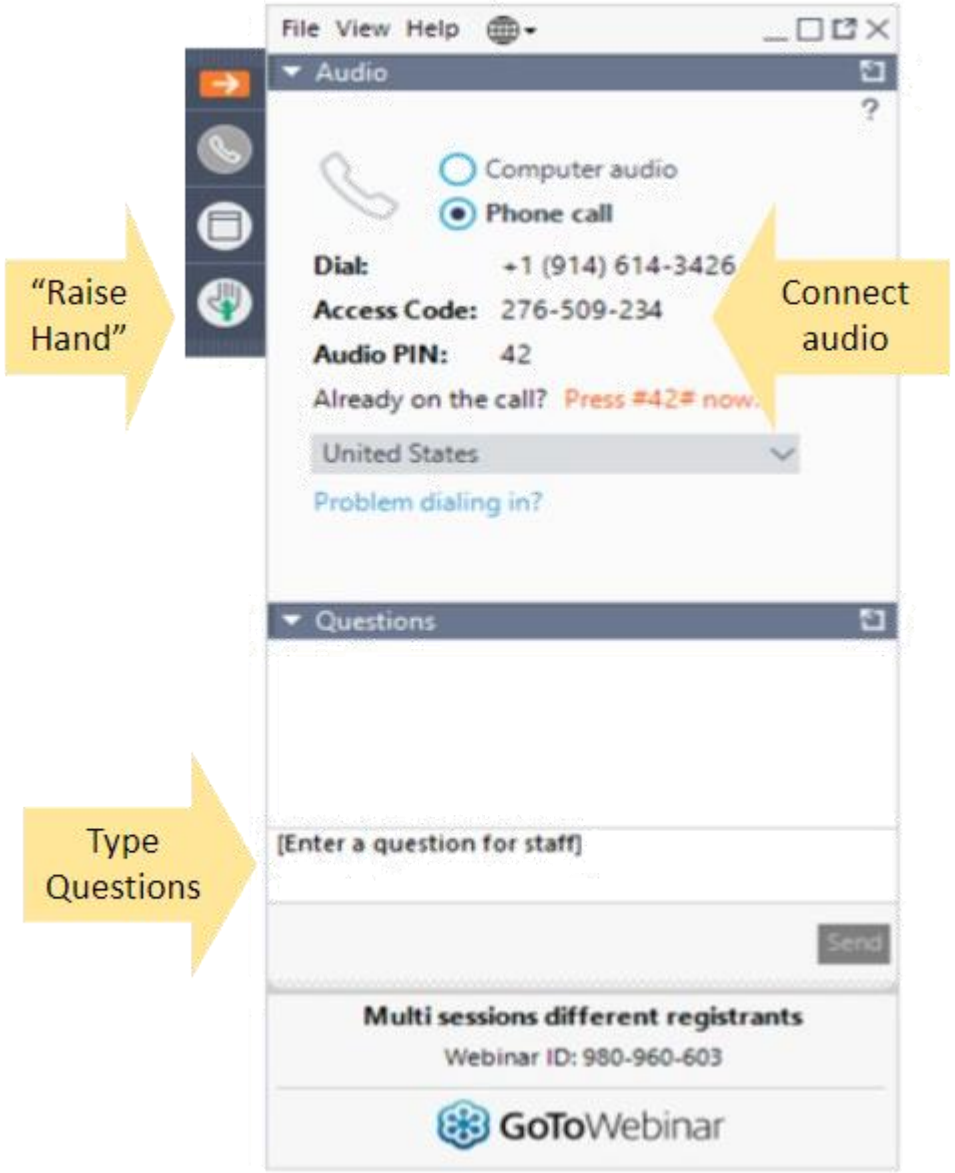
Webinar Logistics

- This webinar is being recorded.
- Participants will be on mute the duration of the webinar.
- To submit questions during the webinar, please use the “questions" function.
- To be unmuted to ask a question, please use the “raise hand” function.



2021 Baccalaureate Program Review

Tuesday, March 30, 2021

Webinar

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Agenda

- Background
- Accessing and Navigating Teams Site
- Forms
- Frequently Asked Questions (FAQ)
- Question and Answer

Forms Incorporated in Rule – Effective 9/23/20

- **Notice of Intent, Form No. BAAC-01** - FCS institutions submitting proposals at the notice of intent stage must use the revised Form No. BACC-01.
- **Baccalaureate Proposal Application, Form No. BAAC-02** - FCS institutions that have already begun the baccalaureate proposal process can choose to use the original or the revised Form No. BACC-02.
- **College-Level Baccalaureate Accountability Report, Form No. BAAC-03** - FCS institutions must use the revised Form No. BACC-03 for the 2021 accountability report.
- **Program-Level Baccalaureate Accountability Report, Form No. BAAC-04** - FCS institutions must use Form No. BACC-04 for the 2021 accountability report.

Baccalaureate Reporting Requirements

s. 1007.33(h), F.S., The Florida College System institution to **annually**, and upon request of the State Board of Education, the Commissioner of Education, the Chancellor of the Florida College System, or the Legislature, report its status using the following performance and compliance indicators:

1. Obtaining and maintaining appropriate Southern Association of Colleges and Schools accreditation;
2. Maintaining qualified faculty and institutional resources;
3. Maintaining enrollment in previously approved programs;
4. Managing fiscal resources appropriately;
5. Complying with the primary mission and responsibility requirements in subsections (2) and (3); and
6. Other indicators of success, including program completions, placements, and surveys of graduates and employers.

Additionally, s. 1003.491(5), F.S., requires the Commissioner of Education to annually assess postsecondary program offerings to identify if they are linked to occupations that are in high demand by employers, require high-level skills, and provide middle-level and high-level wages.

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Accessing and Navigating Teams Site

Accessing Teams Site

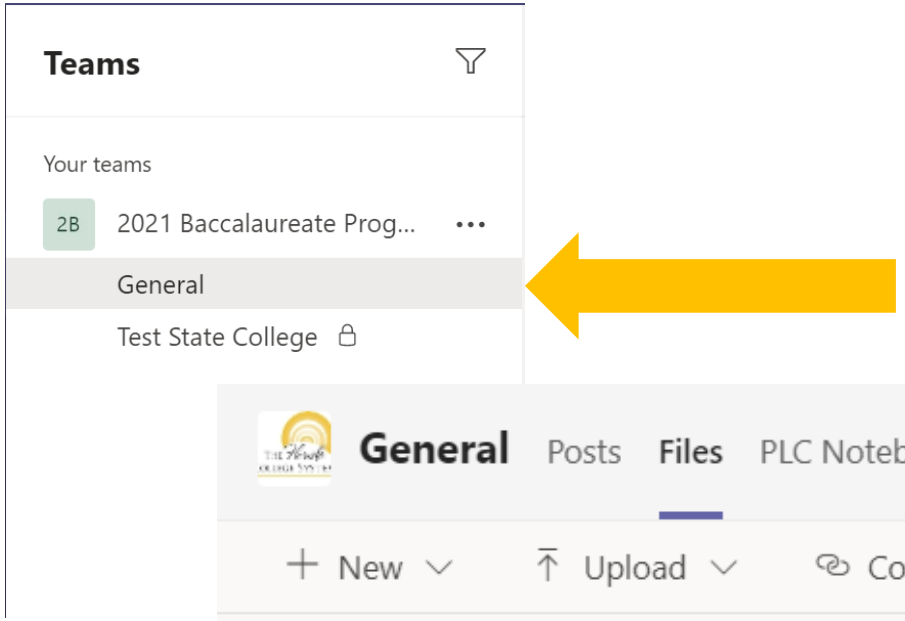
Step 1: On March 1, 2021, each CAO and baccalaureate liaison received an email from Microsoft Teams with a notification that they have been added as a guest to FLDOE to Microsoft Teams. The user should select “Open Microsoft Teams” from the email invitation.

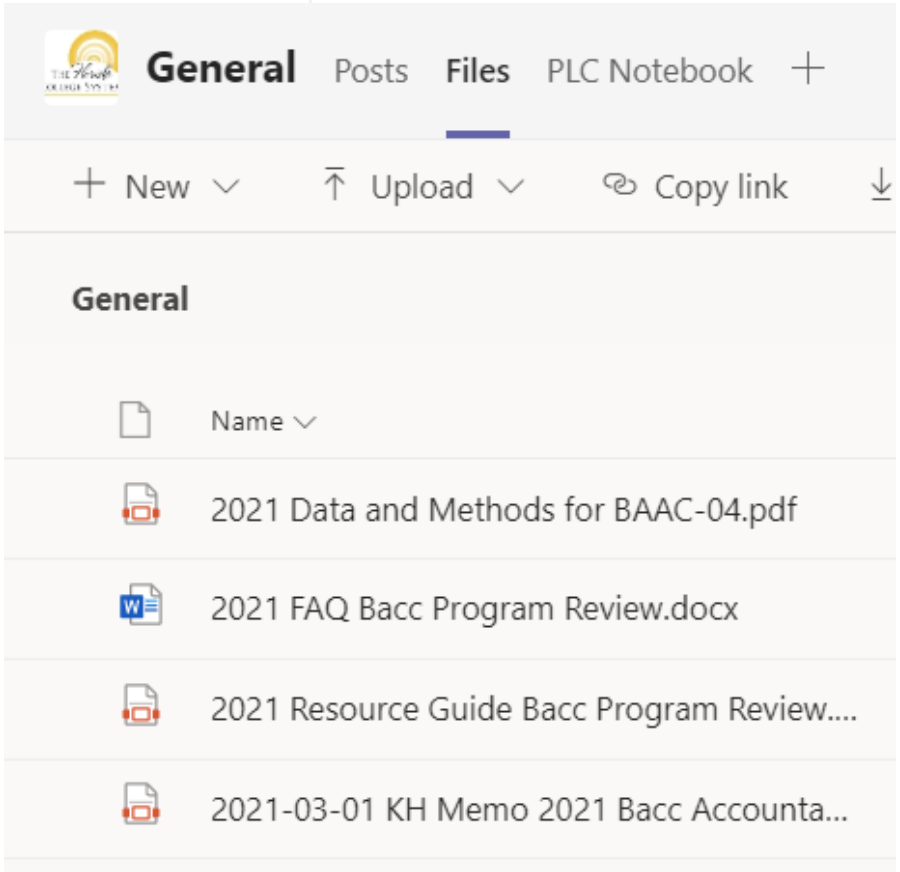
Step 2: The user may be prompted to review permissions prior to being granted entry into the Teams site. The user must accept these permissions.

Step 3: To view the Teams site, the user must select “Open Microsoft Teams.”

Step 4: From the Teams app, the user should now see “2021 Baccalaureate Program Review” as one of their Teams.

Note: to have the invitation re-sent or add a designee, please email FCSBacc_report@fldoe.org



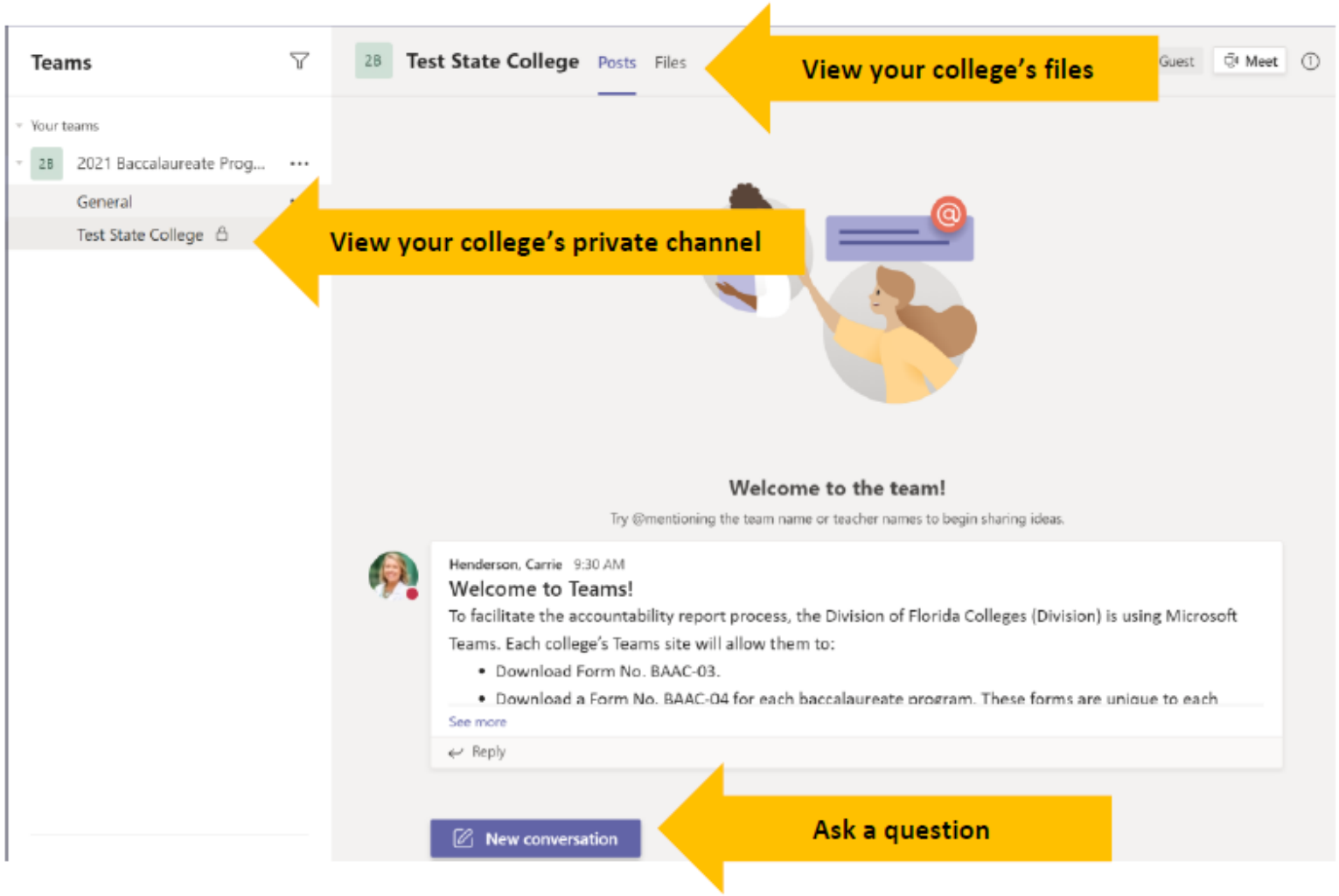


General Channel

The general channel is available to all college users and FLDOE staff. FLDOE will monitor the "posts" page if users wish to post questions that all colleges may view (e.g., general questions that apply to all institutions). FLDOE will use this general channel to provide resources for all institutions, summarized below.

Files Folder

- 2021 Data and Methods for BAAC-04 (PDF)
  - Narrative summary of data and methodology.
- 2021 FAQs Bacc Program Review (Word)
  - Listing of Frequently Asked Questions with FLDOE answers. Updated periodically.
- 2021 Resource Guide Bacc Program Review (PDF)
  - Resource guide that provides step-by-step overview of the logistics for the 2021 reporting cycle.
- 2021-03-01 KH Memo 2021 Bacc Accountability
  - Chancellor memo outlining the request for colleges to complete the accountability reports.

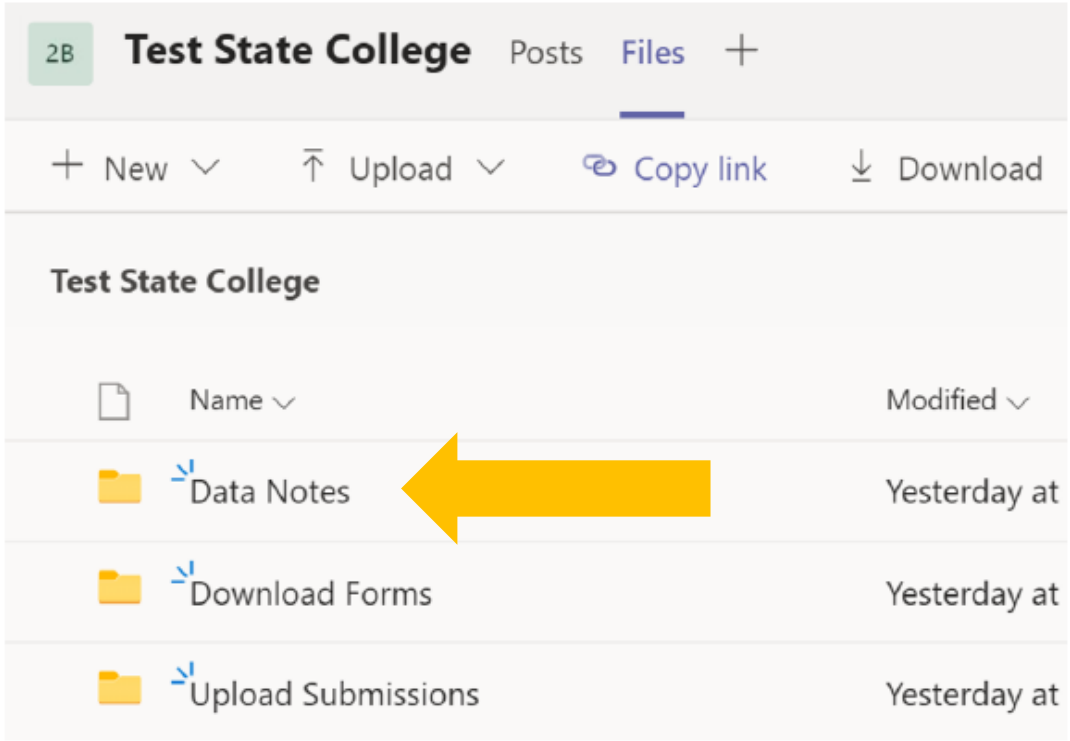


College Channel

The private college channel is only available to CAOs and baccalaureate liaisons and their designees and is monitored by FLDOE staff.

FLDOE staff will actively monitor the "posts" section if colleges wish to ask questions or seek clarification specific to their college.

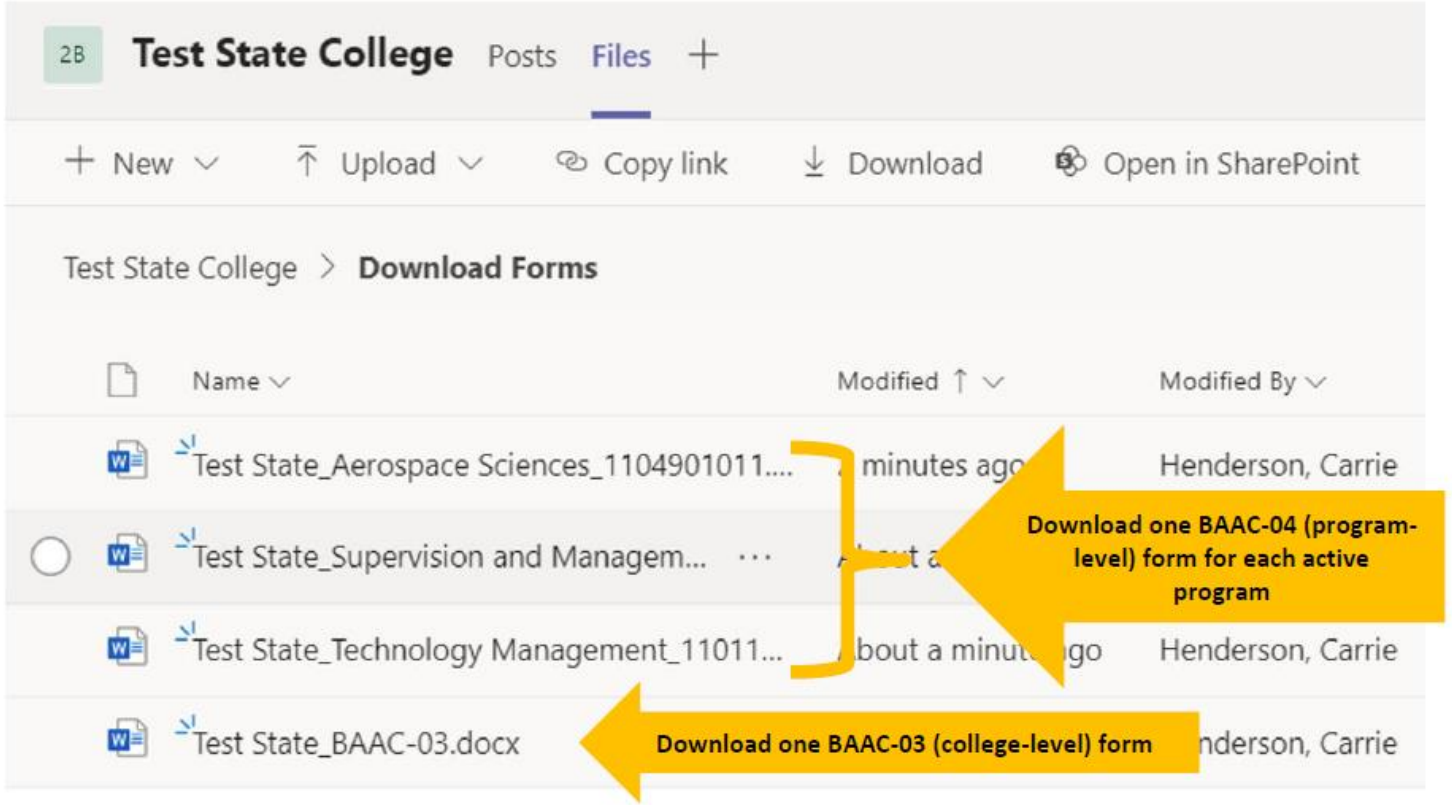
The college's primary interaction will be with the "Files" tab.



Data Notes Folder

- CollegeSpecific_2021 Program Review Results (XLSX)
  - Workbook of each college's results for all active baccalaureate programs. These data were used to pre-populate the Word docs available in the "Download Forms" folder.
- CollegeSpecific_ FDOE Data for Bacc Program Review-2021 (XLSX)
  - Workbook providing data on:
    - Enrollments and completions
    - Retention rates (see Appendix A in the 2021 Data and Methods for BAAC-04 for business rules)
    - Completions rates (see Appendix B in the 2021 Data and Methods for BAAC-04 for business rules)
    - Employment outcomes
- DEO Data for Bacc Program Review - Statewide, Workforce Region, College Regions (2020-2028) (XLSX)
  - Workbook containing occupational data used for the market demand analysis, available statewide or by workforce or college region.

Downloading Form Templates



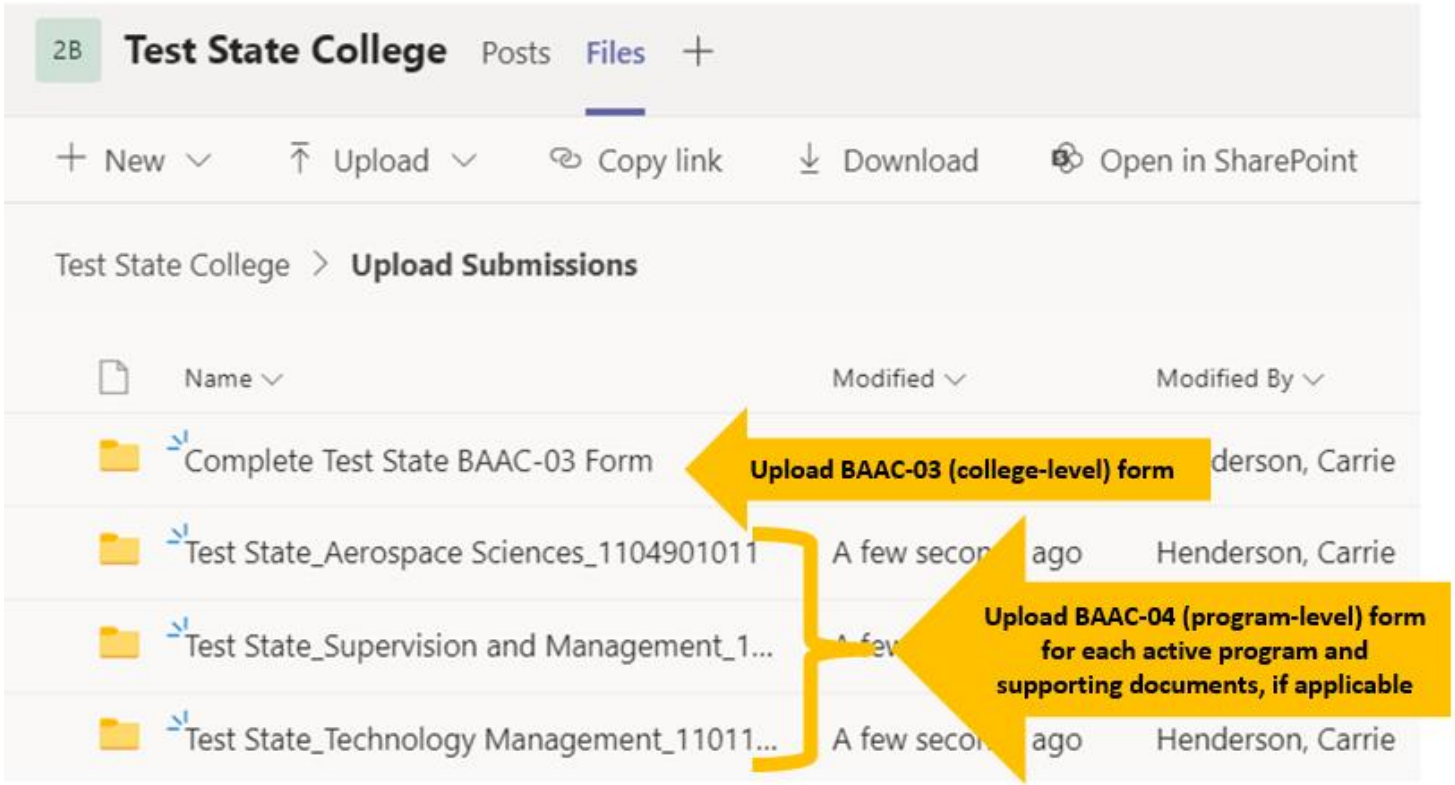
From the college's Teams channel, the user should navigate to "Files" then "Download Forms." As a reminder, there should be:

- One BAAC-03 (college-level) form.
- One BAAC-04 (program-level) form for each active program.

The user should first check if there are the correct number of forms.

The college should then begin its internal process of completing all the required forms.

Uploading Completed Templates



Once the college has completed all forms and is ready to submit them to the Division, the user should navigate to “Files” then “Upload Submissions.”

Colleges may upload forms on a rolling basis, and they can make any changes to submissions up until the deadline of May 14, 2021, at 11:59 p.m. EST. After that time, the “Upload Submission” folder will be locked for college editing.

Technical Difficulties

- Please email FCSBacc_report@fldoe.org or call 850-245-0407 for questions.
- If you are having technical difficulties with Teams or if you prefer to work outside of Teams, we will happily provide all the required documents via email. You may also use email to submit your completed templates.

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Forms

COLLEGE-LEVEL BACCALAUREATE ACCOUNTABILITY REPORT
Form No. BAAC-03

Section 1007.33(5)(h), Florida Statutes, requires Florida College System institutions to annually report the status on specified performance and compliance indicators for approved baccalaureate programs. Each college authorized to offer baccalaureate programs must complete Form No. BAAC-03 annually.

College name:

1. Has the college maintained Level II Southern Association of Colleges and Schools Commission on Colleges accreditation?
   Yes☐ No☐
2. Has the college maintained as its primary mission responding to community needs for postsecondary academic education and career degree education and the provision of associate degrees that provide access to a university?
   Yes☐ No☐
3. Has the college maintained an open-door admission policy for associate-level degree programs and workforce education programs?
   Yes☐ No☐
4. Has the college continued to provide outreach to underserved populations?
   Yes☐ No☐
5. Has the college continued to provide developmental education?
   Yes☐ No☐
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☐
7. Has the college continued to not offer graduate-level credit?
   Yes☐ No☐
8. Has the college continued to not participate in intercollegiate athletics beyond the two-year level?
   Yes☐ No☐
9. Has the college kept offering associate in arts and associate in science degree programs following its approval to offer baccalaureate degrees?
   Yes☐ No☐
10. Has the college submitted its Annual Financial Report for the prior reporting year?
    Yes☐ No☐
11. Has the college submitted its Cost Analysis Report for the prior reporting year?
    Yes☐ No☐

If the response was "no" to any of the above questions, provide an explanation below:
Click here to enter text.

For 2019-20, all FCS institutions submitted their Annual Financial Reports and Cost Analysis Reports.

INSTITUTIONAL INFORMATION	
College Name	Test State College
Program Name	Information Technology
10-Digit CIP	1101101034
Primary Contact Name	Enter response here
Primary Contact Title	Enter response here
Primary Contact Email Address	Enter response here

A. Market Demand Findings

The results of this analysis are presented in the table below. Programs that received a "yes" on any one of the four market demand measures are considered to have demonstrated market demand. For these programs, no further action is required in this section; please proceed to Section II. Program Resources.

Demand Indicators	Prior Year 2 (2017-18)	Prior Year 1 (2018-19)	Reporting Year (2019-20)	Demand Assessment
1. Statewide DOL	No	No	No	Yes - Market demand demonstrated. No action.
2. Regional DOL	Yes	Yes	Yes	
3. Growth	N/A	N/A	Yes	
4. Middle-to-High Wages	Yes	Yes	Yes	

B. Institutional Documentation of Market Demand

Programs that did not meet any of the workforce indicators – i.e., received four "no's'" on Demand Indicators 1-4 – did not demonstrate market demand using statewide indicators; these programs require further review of local market demand. In the space below, please describe the evidence of market demand for this program. You may also attach supporting documentation such as letters of support (from industry, employers, community organizations, etc.), employer survey results, labor market demand data, etc.

Enter response here

All FCS baccalaureates demonstrated market demand. **No institutional documentation for market demand is needed from any college.**

C. Supplemental – Update Standard Occupational Classification Code

In order to complete the market demand analysis, DFC first matched the baccalaureate program to the primary SOC identified by the college. In some instances, DEO did not report data on the SOC within the college region. In those instances, DFC identified an alternative SOC from the CIP to SOC crosswalk to complete the analysis.

For reference, this is the SOC code used for 2021 report, on which the market demand findings in this section are based.	113021
If the college wishes to update its primary SOC for the 2022 report, please list the new SOC. Leave blank if there are no requested changes to the primary SOC.	Enter response here

Section II. PROGRAM RESOURCES

A. Maintaining Enrollment

Indicators	Prior Year 2 (2017-18)	Prior Year 1 (2018-19)	Reporting Year (2019-20)
Total Headcount Enrollment	459	441	212

Provide a narrative if the trends in your program have changed or are expected to change over time (increases or decreases).

Enter response here

B. Maintaining Qualified Faculty

Indicators	Prior Year 2 (2017-18)	Prior Year 1 (2018-19)	Reporting Year (2019-20)
Full-Time Faculty FTE	Enter response here	Enter response here	Enter response here
Full-Time Faculty with Terminal Degree	Enter response here	Enter response here	Enter response here
Part-Time Faculty FTE	Enter response here	Enter response here	Enter response here
Part-Time Faculty with Terminal Degree	Enter response here	Enter response here	Enter response here
Faculty Support: Lab Assistants, etc.	Enter response here	Enter response here	Enter response here

Provide a narrative if the trends in your program have changed or are expected to change over time (increases or decreases).

Enter response here

There is flexibility in how colleges can arrive at the figures provided in the faculty table.

As it relates to the terminal degree rows, below is an example of the methodology colleges could use.

Denominator: Number of upper-division course sections taught by FT Faculty in given year
Numerator: Number of upper-division course sections taught by FT Faculty who had terminal degree
Figure reported in table II. B: Percent of sections taught by FT Faculty who had terminal degree (Course sections taught by FT Faculty who had terminal degree/All upper-division course sections taught by FT Faculty)

Alternative methodologies are acceptable as long as they are detailed in the narrative.

Section III. PROGRAM QUALITY INDICATORS

A. Student Outcomes

Quality Indicators – Program Outcomes	Prior Year 2 (2017-18)	Prior Year 1 (2018-19)	Reporting Year (2019-20)
Retention rate	71%	74%	72%
Completion rate	52%	70%	56%
Degrees awarded	71	102	109
Quality Indicators – Employment Outcomes	**Prior Year 2 (2015-16)**	**Prior Year 1 (2016-17)**	**Reporting Year (2017-18)**
Number employed	68	72	64
Average starting salary	$56,710	$51,632	$49,134
Percent continuing education or employed	78%	85%	87%

Notes on employment outcomes: Values less than 10, but greater than 0, are suppressed with (*) for numeric values, ($**,***) for currency values and (***%) for percent values. Values equal to 0 are suppressed with (-) for numeric values and ($--,---) for currency values.

Provide a narrative if the trends in your program have changed or are expected to change over time (increases or decreases).

Enter response here

B. Other Indicators of Student Success

Describe any other indicators of success, such as surveys of graduates and employers.

Enter response here

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FAQ's

What is the next step after I upload all my college submissions?

- Division staff will review the uploaded materials and provide feedback in writing on each program based on the review of the accountability report.
- For programs with areas of improvement on market demand, program resources, or student success indicators, the Division will outline findings and recommendations designed to improve performance.
- Colleges will be notified once this review is complete and findings are available for download.

What are reviewers looking for in college submissions?

In short: improvement or excellence.

- Has the program's performance changed over time or remained consistent? Are data "trending" in the right direction?
- How does the program perform compared to statewide averages? (More detail on next slide.)
- If the performance has declined over time, does the narrative adequately explain the decrease?
- Did the college provide any additional evidence to speak to the success of the program?
  - Results from institutional program reviews.
  - Data measuring performance, with clear descriptions of methodology.
  - Other evidence.

What are reviewers looking for in college submissions? Cont.

- Statewide Averages - Retention and Completion

	Retention			Completion		
	2017-18	2018-19	2019-20	2017-18	2018-19	2019-20
Median	75.0%	75.6%	75.0%	64.9%	66.7%	61.2%
Mean	74.5%	74.6%	74.6%	64.8%	64.7%	60.6%

- Statewide Averages - Average Salary and Continuing Education/Placement

	Ave. Salary			Cont Ed / Placement		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Median	$48,748	$50,664	$51,912	88%	88%	88%
Mean	$51,927	$53,186	$54,020	88%	87%	88%

Note: This information has been uploaded to the General Teams site under “Files.”

Supportive documentation/evidence

- Survey responses from program graduates or employers in the college's service area
- Letter of support from a business in the college's service area
- Institutional program review that provides clear findings and modifications to increase retention/graduation rates and/or employment rates

Unsupportive documentation/evidence

- Meeting minutes that do not provide substantive information about the program's quality indicators, plans to increase these rates or modifying program to enhance opportunities for students' educational and/or professional growth
- Documents that just state the learning outcomes for program courses
- Charts on retention/graduation rates without any accompanying information

My baccalaureate program is new. What information am I expected to provide?

- For new programs, the Division will be looking to ensure market demand is met. New programs are not expected to have historical trend data.
- For new programs, colleges are only expected to submit form 4 to indicate the primary contact for the program (under "Institutional Information") so we have a contact for our records.
- If you wish to change the primary SOC code, you will complete section I. part C, as well.
- It is acceptable to leave the remaining sections blank, as we know the program start date.

FAQ's Regarding Submissions

Am I able to edit my attachments once they are uploaded?

- Yes. Colleges can make any changes to submissions up until the deadline of May 14, 2021, at 11:59 p.m. EST. After that time, the "Upload Submission" folder will be locked for college editing.

Do I have to upload all submissions at once?

- No. Colleges may upload forms on a rolling basis and they can make any changes to submissions up until the deadline.

Do I have to save working documents in Teams?

- No. The Division anticipates that most users will download the forms and work on drafts outside the FLDOE Teams environment (e.g., through college shared drives). If colleges wish to use the FLDOE Teams environment for working drafts, we recommend adding a folder to that effect. The "Upload Submissions" folder is for completed final submissions.

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Q&A

Next Steps

- If you need your Teams invitation re-sent or you would like to add a designee, please email FCSBacc_report@fldoe.org.
- If you haven't already, review the "Download Submissions" file folder to ensure all programs are represented.
- Upload all materials by May 14, 2021, at 11:59 p.m. EST.
- Make note of any feedback on the review process and data methodology. Once this 2021 report cycle concludes, we will be soliciting input on how to improve for 2022.

Contact us by email at FCSBacc_report@fldoe.org or by phone at 850-245-0407