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## **MEMORANDUM**

**TO:** Florida School District Superintendents

**FROM:** Henry Mack, Chancellor, Division of Career and Adult Education  
Jacob Oliva, Senior Chancellor, Division of Public Schools

**DATE:** September 24, 2021

**SUBJECT: CTE Audit Year Two – Local and State Level Program Data**

The Florida Department of Education (department), Division of Career and Adult Education (division), thanks you for your assistance during Year One (2019-2020) of the career and technical education (CTE) audit conducted in accordance with Executive Order 19-31 and section (s.) 1003.491(5), Florida Statutes (F.S.). Year One of the CTE audit was conducted during the 2019-20 program year and officially concluded in March 2021.

As outlined in the "Required and Recommended Action Resulting from CTE Audit Local Review" memorandum distributed on March 4, 2021, the Office of CTE Quality has completed a local and state level data pull for all CTE programs subject to the CTE audit.

These data reports are attached to this memorandum and serve as the Year Two, 2020-21 program year annual CTE audit per s. 1003.491(5), F.S.

### **Purpose**

Year Two (2020-21 program year) of the CTE audit is intended to serve as an informational resource for local stakeholders and does not require further action with the department. The local level program performance data provided for Year Two of the CTE audit should be used by districts to self-assess the quality and market alignment of CTE programs.

Additionally, districts should self-assess whether any programs would benefit from a locally developed plan to improve program performance. We recommend comparing your district's program performance to state level and other local level agency's program performance; in addition, we recommend comparing your district's performance on the CTE audit to your own internal program quality reviews.

Upon receipt of this memorandum and data, your district's obligations for Year Two of the CTE are complete - again, there is no additional follow-up with the department required.

### **CTE Audit Data Files**

There are four attached Excel workbooks containing institutional program performance and labor market alignment data for all secondary and postsecondary programs subject to the CTE audit. Data are included for programs at both the districts and the FCS institutions.

- The "**Secondary CTE audit\_2020-21\_summary**" workbook contains tables of local and state level data pulled for secondary CTE programs. This version was created as an overview for administrators.
- The "**Secondary CTE audit\_2020-21\_detailed**" workbook contains detailed tables of local and state level data pulled for secondary CTE programs. The file includes additional columns of data that can be used to replicate the CTE audit calculations. This version was created for data analysts and administrators who wish to develop a deeper understanding of how the CTE audit metrics were derived.
- The "**Postsec CTE audit\_2020-21\_summary**" workbook contains tables of local and state level data pulled for postsecondary CTE programs. This version was created as an overview for administrators.
- The "**Postsec CTE audit\_2020-21\_detailed**" workbook contains detailed tables of local and state level data pulled for postsecondary CTE programs. The file includes additional columns of data that can be used to replicate the CTE audit calculations. This version was created for data analysts and administrators who wish to develop a deeper understanding of how the CTE audit metrics were derived.

Please be advised districts offering only secondary CTE programs may disregard the two postsecondary CTE program workbooks.

### **Each workbook contains three worksheets:**

- (1) Data definitions- A comprehensive guide providing details for each column in the excel tables to explain the CTE audit data and calculations.
- (2) Local-level CTE audit\_2020-21- Data are reported at the local level for each CTE program offered at each district and/or FCS institution.
- (3) State-level CTE audit\_2020-21- Data are reported at the state level for each CTE program across the state. Data are aggregated so all programs at the 10-digit CIP level and/or program number (across both sectors) are reported as a single row of data.

Please review your program performance data metrics and disseminate the data accordingly to administrators, program directors and institutional researchers in your district.

### **New CTE Audit Rulemaking**

In the 2021 Florida legislative session, House Bill 1507, s. 22, amended s. 1003.491(5), F.S., to modify the CTE audit process. Section 1003.491(5)(c), F.S., requires that the commissioner of education phase out local program offerings that are, “not aligned with the framework of quality, do not meet labor market demand under s. 445.004(4), do not meet institutional performance, or are unwarranted program duplications.” Additionally, s. 1003.491(5)(d), F.S., was added to read, “the department shall adopt rules to administer this section.” The department will pursue the rulemaking in fall 2021 and outline a process as part of the CTE audit to evaluate programs in order to:

- Identify programs that require strategic improvement plans;
- Identify programs for removal or replacement that do not align to Market Demand or are duplicative; and,
- Make recommendations for new local program offerings to meeting local Market Demand.

### **Conclusion**

Thank you for your continued dedication and commitment to the state of Florida, your students, and your district. If you have questions, please contact Dr. Keith Richard, Statewide Director of Career and Technical Education Quality, at [Keith.Richard@fldoe.org](mailto:Keith.Richard@fldoe.org).

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Attachments

cc: Keith Richard, Ph.D., Statewide Director of Career and Technical Education Quality  
Tara Goodman, Vice Chancellor, Division of Career and Adult Education  
District CTE Directors