



Tom Grady, *Chair*  
Ben Gibson, *Vice Chair*  
*Members*  
Monesia Brown  
Marva Johnson  
Ryan Petty  
Andy Tuck  
Joe York

## **MEMORANDUM**

**TO:** Florida College System Presidents

**FROM:** Henry Mack, Chancellor, Division of Career and Adult Education  
Kathy Hebda, Chancellor, Division of Florida Colleges

**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 3, 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 colleges to self-assess the quality and market alignment of CTE programs.

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

Upon receipt of this memorandum and data, your institution'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 two attached Excel workbooks containing institutional program performance and labor market alignment data for all programs subject to the postsecondary lower-division CTE audit. Data are included for programs at both the FCS institutions and the district technical colleges.

- The "**Postsec CTE audit\_2020-21\_summary**" workbook contains tables of local and state level data pulled for postsecondary lower-division programs. This version was created as a higher-level data summary for administrators.
- The "**Postsec CTE audit\_2020-21\_detailed**" workbook contains detailed tables of local and state level data pulled for postsecondary lower-division 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.

### **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 postsecondary lower-division CTE program offered at each FCS institution and each district.
- (3) State level CTE audit\_2020-21- Data are reported at the state level for each postsecondary lower-division CTE program across the state. Data are aggregated so all programs at the 10-digit CIP level (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 at your institution.

### **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 institution. 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).

HM/KH/kr

Attachments

cc: Keith Richard, Ph.D., Statewide Director of Career and Technical Education Quality  
Carrie Henderson, Ph.D., Executive Vice Chancellor, Florida College System  
Tara Goodman, Vice Chancellor, Division of Career and Adult Education  
Chief Academic Officers