	0	0	0	0
2. Materials/Supplies	0	0	0	0
3. Travel	0	0	0	0
4. Communication/Technology	0	0	0	0
5. Library Support	0	0	0	0
6. Student Services Support	0	0	0	0
7. Professional Services	0	0	0	0
8. Accreditation	0	0	0	0
9. Support Services	0	0	0	0

CAPITAL OUTLAY				
1. Library Resources	0	0	0	0
2. Information Technology Equipment	0	0	0	0
3. Other Equipment	0	0	0	0
4. Facilities/Renovation	0	0	0	0
TOTAL PROJECTED PROGRAM EXPENDITURES	\$0	\$0	\$0	\$0
II. NATURE OF EXPENDITURES				
1. Recurring	0	0	0	0
2. Nonrecurring	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0
III. SOURCES OF FUNDS				
A. REVENUE				
1. Special State Nonrecurring	0	0	0	0
2. Upper Level - Resident Student Tuition Only	0	0	0	0
Upper Level - Nonresident Student Fees Only	0	0	0	0
Upper Level - Other Student Fees	0	0	0	0
3. Contributions or Matching Grants	0	0	0	0
4. Other Grants or Revenues	0	0	0	0
5. Florida College System Program Funds	0	0	0	0
6. Unrestricted Fund Balance	0	0	0	0
7. Interest Earnings	0	0	0	0
8. Auxiliary Services	0	0	0	0
9. Federal Funds – Other	0	0	0	0
B. CARRY FORWARD	0	0	0	0
TOTAL FUNDS AVAILABLE	\$0	\$0	\$0	\$0
TOTAL UNEXPENDED FUNDS (CARRY FORWARD)	\$0	\$0	\$0	\$0

Supplemental Materials B.1

SUPPLEMENTAL MATERIALS

B.1 Summarize any supporting documents included with the proposal, such as meeting minutes, survey results, letters of support, and other supporting artifacts.

(Insert Text Here)

B.2 List any objections or alternative proposal received from other postsecondary institutions for this program.

(Insert Text Here)

BACCALAUREATE ACCOUNTABILITY REPORT
Form No. BAAC-03

Section 1007.33(5)(h), Florida Statutes, requires a Florida College System institution to annually report its status on specified performance and compliance indicators. The completed Baccalaureate Accountability Report form shall be submitted by the college president to the Chancellor of the Florida College System at ChancellorFCS@fldoe.org.

The accountability report requires completion of the following components:

- Program summary
- Program description
- Start up costs, enrollment projections and funding requirements
- Maintaining the college's primary mission
- Appendix tables

Florida College System Institution Name: _____
 Florida College System Institution President: _____

PROGRAM SUMMARY

1.1	Program Name:	_____	
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science	<input type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face	<input type="checkbox"/> Hybrid <input type="checkbox"/> Online only
1.4	List the counties in the college's service district:	_____	
1.5	Degree CIP code (6 digit):	_____	
1.6	Anticipated program implementation date:	_____	
1.7	What is the primary associate degree pathway for admission to the program?	_____	
1.8	Is the degree a STEM focus area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.9	List program concentration(s) (if applicable):	_____	
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROGRAM DESCRIPTION

- 2.1 Describe indicators of success, such as surveys of graduates and employers.
(Insert Text Here)
-

START UP COSTS, ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

- 3.1 Provide a narrative comparing projected and actual degree program enrollments, outcomes, revenues and expenditures as they appear in Appendix Tables C.1 and C.2.
(Insert Text Here)
-

MAINTAINING THE COLLEGE'S PRIMARY MISSION

- 4.1 Has the college maintained as its primary mission the responsibility for responding to community needs for postsecondary academic education and career degree education? Yes No
- 4.2 Has the college maintained as its primary mission the provision of associate degrees that provide access to a university? Yes No
- 4.3 Has the college maintained an open-door admission policy for associate-level degree programs and workforce education programs? Yes No
- 4.4 Has the college continued to provide outreach to underserved populations? Yes No
- 4.5 Has the college continued to provide developmental education (also referred to as remedial education)? Yes No
- 4.6 Has the college continued to comply with all provisions of the statewide articulation agreement relating to 2- and 4-year public degree-granting institutions? Yes No
- 4.7 If the response was "No" to any of the above questions, provide an explanation below:
(Insert text here)
- 4.8 Has this degree program resulted in the termination of a related associate degree program? Yes No
- 4.9 If yes to 4.8, provide an explanation below:
(Insert text here)
- 4.10 Has the college maintained Level II Southern Association of Colleges and Schools Commission on Colleges accreditation? Yes No
-

Appendix Table C.1.

INSTRUCTIONS FOR COMPLETING THE PROJECTED AND ACTUAL BACCALAUREATE PROGRAM ENROLLMENT SECTIONS OF

APPENDIX TABLE C.1: To complete the following table, use available annualized data for each column. For example, use data from the most recently completed academic year for headcounts, enrollments and degrees. For number employed, average starting salary and continued education, use the most current Florida Education and Training Placement Information Program (FETPIP), (s. 1008.39, F.S.). These data are available at <http://fldoe.org/accountability/fl-edu-training-placement-info-program/fl-college-system-reports.stml>.

C.1 PROJECTED AND ACTUAL BACCALAUREATE PROGRAM ENROLLMENT							
			Prior Year 3 (20XX-XX)	Prior Year 2 (20XX-XX)	Prior Year 1 (20XX-XX)	Reporting Year (20XX-XX)	Projected Year (20XX-XX)
C.1.1	Headcounts for:						
C.1.1.1	Admitted Student Enrollment	Projected					
	(First-time)	Actual					
C.1.1.2	Total Admitted Student Enrollment	Projected					
		Actual					
C.1.2	FTE Enrollment:						
C.1.2.1	Program Student Credit Hours (Resident)	Projected					
		Actual					
C.1.2.2	Program Student Credit Hours (Non-resident)	Projected					
		Actual					
C.1.2.3	Total Program Student Credit Hours	Projected					
		Actual					
C.1.2.4	Program FTE (30 credits) - (Resident)	Projected					
		Actual					
C.1.2.5	Program FTE (30 credits) - (Non-resident)	Projected					
		Actual					
C.1.2.6	Total Program FTE	Projected					
		Actual					

PROJECTED AND ACTUAL DEGREES AND WORKFORCE OUTCOMES							
C.1.2.7	Degrees	Projected	_____	_____	_____	_____	_____
		Actual	_____	_____	_____	_____	_____
C.1.2.8	Number Employed	Projected	_____	_____	_____	_____	_____
		Actual	_____	_____	_____	_____	_____
C.1.2.9	Average Starting Salary	Projected	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
		Actual	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C.1.2.10	Number Continuing Education	Projected	_____	_____	_____	_____	_____
		Actual	_____	_____	_____	_____	_____

INSTRUCTIONS FOR COMPLETING THE EXPENDITURES AND REVENUES SECTIONS OF APPENDIX TABLE C.2: To complete the following table, use available annualized data for expenditures and revenues as tracked and reported by the college for each column. Projected data for the reporting year shall reflect the data submitted in the previous year’s baccalaureate accountability report and shall be determined in the same manner used to develop the projections in the baccalaureate degree proposal. Actual data shall reflect actual expenditures and revenues as maintained by the college after program implementation for each column.

C.2. EXPENDITURES AND REVENUES						
		Prior Year 3 (20XX-XX)	Prior Year 2 (20XX-XX)	Prior Year 1 (20XX-XX)	Reporting Year* (20XX-XX)	Projected Year (20XX-XX)
PROGRAM EXPENDITURES						
INSTRUCTIONAL						
C.2.1	Faculty Full-time FTE	Projected	_____	_____	_____	_____
		Actual	_____	_____	_____	_____
C.2.2	Faculty Part-Time FTE	Projected	_____	_____	_____	_____
		Actual	_____	_____	_____	_____
C.2.3	Faculty Full-Time Salaries/Benefits	Projected	_____	_____	_____	_____
		Actual	_____	_____	_____	_____
C.2.4	Faculty Part-Time Salaries/Benefits	Projected	_____	_____	_____	_____
		Actual	_____	_____	_____	_____
C.2.5	Faculty Support: Lab Assistants, etc.	Projected	_____	_____	_____	_____
		Actual	_____	_____	_____	_____

OPERATING EXPENSES					
C.2.6 Academic Administration	Projected				
	Actual				
C.2.7 Materials/Supplies	Projected				
	Actual				
C.2.8 Travel	Projected				
	Actual				
C.2.9 Communication/Technology	Projected				
	Actual				
C.2.10 Library Support	Projected				
	Actual				
C.2.11 Student Services Support	Projected				
	Actual				
C.2.12 Professional Services	Projected				
	Actual				
C.2.13 Accreditation	Projected				
	Actual				
C.2.14 Support Services	Projected				
	Actual				
CAPITAL OUTLAY					
C.2.15 Library Resources	Projected				
	Actual				
C.2.16 Information Technology Equipment	Projected				
	Actual				
C.2.17 Other Equipment	Projected				
	Actual				
C.2.18 Facilities/Renovation	Projected				
	Actual				
C.2.19 TOTAL PROGRAM EXPENDITURES	Projected				
	Actual				

NATURE OF EXPENDITURES					
C.2.20	Recurring	Projected			
		Actual			
C.2.21	Nonrecurring	Projected			
		Actual			
C.2.22a	TOTAL	Projected			
		Actual			
C.2.22b	Cost per FTE (C.2.22a/C.1.2.6)	Projected			
		Actual			
SOURCES OF FUNDS					
REVENUE					
C.2.23	Special State Nonrecurring	Projected			
		Actual			
C.2.23a	Upper Level - Resident Student Tuition Only	Projected			
		Actual			
C.2.23b	Upper Level - Nonresident Student Fees Only	Projected			
		Actual			
C.2.23c	Upper Level - Other Student Fees	Projected			
		Actual			
C.2.24	Contributions or Matching Grants	Projected			
		Actual			
C.2.25	Other Grants or Revenues	Projected			
		Actual			
C.2.26	Florida College System Program Funds	Projected			
		Actual			
C.2.27	Unrestricted Fund Balance	Projected			
		Actual			
C.2.28	Interest Earnings	Projected			
		Actual			
C.2.29	Auxiliary Services	Projected			
		Actual			
C.2.30	Federal Funds - Other	Projected			
		Actual			

CARRY FORWARD						
C.2.31	TOTAL FUNDS AVAILABLE	Projected	\$0	\$0	\$0	\$0
		Actual				
C.2.32	TOTAL UNEXPENDED FUNDS (CARRY FORWARD)	Projected	\$0	\$0	\$0	\$0
		Actual				

