# Recommendations on School District and Charter Career Centers to be Included within the Florida Postsecondary Academic Library Network

*Developed by the Florida Department of Education and Board of Governors' Office Pursuant to Section 1006.73, Florida Statutes, Florida Postsecondary Academic Library Network*

**June 1, 2022**

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## Section 1: Introduction

The Florida Legislature passed House Bill (HB) 847 in the 2021 legislative session to establish the Florida Postsecondary Academic Library Network and revise online advising and library services for students. The oversight of the host entity for the Florida Postsecondary Academic Library Network was given to the Board of Governors' Office (Board Office) and the Florida Department of Education (FDOE).

In addition to these changes, HB 847 required the Commissioner of Education and the Chancellor of the State University System to submit recommendations by June 1, 2022, that identify which school district and charter technical career centers would receive access to appropriate resources of the Florida Postsecondary Academic Library Network. These recommendations were required to include analyses of resources needed to expand and support the career centers and their students.

This report of findings and recommendations is submitted pursuant to section s. 1006.73(6), Florida Statutes (F.S.), Florida Postsecondary Academic Library Network, which requires, "By June 1, 2022, the Commissioner of Education and the Chancellor of the Board of Governors shall provide a joint recommendation for a process by which school district career centers operated under s. 1001.44, F.S., and charter technical career centers under s. 1002.34, F.S., would access appropriate postsecondary distance learning, student support services and library assets."

# Section 2: Background

## Florida Virtual Campus

The Florida Legislature established the Florida Postsecondary Academic Library Network (Network) under the joint oversight of the Board Office and the FDOE. Its purpose is to deliver specified services to public postsecondary education institutions in Florida, namely all 28 Florida College System (FCS) institutions and all 12 State University System (SUS) institutions. The services under the Network are divided into two categories: Florida Virtual Campus (FLVC) Library Services and FLVC Distance Learning and Student Services (DLSS).

FLVC's Library Services division operates the centralized integrated library system (ILS), which provides books and other physical materials, electronic resources, and digital archive items to students at FCS and SUS institutions. Additionally, the Library Services division maintains electronic resources, digital services and open education resources, and library support and training. Collectively, public postsecondary institutions use these resources to support learning, teaching, and research needs.

FLVC's DLSS division organizes centralized resources that assist in the coordination and collaboration of articulation and access across the state. These resources are used by students, educators, and administrators across Florida to support academic advising, career readiness, distance learning, and provide educational resources. The following tools and resources are included: FloridaShines advising informational resources, statewide repositories and catalog, advising applications, transient and transfer resources, and professional services.

Historically, the services under the Network were administered by various statewide organizations, with responsibilities and duties articulated in Florida Statute. In 2020, the Board Office and FDOE selected the Northwest Regional Data Center (NWRDC) at Florida State University to serve as the host entity that administers the Network under the Florida Virtual Campus umbrella. The 2021 Florida Legislature appropriated a total of $20,912,822 to the Network—$9,076,322 under FCS specific appropriation 129B and $11,836,500 under SUS specific appropriation 145A.

## School District Career Centers

Students in Florida seeking postsecondary education have many different options for degrees or certificates and institution types. One option for students pursuing postsecondary career and technical education (CTE) are school district career centers and charter technical career centers. Section 1001.44, F.S., establishes the authority for school districts to establish career centers and s. 1002.34, F.S., establishes the authorization of charter technical career centers.

Career centers provide various postsecondary educational programs including career certificates, registered apprenticeships, applied technology diplomas (ATD), and continuing workforce education (CWE) courses/programs. Centers are considered a part of the district school system, which fall under the State Board of Education, the same governing entity for the FCS.

For 2020-21 there were 47 public, non-charter technical career centers and one charter technical career center. Table 1 shows a crosswalk of school district and associated career centers.

***Table 1. Florida Career Centers by School Districts***

| School District | Career Center(s) |
|---|---|
| Bay | Tom P. Haney Technical Center |
| Bradford | Bradford-Union Technical Center |
| Broward | Atlantic Technical College |
| Broward | Sheridan Technical College |
| Broward | William T. McFatter Technical College |
| Charlotte | Charlotte Technical College |
| Citrus | Withlacoochee Technical College |
| Collier | Lorenzo Walker Technical College |
| Collier | Immokalee Technical College |
| Dade | Lindsey Hopkins Technical College |
| Dade | Miami Lakes Educational Center & Technical College |
| Dade | Robert Morgan Educational Center & Technical College |
| Dade | South Dade Technical College |
| Dade | The English Center |
| Escambia | George Stone Area Vocational Technical Center |
| Flagler | Flagler Technical Institute |
| Gadsden | Gadsden Technical Institute |
| Hernando | Suncoast Technical Education Center |
| Hillsborough | Aparicio-Levy Technical College |
| Hillsborough | Erwin Technical College |
| Hillsborough | Brewster Technical College |
| Hillsborough | Learey Technical College |
| Indian River | Technical Center for Career & Adult Education |

| School District | Career Center(s) |
|---|---|
| Lake | Lake Technical College* |
| Lee | Cape Coral Technical College |
| Lee | Ft. Myers Technical College |
| Leon | Lively Technical College |
| Manatee | Manatee Technical College |
| Marion | Marion Technical College |
| Okaloosa | Okaloosa Technical College & Choice High School |
| Orange | Orange Technical College-Orlando, Mid-Florida, Westside, & Winter Park campuses |
| Osceola | Technical Education Center of Osceola |
| Pasco | Fred K. Marchman Technical College |
| Pinellas | Pinellas Technical College-Clearwater & St. Petersburg campuses |
| Polk | Traviss Technical College |
| Polk | Ridge Technical College |
| Santa Rosa | Radford M. Locklin Technical Center |
| Sarasota | Suncoast Technical College |
| St. Johns | First Coast Technical College |
| Suwannee | River Oak Technical College |
| Taylor | Big Bend Technical College |
| Walton | Emerald Coast Technical College |
| Washington | Florida Panhandle Technical College |

*Florida's only charter technical center.

Historically, the services within the Network have been limited to postsecondary institutions that belong to FCS and SUS. Section 4 of HB 847 required the Commissioner of Education and the Chancellor of the Board of Governors to provide a recommendation for a process by which career centers would access appropriate postsecondary distance learning, student support services and library assets. Currently, career centers fund their libraries, media resources, and student services through workforce development funds, student tuition and fees, CAPE industry certification funds, and Perkins grants, among others.

# Section 3: Methodology

To meet the requirement of HB 847, exploratory interviews were conducted with several career centers and district staff to provide a better understanding of the current landscape relating to the library, distance learning, and student services available to postsecondary students. Next, using the information gathered from the interviews, a survey was sent to all career centers to understand satisfaction with current services and assess interest in services that could be provided by the Network. With the results of the survey, FDOE and Board Office staff worked with FLVC to analyze appropriate resources and the cost, staff effort, and operational steps needed to expand appropriate services to eligible career centers.

## Exploratory Interviews

The first step FDOE and Board Office staff took in this study was to conduct exploratory interviews with several career centers. One hour meetings with district staff were scheduled to discuss the following questions:

- **Library and Media Services**: What library and media resources are available to postsecondary students? For example, are there library holdings, digital archives and collections, online journals, e-books, or other e-resources? Who is responsible for making decisions regarding the availability of library resources that are geared toward your program offerings? How do you evaluate these resources and at what frequency? Who negotiates with vendors and holds contracts? Are there any collaborative contracts among the centers? Who pays? Are e-resources contracts on fiscal year or calendar year schedule?
- **Program Advertisement**: How do you advertise the list of available programs to prospective and current students? How are current and prospective students advised on the related industry certification or state/federal licensure requirements associated with the program? Are they able to see the full range of offerings, and identify which programs are offered by the modality? Are students able to view which courses are available online?
- **Instructional Design**: Do you employ instructional designers and/or have access to best practices in instructional design when creating course shells? Is there a process by which you evaluate the quality of online courses and/or online programs?
- **Advising Tools**: What current tools are available to help students with:
    - selecting a program of study aligned to their career interests;
    - understanding basic skills exit requirements (if applicable);
    - identifying the courses needed to complete a program;
    - identifying means by which they can transfer to other institutions; and/or
    - understanding residency and other state requirements?

From the information gathered in the exploratory interviews, a survey was developed to collect information from all career centers regarding their satisfaction with their current services and their interest in services that could be provided by FLVC.

## Career Center Survey

Using an online survey instrument, career centers were asked to complete a 32-question survey in October 2021. The survey was open and available to respondents for four weeks. The survey included two parts: existing infrastructure and access to services under the Network.

Questions on existing infrastructure focused on the resources districts currently use related to supporting postsecondary students. Because career centers operate within districts that may share secondary and adult education students, some of these questions asked for responses by student type. The second section asked districts to indicate the services that would be beneficial to extend to career center students.

The survey did not require participants to answer all of the questions and responses ranged from 26 to 36 responses for questions reported.

## FLVC Analysis

Based on the survey results and exploratory interviews, the NWRDC was asked to complete an analysis of cost and staff resources needed to expand access of a narrowed down number of Network services to career centers and their students. For each resource, the analysis included:

1. Florida Virtual Campus staff effort;
2. Estimated cost (one time and recurring);
3. Career center institutional effort;
4. Feasible timeline for implementation and associated operational steps; and
5. Any additional information the Commissioner of Education and Board of Governors Chancellor should consider when making their recommendation.

Informed by the analysis provided by FLVC and the survey results of institutions' interest in services, recommendations were made regarding what services to expand access to career centers.

Figure 1 shows the process by which FDOE and Board Office staff followed to identify the services to be recommended to extend to career centers.

| ***List of All FLVC Services*** | ***List of FLVC Services that were Cost Out*** | ***List of Recommended Services*** |
|---|---|---|
| • Integrated Library System (ILS)<br>• Statewide Electronic Resources Collection<br>• Group Licensing Electronic Resources<br>• Digital Archives<br>• Library Support and Training<br>• FloridaShines Website Content<br>• College Readiness Planning Tools<br>• Academic Success Worksheets<br>• Course Catalog<br>• Programs Catalog<br>• Institution Profiles<br>• Common Prerequisites Manual<br>• Testing Center Database<br>• Transcripts<br>• Progress to Graduation<br>• Impact of Changing Majors<br>• Transient Application<br>• 2+2 Evaluation<br>• Impact of Transferring Schools<br>• Contracting for Products and Services<br>• Members Council<br>• Professional Development and Training<br>• Quality / Instructional Design Network | • Group Licensing Electronic Resources<br>• FloridaShines Website Content<br>• College Readiness Planning Tools<br>• Academic Success Worksheets<br>• Programs Catalog<br>• Institution Profiles<br>• Testing Center Database<br>• Transcripts<br>• Progress to Graduation<br>• Impact of Changing Majors<br>• Contracting for Products and Services<br>• Professional Development and Training<br>• Quality / Instructional Design Network | • FloridaShines Website Content<br>• College Readiness Planning Tools<br>• Academic Success Worksheets<br>• Programs Catalog<br>• Institution Profiles<br>• Testing Center Database<br>• Professional Development and Training<br>• Quality / Instructional Design Network |

***Figure 1. Process of Narrowing Services to be Expanded to Career Centers***

## Section 4: Recommendations and Next Steps

The following Network services are recommended to be expanded to career centers.

1. **FloridaShines Website Content**
   A flagship service of FLVC, FloridaShines.org is Florida's Student Hub of Innovative Educational Services, an information-rich website of free online tools and resources to help students and adult learners succeed in school, earn a college degree, and embark on a rewarding career. Among the many features available on FloridaShines.org is the ability to easily research and compare all public colleges and universities in Florida to find the one that best meets the student's needs. The public may access all content in the FloridaShines Catalog at https://www.floridashines.org/.

   **Programs Catalog**
   FLVC manages the centralized, online catalog of all programs and certificates available from Florida's public colleges and universities, and many of the state's technical colleges and centers. The Catalog includes designations for quality and high-quality courses, along with indicators that enable students to quickly and easily identify online courses that have no textbook costs. The public may access the content at https://www.floridashines.org/go-to-college/discover-degrees.

   **Institution Profiles**
   In addition to course listings, the Catalog features detailed profiles of every public college and university statewide, and many technical colleges and centers. The profiles are a vital resource for high school seniors and their parents during the college search process. Profiles include detailed information such as admissions requirements and deadlines, tuition and costs, programs and degrees offered, campus-specific information, student demographics, housing options, and much more. The public may access this content at https://www.floridashines.org/go-to-college/explore-colleges-universities.

   **College Readiness Planning Tools and Academic Success Worksheets**
   Through the FloridaShines Catalog, FLVC provides resources for students and parents to help them prepare for and be successful in college and careers. For example, checklists are available for students in grades 9-12 to prepare to enroll in college upon graduation. Additionally, resources on tips and tools for success in college – like study skills, time management, and note-taking – are available as well. The public may access this content at https://www.floridashines.org/go-to-college/get-ready-for-college.

**Testing Center Database**

Some virtual courses require students to take proctored exams. A proctored exam is one that is overseen by an individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process. FLVC maintains a testing center database to help prospective and current students locate sites that offer testing services. The public may access this content at https://www.floridashines.org/succeed-in-college/learn-online/locate-a-testing-center.

2. **Quality / Instructional Design Network**

   FLVC relaunched the Florida Instructional Designer Network (FL-IDN) in June 2021, in partnership with the FCS, SUS, and the Independent Colleges and Universities of Florida (ICUF). The FL-IDN serves as a statewide professional development network and community of practice supporting instructional/learning designers and technologists, learning engineers, and educators throughout Florida. The network sponsors professional development events and other collaborative opportunities to help instructional design and technology professionals share research and best practices, gain the knowledge and skills to support faculty, and support student success. FL-IDN has steadily grown to over 300 regular participants. Once services are extended to school district career centers, a primary point of contact from each center will be established to serve as a liaison to FLVC. FLVC staff will interact directly with liaisons on how to access opportunities for instructional design support.

3. **Professional Development and Training**

   As part of utilizing the recommended tools and resources, career centers would receive training in administrative management and usage of the FloridaShines services (such as uploading data to the catalog, managing reports, etc.). The other aspect of training would include professional development opportunities related to relevant topics in higher education (in the form of webinars, symposia, statewide meetings, summits, etc.). Once services are extended to school district career centers, a primary point of contact from each center will be established to serve as a liaison to FLVC. FLVC staff will interact directly with liaisons on how to access opportunities for professional development and training related to the selected services.

Table 2 shows a summary of the recommended services to be expanded to career centers and their associated costs, FLVC staff effort, and career center effort. In total, the cost to expand these services to career centers is $241,500 in recurring funding for FLVC. Current staff at career centers will absorb the duties related to implementation of these services.

***Table 2. Recommended Services to be Expanded to Career Centers***

| Service | Cost | FLVC Staff Effort | Career Center Effort |
|---|---|---|---|
| • FloridaShines Website Content<br>• College Readiness Planning Tools<br>• Academic Success Worksheets<br>• Programs Catalog<br>• Institution Profiles<br>• Testing Center Database | $161,000 | 2 FTE at $80,500 each | • Providing content for development of resources.<br>• Participating in surveys or feedback requests.<br>• Assigning a liaison to work with FLVC.<br>• Assist in marketing new resources to students. |
| • Quality / Instructional Design Network | $80,500 | 1 FTE at $80,500 | • Involvement from faculty and academic affairs with curriculum assistance. |
| • Professional Development and Training | $0 | No cost | • Involvement from career center employees. |
| **TOTAL** | **$241,500** | | |

The recommendations presented in this report are designed to support the statewide scaling of distance learning and student services to prospective and current students in CTE programs at district career centers. By expanding access to the FloridaShines Catalog, the Quality/Instructional Design Network, and Professional Development and training, school district career centers will receive tools and resources to better support quality instruction and help students prepare for and succeed in college and career. If these services are to be expanded to career centers, the SBOE would include funding for the expansion in its 2023-24 legislative budget request.

# Appendices

A. Webinar to Career Centers Regarding the Services under the Network (September 30, 2021)

B. Survey Questions for Career Centers to Identify Satisfaction with Existing Resources and Interest in the Services under the Network

C. Summary of Results from Career Center Survey

D. Joint Memo from Chancellors Requesting Services be Cost Out (November 30, 2021)

E. FLVC Analysis of Effort to Expand Access to Career Centers

# Appendix A

Webinar to Career Centers Regarding the Services under the Network (September 30, 2021)

# School District Career Centers and Services Under the Postsecondary Library Network

September 30, 2021

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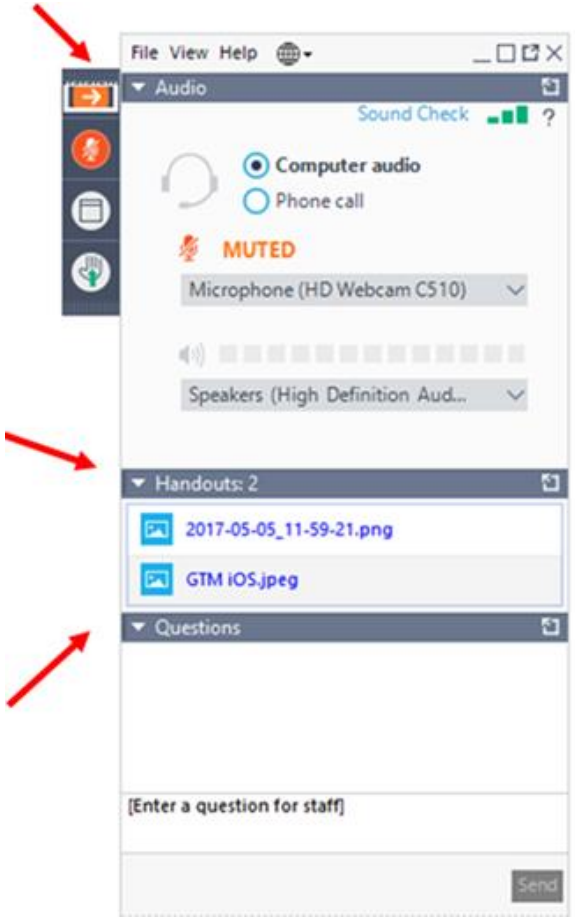
# Webinar Logistics

Participants will be on mute for the duration of the webinar.

Materials from today's webinar can be found in the handouts area.

How to submit questions:

To submit questions during the webinar, please utilize the Questions function. During the Q&A portion of the webinar, questions will be addressed.



# Presenters

## Florida Department of Education

**Kathleen Taylor**
Bureau Chief, Division of Career and Adult Education
Kathleen.Taylor@fldoe.org

**Carrie Henderson, Ph.D.**
Executive Vice Chancellor, Division of Florida Colleges
Carrie.Henderson@fldoe.org

## Postsecondary Library Network

**Elijah Scott**
Executive Director, Library Services, Florida Virtual Campus
escott@flvc.org

**John Opper, Jr., Ph.D.**
Executive Director, Distance Learning & Student Services
jopper@flvc.org

# Agenda

- Overview of House Bill (HB) 847
- Summary of Project Plan to Develop Recommendation
- Overview of Postsecondary Library Network Services followed by Q&A
- Overview of Survey Instrument
- Q&A
- Next Steps

# Overview of HB 847

## Background

- In 2021, the Florida Legislature passed HB 847 to revise statutory provisions related to Florida's statewide Internet-based catalog, online student advising services, and library services. Currently, the services within the Florida Postsecondary Academic Library Network are limited to postsecondary institutions that belong to the Florida College System and State University System. The Northwest Regional Data Center (NWRDC) is the host entity.

## Charge

- HB 847 charges the Commissioner of Education and the Chancellor of the Board of Governors to provide a recommendation for a process by which career centers would access appropriate postsecondary distance learning, student support services and library assets. It establishes June 1, 2022, as the deadline for the recommendation, and requires the recommendation to include an analysis of the resources necessary to expand access and assets to centers and their students.

# Project Plan to Develop Recommendation

| Timeline | Activity |
|---|---|
| July-August 2021 | • Preliminary conversation with NWRDC and Florida Virtual Campus (FLVC) staff on project plan and exploratory conversation about the data and information they need in order to assist with future calculations<br>• Exploratory interviews with Florida Department of Education (FDOE) staff in K-12, Choice, Career & Adult, and Finance & Operations to assess current statewide policies and practices related to career center student resources<br>• Exploratory interviews with a sample of career center staff to assess current local policies and practices related to student resources |
| August-September 2021 | • Development and deployment of a survey instrument and data collection tool for all career centers to assess current resources (inventory) and need for additional services |
| October-November 2021 | • Interim analysis of findings from career center survey presented to FDOE and Office of Board of Governors (BOG) leadership<br>• Interim analysis of findings from career center survey presented to NWRDC and FLVC staff |
| December – February 2022 | • NWRDC and FLVC staff provide fiscal analysis and operational steps needed in order to bring career centers under the library network |
| March – April 2022 | • FDOE and BOG staff draft recommendations, informed by career center survey and NWRDC analysis |
| June 1, 2022 | • Final recommendations submitted to Governor, House Speaker, Senate President |

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# Overview of Postsecondary Library Network Services

# WELCOME

## FLVC Library Services

## Overview

# Integrated Library System

- Integrated Library System (ILS) and Discovery Tool -- Alma/Primo
  - All library resources, both physical and electronic
  - Entire information lifecycle:
    - Acquisitions, Cataloging, Circulation, Course Reserves, ILL, Serials, etc.
  - Allows users to discover physical and electronic library resources at their FCS or SUS institution from a single search portal
  - Statewide “Universal” Library Catalog and UBorrow Delivery Service
    - Allows simultaneous search of all SUS and FCS libraries – approximately 20 million titles
    - Users may request items to be delivered to any FCS or SUS campus
  - Interoperability with other campus systems (SSO integration, LMS, Citation Management, etc.)
  - Cost is based on number of institutions, number of records, number of named users

# Electronic Resources

- **Statewide collection** of electronic resources (databases, scholarly journals, newspapers, magazines, academic videos, e-books etc.)
  - Price negotiations, contracts, licensing
  - Statewide appropriation for all FCS and SUS institutions
  - Cost for each resource is based on FTE per institution
  - Over 255,000 academic full text resources
- **Group Licensing** for electronic resources paid by institutions
  - Price negotiations, contracts, licensing
  - Academic content from 40+ vendors
  - Cost for each resource is based on FTE per institution
  - 560 subscriptions
- **OpenAthens Authentication Platform**
  - Authentication and access for e-resources
  - OpenAthens – SAML, integration with IdP at all 40 institutions
    - Authenticates user from any online point of access, dramatically enhancing access to content
  - Cost is based on size of institution

# Digital Services & Open Education Resources

- **Florida Islandora (FL-Islandora)**
  - Digital library repository and collection platform
    - Example: Florida State College at Jacksonville Digital Archive: https://fscj.digital.flvc.org/
  - Access to 1.8 million digital archival items
  - Cost based on storage
- **Florida Online Journals (Florida OJ)**
  - https://journals.flvc.org/
  - Publication platform for online open access scholarly journals
  - Cost based on storage
- **Florida Open Academic Library**
  - https://openlib.flvc.org
  - Search portal across multiple digital collections and platforms at all SUS and FCS libraries
  - No cost to participate
- **OpenFL**
  - https://falsc.libguides.com/openfl
  - Open Education Resources (OER) Community
  - Low-Cost or No-Cost Textbooks and Education Resources
  - No cost to participate

# Library Support and Training

- Library-Specific Workshops and Professional Development
  - Available to library faculty and staff at all FCS and SUS institutions
  - Some events require registration fee
  - Cost analysis required for participation in professional development services

- FLVC Help Desk
  - Robust customer service for all FLVC resources and services
  - https://www.flvc.org/help-center
  - Cost analysis required for participation

DISTANCE LEARNING & STUDENT SERVICES

SUPPORTING THE LEARNING NEEDS OF FLORIDA STUDENTS

# FLVC Distance Learning and Student Services Overview

Dr. John Opper

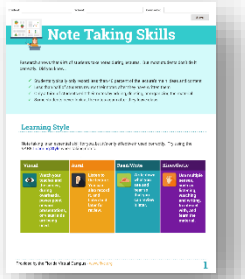
# FloridaShines Advising Informational Resources

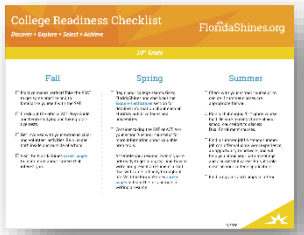
- **FloridaShines Website Content**
  - Student-facing website housing informational resources and services for high school, college and beyond students in Florida.
  - A centralized hub that provides informational resources, college and academic readiness tools and events.
  - No cost to include additional information on the website.

# FloridaShines Advising Informational Resources

*Contd.*

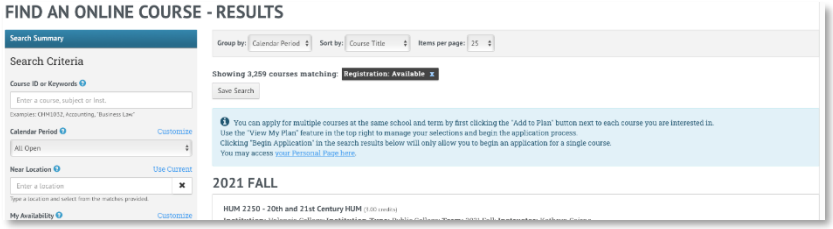
- **College and Career Readiness Planning Tools**
- **Academic Success Worksheets**
  - Downloadable worksheets and checklists with actionable steps to explore options and prepare for life after high school.
  - Assist students in learning and planning for academic success, high school graduation and life after high school.
  - With collaboration of institutions there will be no cost to include additional information or develop additional resources for the website.



# Statewide Repositories and Catalog

- **Course Catalog**
- **Programs Catalog**
- **Institution Profiles**




- Provides a centralized database for students to learn about offerings in Florida for:
  - Online Courses
  - Degree Programs and Certificates
  - Institution Details
- Access to over 120K online course offerings, and 6,390 programs and certificates.
- No additional cost to participate in the Program Catalog or Institution Profiles. Requires effort from institutions to upload their offerings to the catalog on an annual basis.
- Course Catalog participation would require additional cost and development.

# Statewide Repositories and Catalog

*Contd.*

- **Common Pre-requisites Manual**
  - State database of record for all prerequisite courses required for specific programs at every Florida public college and university.
  - Helpful planning tool for transfer student in Florida planning to be admitted to an upper division program.
  - No additional cost to participate. Requires state approval to include institutions and programs.

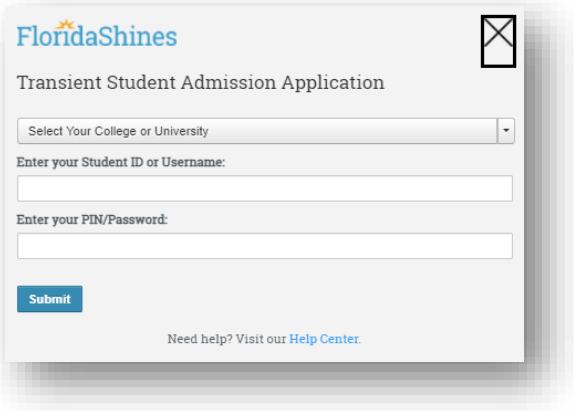
- **Testing Center Database**
  - Over 59 testing centers across the state, for students who need to take a proctored exam.
  - No additional cost to participate.  Requires effort from institutions to upload their information.

# Advising Applications

- **Unofficial Transcript**
- **Progress to Graduation**
- **Impact of Changing Majors**
  - Allows students to access their unofficial transcript online, view an unofficial progress evaluation and explore the option of changing majors at their current institution, in the form of an audit.
  - Proactive academic planning tools to save students time and money.
  - Participation would require additional cost and development.  This also requires articulation rules and other approvals.

# Transient and Transfer Resources

- **Transient Application**
  - Allows students to request approval to take a course at another school.
  - Proactive academic planning tool that ensures the student is taking a course applicable to their degree, and can use their financial aid at the hosting institution.
  - Participation would require additional cost and development. This also requires articulation rules and other approvals.




- **2+2 Evaluation**
  - Allows students to view an unofficial evaluation of their progress, with the requirements to participate in a 2+2 program or transfer to another institution.
  - Proactive academic planning tools to save students time and money.
  - Participation would require additional cost and development. This also requires articulation rules and other approvals.

# Transient and Transfer Resources

*Contd.*

- **Impact of Transferring Schools**
  - Allows students to view an unofficial evaluation against the requirements of another new institution, and measure their progress towards completing their degree.
  - Proactive academic planning tools to save students time and money.
  - Participation would require additional cost and development.  This also requires articulation rules and other approvals.

# Professional Services

- **Contracting for Products and Services**
  - Current contracts include Quality Matter System License, Proctored Services with Honorlock and Proctorio and working on Closed Captioning with Tutoring Systems.
  - Leverage statewide contracts and agreements to reduce cost under a state contract for each participating institution.
  - There is no additional cost for participating institutions. This would be money institutions are already spending on a system, and the statewide contracts offer them savings on those expenses.

- **Members Council**
  - Participation with statewide Colleges and Universities allows for coordination and collaboration on various topics such as professional development needs/challenges/solutions, academic integrity, academic and instructional policies, etc.
  - Primary benefit is collaboration on state level with fellow administrators and peers. Additionally, members lead the selection of statewide contracting efforts, professional development efforts and assist in guiding other statewide services needed.
  - Either no cost or nominal registration per event.

# Professional Services

*Contd.*

- **Professional Development and Training**
  - Events, training and networking opportunities, hosted by FLVC, that range from individual trainings to nationally recognized summits and events on a trending topic.
  - Available to faculty and staff, focusing on distance learning support services, instructional strategies, and delivery methods, instructional and learning technologies and best practices.
  - Either no cost or a nominal registration fee for events.

## Professional Services

*Contd.*

- **Quality / Instructional Designer Network**
  - The Florida Academic Success & Quality (FLASQ) Initiative supports high quality design in courses and academic programs across Florida's higher education institutions. The FLASQ's goals are fulfilled through services and outreach efforts provided by the Florida Quality Matters Consortium (FLQMC) and the Florida Instructional Designer Network (FL-IDN).
  - The services and rich resources, which FLASQ offers are mostly free or at a reduced cost to the institutions.
    - Florida Quality Matters System License subscription helps to reduce cost and enhance quality.
    - Florida Instructional Designer Network's service is completely free.
  - No additional cost to participate.

# Questions?


**CONTACT INFORMATION**

E: help@flvc.org | P: 850.922.6044 | F: 850.922.4869

A: 1753 W. Paul Dirac Drive | Tallahassee, Florida | 32310

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

# Review Survey Instrument

**Deadline**:

October 20, 2021

**Submission URL**:

https://www.research.net/r/CareerCenterStudy

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

# Question and Answer

# Next Steps

- Districts should complete the survey by October 20.
- A Word version of the survey is provided for planning purposes.
- When ready, please use the URL provided below to submit your survey:

  https://www.research.net/r/CareerCenterStudy

- The department will share additional information regarding the development of recommendations as it becomes available.

# Appendix B

Survey Questions for Career Centers to Identify Satisfaction with Existing Resources and Interest in the Services under the Network

**Survey of School District Career Centers on Florida Academic Library Network Services**

In 2021, the Florida Legislature passed House Bill (HB) 847 to revise statutory provisions related to Florida's statewide Internet-based catalog, online student advising services and library services. Currently, the services within the Florida Postsecondary Academic Library Network are limited to postsecondary institutions that belong to the Florida College System (FCS) and State University System (SUS).

Section 4 of HB 847 charges the Commissioner of Education and the Chancellor of the Board of Governors to provide a recommendation for a process by which career centers would access appropriate postsecondary distance learning, student support services and library assets. It establishes June 1, 2022, as the deadline for the recommendation, and requires the recommendation to include an analysis of the resources necessary to expand access and assets to centers and their students.

**To that end, the Florida Department of Education requests that all districts operating career centers complete this survey by October 20, 2021, using this link: https://www.research.net/r/CareerCenterStudy**

This information will be used to inform the identification of appropriate services. Based on the appropriate services identified by the Department, the recommendation submitted in accordance with HB 847 will present suggestions for how Florida may integrate existing systems, the necessary resources to do so, and a possible timeline for implementation. This survey is for informational purposes only and is not a guarantee that services will be made available.

Please contact Kathleen Taylor, Bureau Chief, Division of Career and Adult Education, at Kathleen.Taylor@fldoe.org or Carrie Henderson, Executive Vice Chancellor, Division of Florida Colleges, at Carrie.Henderson@fldoe.org for questions regarding this survey.

This Word template is provided for planning purposes only. All responses must be uploaded in the survey instrument.

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## Part I: Current Resources Available to Students

**Existing Infrastructure**

It is important that we understand the resources districts currently use related to supporting postsecondary students. Because career centers operate within districts that may share secondary and adult education students, some of these questions will ask for responses by student type. This will help the department understand shared systems; we are also interested in understanding where funding sources may be shared.

Q. Select the student information system that houses student data. (Matrix)

| | Secondary CTE | Postsecondary CTE | Adult Education |
|---|---|---|---|
| Focus | ☐ | ☐ | ☐ |
| Skyward | ☐ | ☐ | ☐ |
| PeopleSoft | ☐ | ☐ | ☐ |
| Banner | ☐ | ☐ | ☐ |
| Workday | ☐ | ☐ | ☐ |
| Jenzabar | ☐ | ☐ | ☐ |
| Other: please specify | ☐ | ☐ | ☐ |
| Not sure/don't know | ☐ | ☐ | ☐ |

**Survey of School District Career Centers on Florida Academic Library Network Services**

Q. Select the learning management system available to students in your district. (Matrix)

| | Secondary CTE | Postsecondary CTE | Adult Education |
|---|---|---|---|
| Blackboard | ☐ | ☐ | ☐ |
| Canvas | ☐ | ☐ | ☐ |
| Moodle | ☐ | ☐ | ☐ |
| D2L | ☐ | ☐ | ☐ |
| Other: please specify | ☐ | ☐ | ☐ |
| Not sure/don't know | ☐ | ☐ | ☐ |

Q. For postsecondary CTE students, identify the program audit system currently used to track and monitor student progress. (Multiple choice)

- ☐ Degree Audit Reporting System
- ☐ Ellucian Degree Works
- ☐ UAchieve
- ☐ Other – please specify: Click or tap here to enter text.

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**Library and Media Services for Postsecondary CTE Students**

Q. Does your center have a physical centralized library/media center? (Multiple choice)

- ☐ Yes
- ☐ No

Additional comments: Click or tap here to enter text.

Q. Please indicate the availability of physical library/media resources available in classrooms. (Multiple choice)

- ☐ Physical library/media resources are not widely available in classrooms
- ☐ Physical library/media resources are available in some classrooms.
- ☐ Physical library/media resources are available in many classrooms.
- ☐ Physical library/media resources are available in most classrooms.
- ☐ Physical library/media resources are available in all classrooms.

Additional comments: Click or tap here to enter text.

Q. If the center has a library/media center, who manages it? (Short answer) Click or tap here to enter text.

Q. What electronic library and media resources are available to postsecondary CTE students? (Matrix)

| | Not widely available | Available in some course sections | Available in many course sections | Available in most course sections |
|---|---|---|---|---|
| Library holdings | ☐ | ☐ | ☐ | ☐ |
| Digital archives and collections | ☐ | ☐ | ☐ | ☐ |

**Survey of School District Career Centers on Florida Academic Library Network Services**

| | Not widely available | Available in some course sections | Available in many course sections | Available in most course sections |
|---|---|---|---|---|
| Online journals | ☐ | ☐ | ☐ | ☐ |
| E-books | ☐ | ☐ | ☐ | ☐ |
| Other e-resources - please specify: Click or tap here to enter text. | ☐ | ☐ | ☐ | ☐ |

Q. Approximately what is the annual budget for electronic library and media resources for postsecondary CTE students? (Short answer) Click or tap here to enter text.

Q. Identify the funding source for electronic library and media resources for postsecondary CTE students. (Check all that apply)

- ☐ Workforce development funds (state operating funds)
- ☐ CAPE industry certification performance funding
- ☐ Perkins grant
- ☐ Student tuition and fees
- ☐ Other – please specify: Click or tap here to enter text.

Q. Who makes decisions about purchasing library materials (either print or electronic)? (Short answer) Click or tap here to enter text.

Q. Describe the process of procurement of electronic library and media resources, being sure to address price negotiations, contracts and licensing. (Short answer) Click or tap here to enter text.

Q. What is the availability of open educational resources (OER) for postsecondary CTE students? (Multiple choice)

- ☐ Not widely available
- ☐ Available in some course sections
- ☐ Available in many course sections
- ☐ Available in most course sections
- ☐ Available in all course sections

Additional comments: Click or tap here to enter text.

Q. To what extent do your postsecondary CTE courses utilize the Florida Electronic Library funded through the Florida Department of State?

- ☐ Not widely utilized
- ☐ Utilized in some course sections
- ☐ Utilized in many course sections
- ☐ Utilized in most course sections
- ☐ Utilized in all course sections

**Survey of School District Career Centers on Florida Academic Library Network Services**

Additional comments: Click or tap here to enter text.

Q. Rate your agreement with the following statements related to library/media resources. If applicable, please expand on the statements with which you disagree. What would help better meet your needs? (Matrix)

| | Strongly disagree | Disagree | Neither agree or disagree | Agree | Strongly agree | Comments: |
|---|---|---|---|---|---|---|
| The current physical library/media resources meet the teaching and learning needs for postsecondary CTE students. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The current electronic library/media resources meet the teaching and learning needs for postsecondary CTE students. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The current budget for library/media resources meets the teaching and learning needs for postsecondary CTE students. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The current procurement process for library/media resources meet the teaching and learning needs for postsecondary CTE students. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The current Open Educational Resources meet the teaching and learning needs for postsecondary CTE students. | ☐ | ☐ | ☐ | ☐ | ☒ | Click or tap here to enter text. |

Q. Additional comments (Comment box): Click or tap here to enter text.

---

**Instructional Delivery for Postsecondary CTE Students**

Q. Approximately what percent of course sections currently utilize the LMS in the delivery of instruction for all delivery modalities? (Multiple choice)

- ☐ Less than 24%
- ☐ 25-50%
- ☐ 51-75%
- ☐ 76% and above
- ☐ Other - please specify: Click or tap here to enter text.

Q. Does your district have an interest in increasing the utilization of LMS in the delivery of instruction? If so, approximately what percent of course sections? (Multiple choice)

- ☐ Less than 24%
- ☐ 25-50%
- ☐ 51-75%
- ☐ 76% and above

☐ Other - please specify: Click or tap here to enter text.

Q. What resources are available for instructors related to instructional design when creating course shells? (Short answer) Click or tap here to enter text.

Q. Do you experience barriers to the utilization of the LMS in courses? (Short answer) Click or tap here to enter text.

Q. Approximately what percent of course sections are offered online? (Multiple choice)

☐ Less than 24%
☐ 25-50%
☐ 51-75%
☐ 76% and above

Q. How are prospective or current students made aware of online course offerings? (Select all that apply)

☐ Course catalog
☐ Website
☐ Hard copy materials such as program fliers
☐ Local workforce development board
☐ Social media
☐ Community events
☐ Open houses
☐ High school recruitment activities
☐ Other- please specify: Click or tap here to enter text.

Q. What resources are available for instructors to evaluate the quality of online courses? (Select all that apply)

☐ In-house staff
☐ Quality Matters rubrics
☐ Peer learning communities
☐ Professional development associations
☐ Other- please specify: Click or tap here to enter text.

Q. Rate your agreement with the following statements related to instructional delivery. If applicable, please expand on the statements with which you disagree. What would help better meet your needs? (Matrix)

| | **Strongly disagree** | **Disagree** | **Neither agree or disagree** | **Agree** | **Strongly agree** | **Comments:** |
|---|---|---|---|---|---|---|
| The current learning management system meets the teaching and learning needs for postsecondary CTE students. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Instructional design resources available to instructors meet the teaching and learning needs for postsecondary CTE students. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |

**Survey of School District Career Centers on Florida Academic Library Network Services**

| | Strongly disagree | Disagree | Neither agree or disagree | Agree | Strongly agree | Comments: |
|---|---|---|---|---|---|---|
| Students can easily find information about online CTE course offerings at the postsecondary level. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Students can easily find information about online program offerings at the postsecondary level. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Online postsecondary CTE courses are reviewed for quality. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |

Q. Additional comments (Comment box): Click or tap here to enter text.

---

**Advising Tools for Postsecondary CTE Students**

Q. Rate your satisfaction related to your existing advising tools for prospective or current students. If applicable, please expand on the statements with which you disagree. What would help better meet your needs? (Matrix)

| | Strongly dissatisfied | Dissatisfied | Neither satisfied nor dissatisfied | Satisfied | Very satisfied | Comments: |
|---|---|---|---|---|---|---|
| The process by which students are made aware of the CTE program offerings. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students identify career interests. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students select a program of study aligned to career interests. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students discover career outlook and salary information based on program selection. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students are made aware of basic skills exit requirements. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students are made aware of all CTE program requirements via a program map. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students identify the courses needed to complete the program based on | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |

| | Strongly dissatisfied | Dissatisfied | Neither satisfied nor dissatisfied | Satisfied | Very satisfied | Comments: |
|---|---|---|---|---|---|---|
| courses previously taken (unofficial program audit). | | | | | | |
| The process by which students identify the means by which they can transfer to other institutions via articulation agreements. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students can take courses at another postsecondary institution as a transient student. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| The process by which students are made aware of residency and other state requirements. | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |

Q. Additional comments (Comment box): Click or tap here to enter text.

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## Part II: Access to Services under the Florida Postsecondary Library Network

On Thursday, September 30, 2021, the department hosted an informational webinar to review the services under the Florida Postsecondary Library Network. Reflecting on the material provided during the webinar, this section asks districts to indicate the services that would be beneficial to extend to career center students. The department will use the feedback we receive through this survey to inform the identification of appropriate services, their fiscal impact, the institutional (district) effort needed, and a process and timeline whereby the services may be extended to students. Again, this survey is for informational purposes only and is not a guarantee that services will be made available.

For each service below, please indicate the level of importance for postsecondary CTE students at career centers to access appropriate postsecondary distance learning, student support services and library assets. If applicable, please expand on the services you consider important to expand to career center students.

| | Not sure/ Don't know | Not Important | Somewhat important | Important | Very Important | Comments: |
|---|---|---|---|---|---|---|
| Integrated Library System (ILS) | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Statewide Electronic Resources Collection | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Group Licensing Electronic Resources | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Digital Archives | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Library Support and Training | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |

**Survey of School District Career Centers on Florida Academic Library Network Services**

| | Not sure/ Don't know | Not Important | Somewhat important | Important | Very Important | Comments: |
|---|---|---|---|---|---|---|
| ***FloridaShines Advising Informational Resources*** | | | | | | |
| FloridaShines Website Content | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| College Readiness Planning Tools | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Academic Success Worksheets | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| ***Statewide Repositories and Catalog*** | | | | | | |
| Course Catalog | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Programs Catalog | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Institution Profiles | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Common Prerequisites Manual | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Testing Center Database | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| ***Advising Applications*** | | | | | | |
| Transcripts | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Progress to Graduation | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Impact of Changing Majors | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| ***Transient and Transfer Resources*** | | | | | | |
| Transient Application | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| 2+2 Evaluation | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Impact of Transferring Schools | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| ***Professional Services*** | | | | | | |
| Contracting for Products and Services | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Members Council | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Professional Development and Training | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |
| Quality / Instructional Design Network | ☐ | ☐ | ☐ | ☐ | ☐ | Click or tap here to enter text. |

Additional comments: Click or tap here to enter text.

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## Part III: Contact Information

Please provide the contact information should the department have any follow up questions.

Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
Agency: Click or tap here to enter text.
Email address: Click or tap here to enter text.
Phone: Click or tap here to enter text.

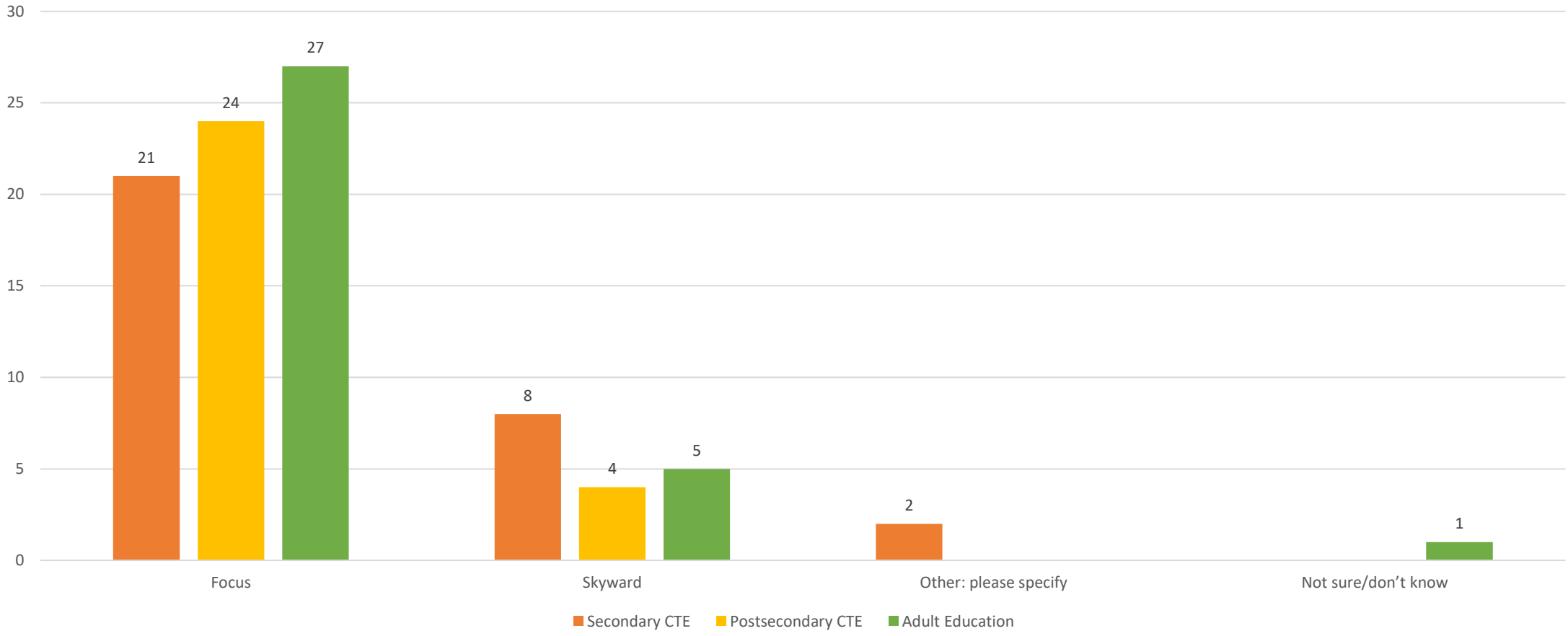
# Appendix C

## Summary of Results from Career Center Survey

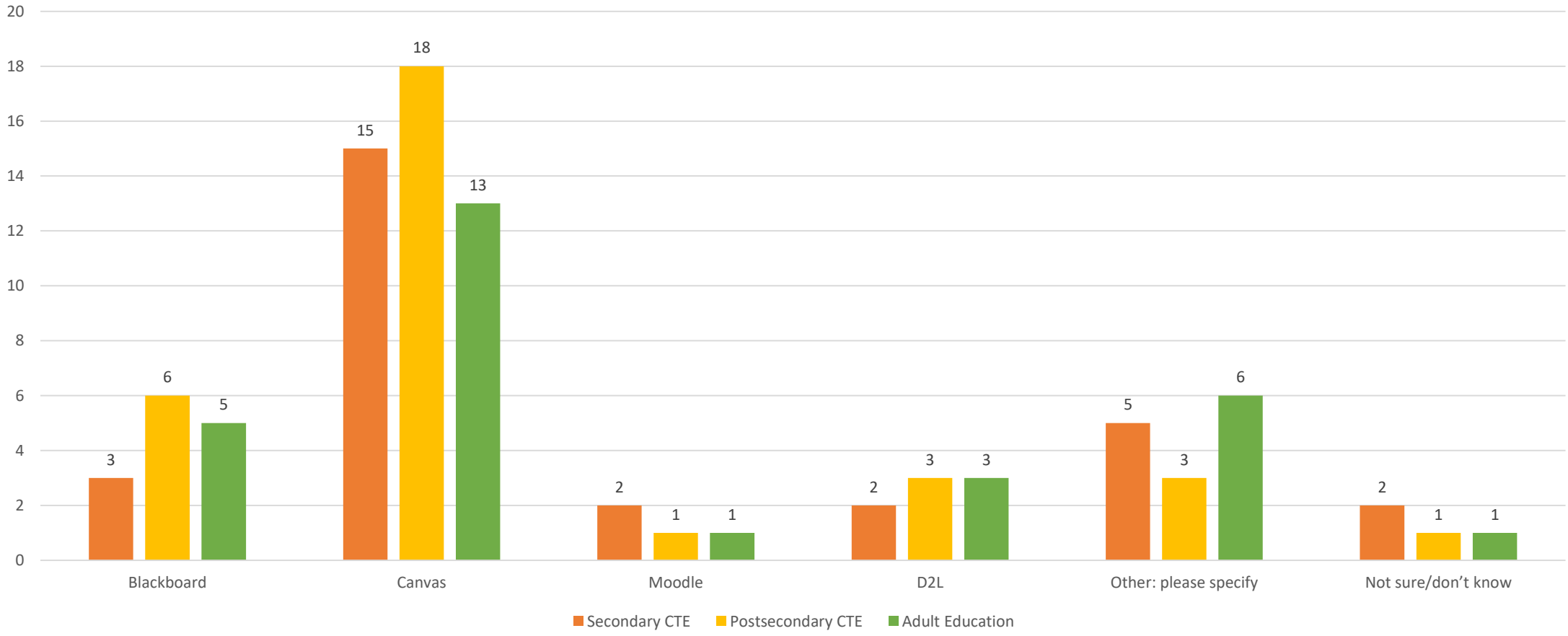
# Career Center Survey

Preliminary Results

# Select the student information system that houses student data. *n=35*



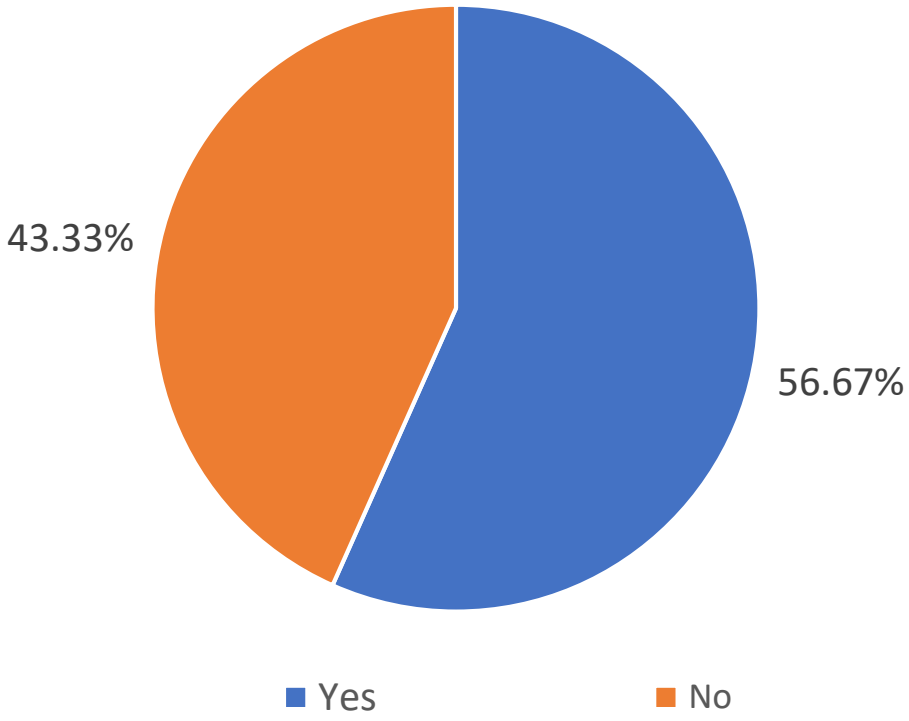
# Select the learning management system available to students in your district. n=36



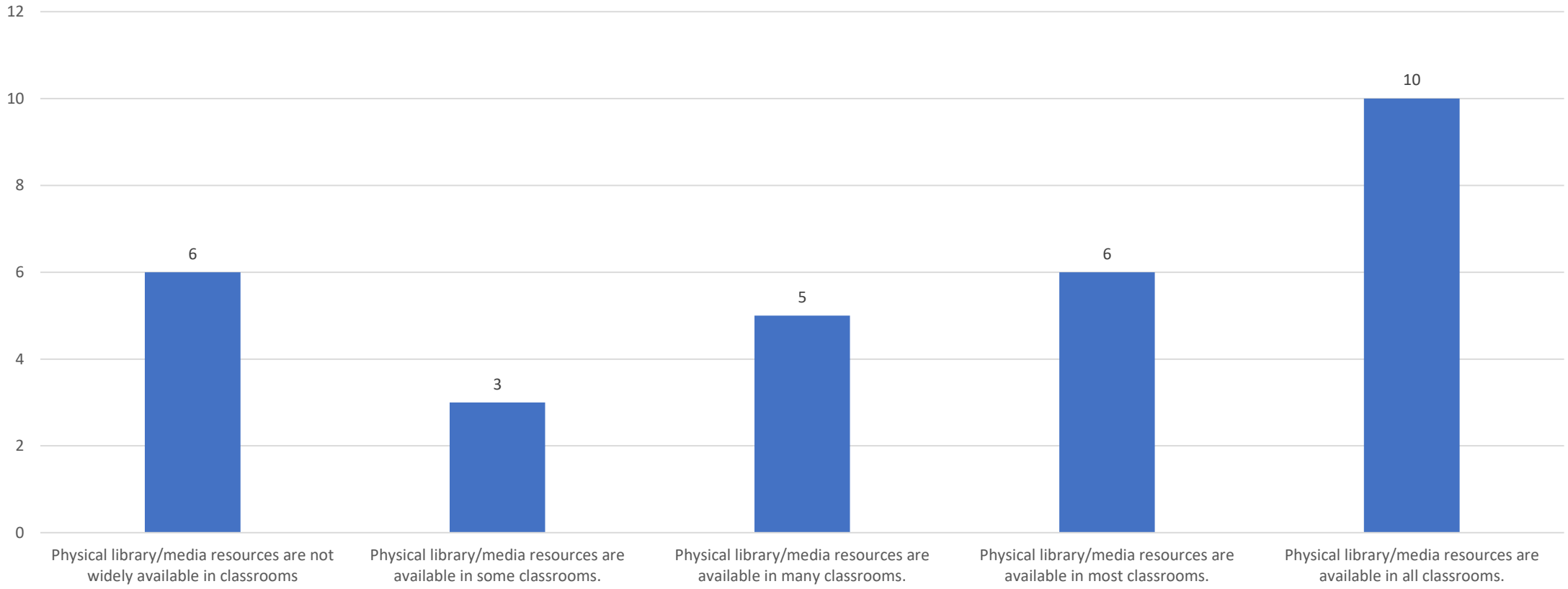
# For postsecondary CTE students, identify the program audit system currently used to track and monitor student progress. n=26

- Majority (92%) of responses were other
  - Of those most were Focus, with a few mentions of Skyward and Campus Solutions

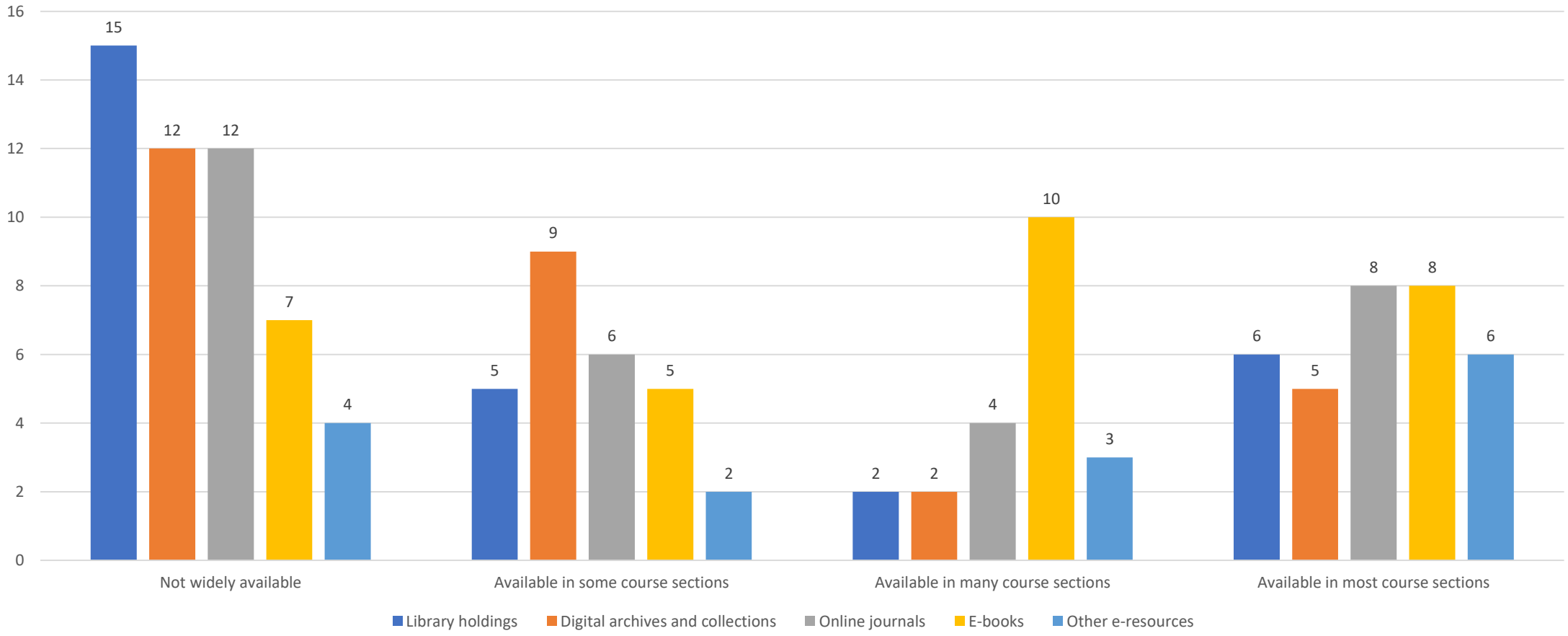
# Does your center have a physical centralized library/media center? n=30



# Please indicate the availability of physical library/media resources available in classrooms. n=30



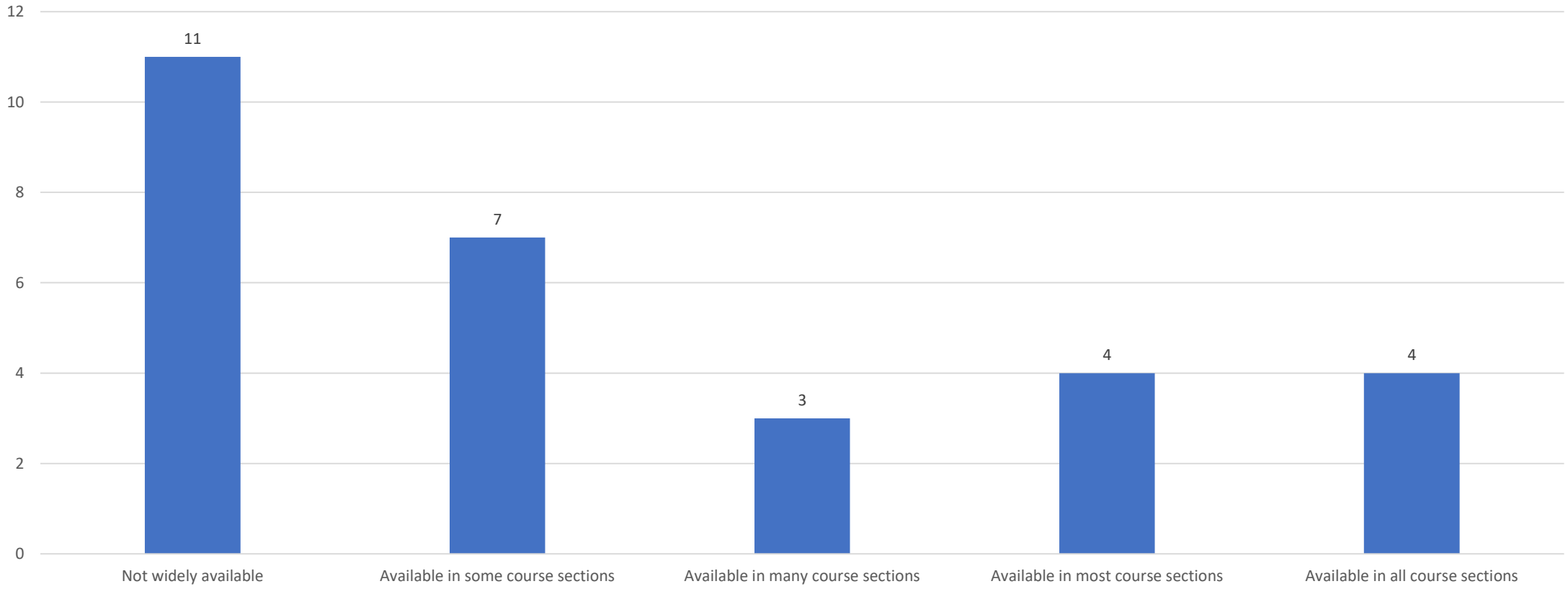
# What electronic library and media resources are available to postsecondary CTE students? n=31



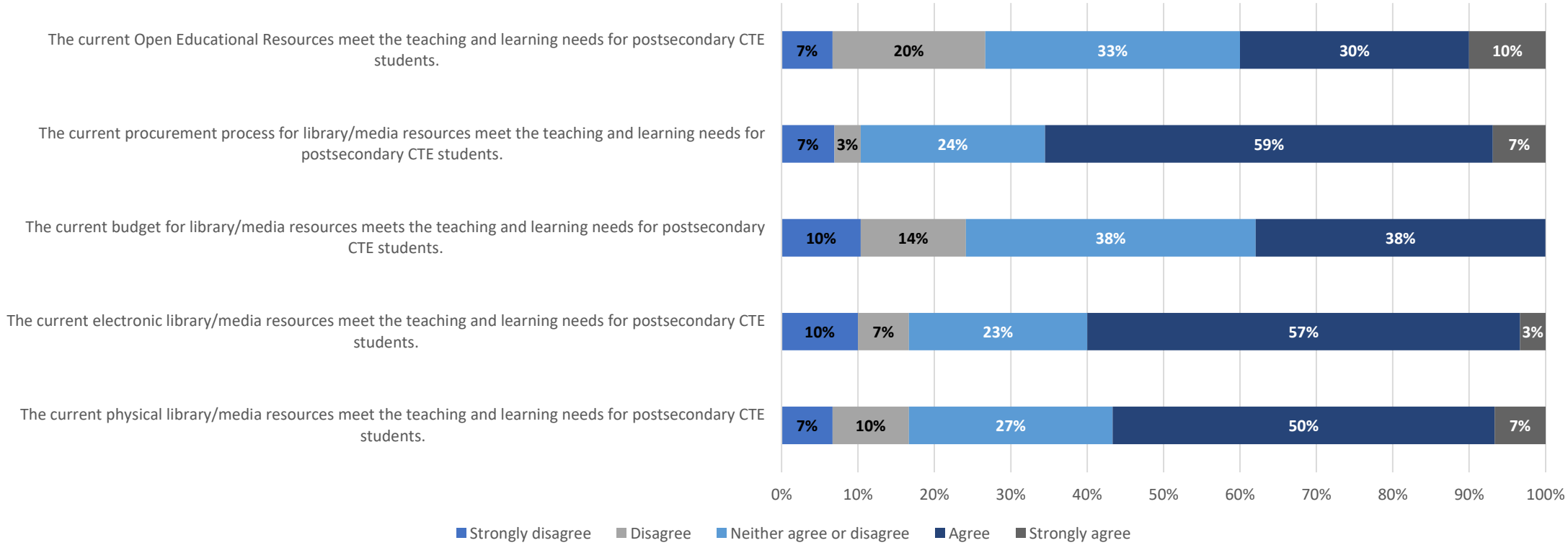
# Who makes decisions about purchasing library materials (either print or electronic)?

- Most common answers included or were a combination of:
  - The Director
  - The Principal
  - The Media Specialist
- A few answers mentioned faculty and administrators or the district.

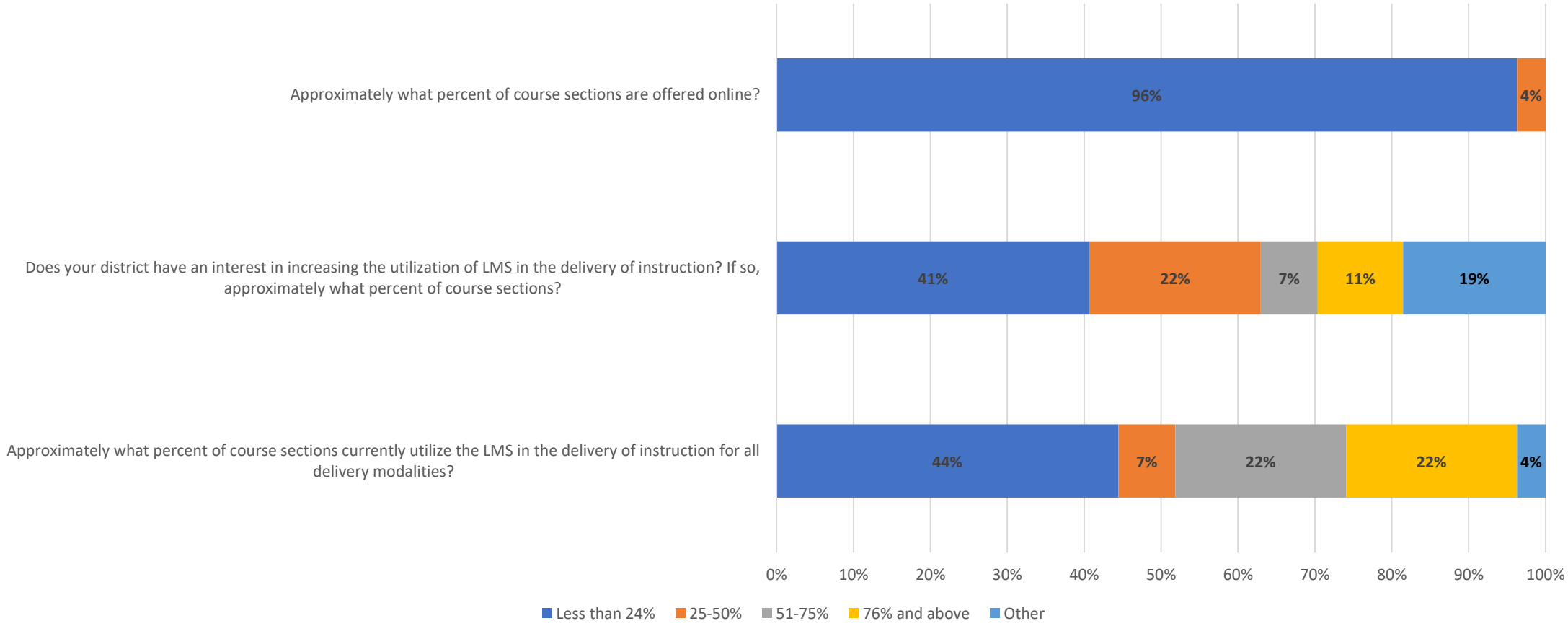
# What is the availability of open educational resources (OER) for postsecondary CTE students? n=29



# Rate your agreement with the following statements related to library/media resources. n=29-30



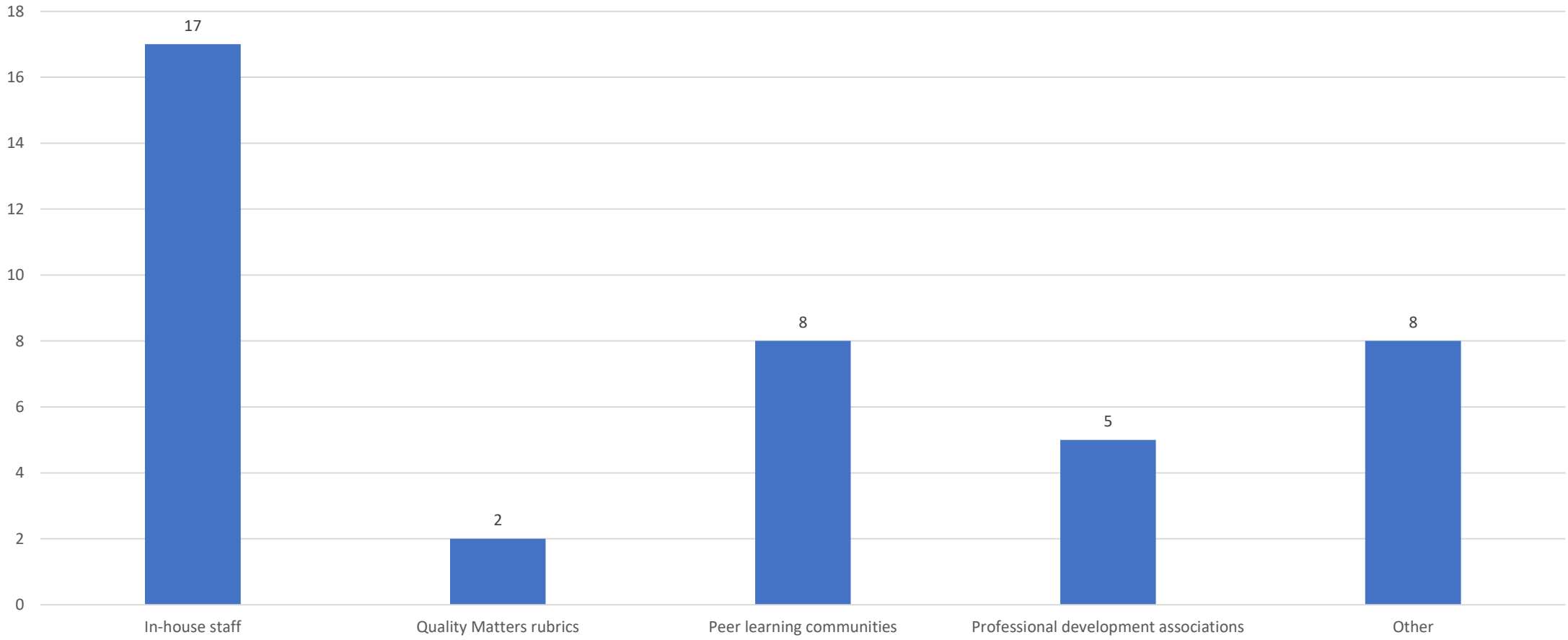
# Instructional Design and Delivery n=27



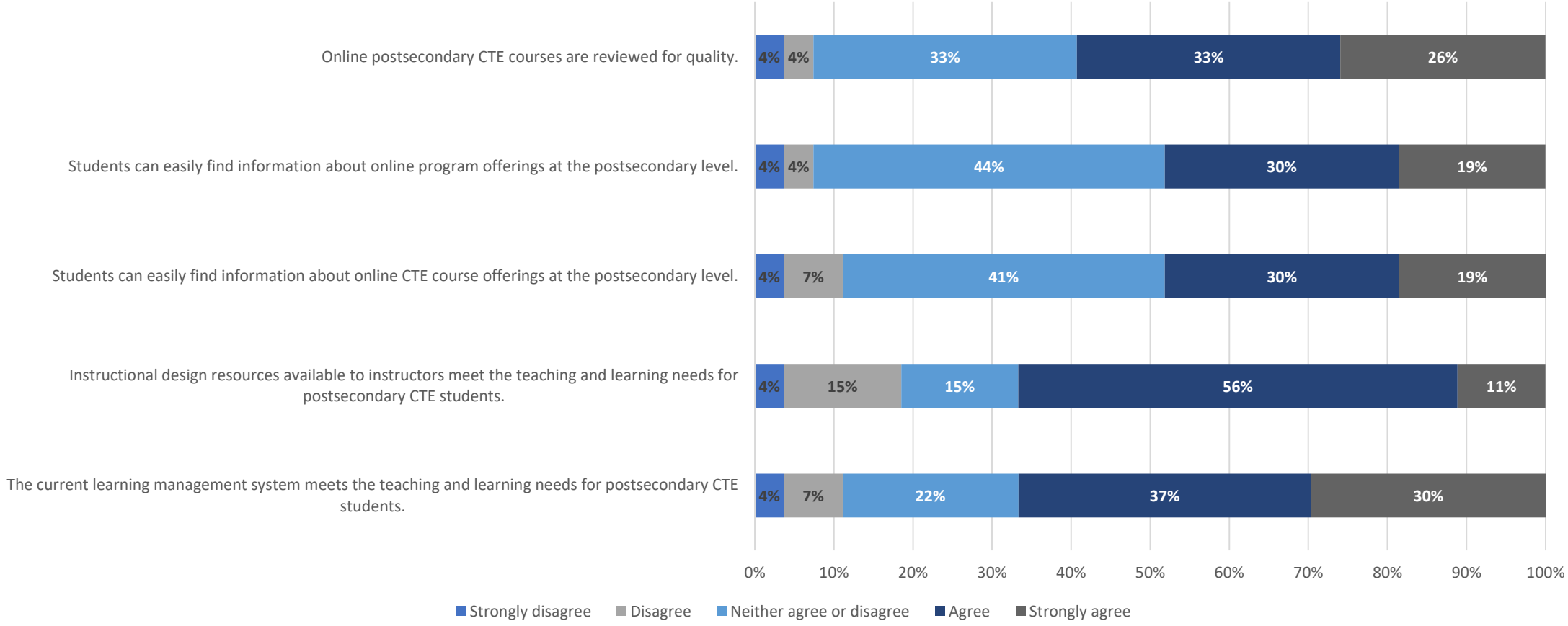
# What resources are available for instructors related to instructional design when creating course shells?

- Common answers included:
  - Canvas and FACTE professional development
  - Internal training
  - Support employee for LMS or Instructional coaches

# What resources are available for instructors to evaluate the quality of online courses? n=26



# Rate your agreement with the following statements related to instructional delivery. n=27



# Appendix D

Joint Memo from Chancellors Requesting Services be Cost Out (November 30, 2021)

Richard Corcoran
Commissioner
Florida Department of Education
325 West Gaines Street, Suite 1514
Tallahassee, Florida 32399

Marshall M. Criser III
Chancellor
State University System of Florida
325 West Gaines Street, Suite 1614
Tallahassee, Florida 32399

**MEMORANDUM**

**TO :** Tim Brown, Northwest Regional Data Center

**FROM:** Chancellor Kathryn S. Hebda, Division of Florida Colleges
Chancellor Henry Mack, Division of Career and Adult Education
Chancellor Marshall M. Criser III**,** State University System of Florida

**DATE:** November 30, 2021

**SUBJECT: Analysis of Effort to Expand Access to Career Centers**

In 2021, the Florida Legislature passed House Bill (HB) 847 to revise statutory provisions related to Florida's statewide Internet-based catalog, online student advising services and library services. The bill required that a recommendation be developed for a process by which career centers would access appropriate postsecondary distance learning, student support services and library assets.

As a first step in the process, the Florida Department of Education requested that all districts operating career centers complete a survey in fall 2021 to inform the identification of appropriate services. A copy of survey findings is attached for reference. Based on satisfaction with existing resources and interest in services under the Florida Postsecondary Library Network, we identified the following services as potentially appropriate for career centers to access.

- Group Licensing Electronic Resources
- FloridaShines Website Content
- College Readiness Planning Tools
- Academic Success Worksheets
- Programs Catalog
- Institution Profiles
- Testing Center Database
- Transcripts
- Progress to Graduation
- Impact of Changing Majors
- Contracting for Products and Services
- Professional Development and Training
- Quality / Instructional Design Network

We request that Northwest Regional Data Center, the host entity for the Florida Postsecondary Library Network, provide an analysis of the resources necessary to expand access and assets to centers and their students. The analysis should include, for each resource, the:

1. Florida Virtual Campus staff effort;
2. Estimated cost (one time and recurring);
3. Career center institutional effort;
4. Feasible timeline for implementation and associated operational steps; and
5. Any additional information the Commissioner of Education and Board of Governors Chancellor should consider when making their recommendation.

Please submit the analysis to Dr. Carrie Henderson, Executive Vice Chancellor, at Carrie.Henderson@fldoe.org by February 25, 2022. Upon receipt of the analysis, we will produce a recommendation by June 1, 2022, for how Florida may expand access and assets to centers and their students.

Please contact Dr. Henderson for questions. Thank you for your assistance.

KH/HM/MC

Attachment

c: Dr. John Opper, Florida Virtual Campus
Elijah Scott, Florida Virtual Campus
Dr. Nancy McKee, State University System of Florida
Dr. Carrie Henderson, Division of Florida Colleges
Kathleen Taylor, Division of Career and Adult Education
Dr. Eric Hall, Florida Department of Education
Bethany Swonson, Florida Department of Education

# Appendix D

## FLVC Analysis of Effort to Expand Access to Career Centers

# Memorandum

**TO:** Dr. Carrie Henderson, Florida College System

**FROM:** Tim Brown, Northwest Regional Data Center / Florida Virtual Campus
Dr. John Opper, Florida Virtual Campus
Elijah Scott, Florida Virtual Campus

**DATE:** February 24, 2022

**SUBJECT:** Analysis of Effort to Expand Access to Career Centers

In response to your request, the Florida Virtual Campus has prepared an analysis of the resources necessary to expand access and assets to career centers and their students. This analysis includes the following services, identified in the fall 2021 survey to the career centers:

- Group Licensing Electronic Resources
- FloridaShines Website Content
- College Readiness Planning Tools
- Academic Success Worksheets
- Programs Catalog
- Institution Profiles
- Testing Center Database
- Transcripts
- Progress to Graduation
- Impact of Changing Majors
- Contracting for Products and Services
- Professional Development and Training
- Quality / Instructional Design Network

The analysis includes, for each resource, the:

1. Florida Virtual Campus staff effort;
2. Estimated cost (one time and recurring);
3. Career Center institutional effort;
4. Feasible timeline for implementation and associated operational steps; and
5. Additional information the Commissioner of Education and Board of Governors Chancellor for consideration.

Please contact Mr. Tim Brown at tim_brown@nwrdc.fsu.edu, for questions.

Attachment

1753 W. Paul Dirac Dr.
Tallahassee FL
32310

850.922.6044
FLVC.ORG

| Service | Florida Virtual Campus Staff Effort | Estimated Cost (One Time and Recurring) | | | Career Center Institutional Effort | Timeline for Implementation | Additional Information |
|---|---|---|---|---|---|---|---|
| | **Position** | **Cost** | **Infrastructure / System Cost** | **One Time / Recurring** | | | |
| **FloridaShines Website Content** | 1 FTE District CTE Program Coordinator<br>1 FTE FCS CTE Program Coordinator<br>1 FTE Graphic / Web Designer | $80,500<br>$80,500<br>$80,500 | *No anticipated additional cost* | Recurring | •Centers will need to provide content and data as needed for development.<br>•Centers will need to assign a liaison to serve as FLVC main contact.<br>•Centers may need to participate in surveys or feedback requests for material development.<br>•Once implementation is completed, Centers may need to assist in marketing and informing their students of availability of resources. | Effort can start immediately upon receipt of funding and staff placement. | |
| **College Readiness Planning Tools** | *Program Coordinators & Designer would support this effort* | | *No anticipated additional cost* | | | Effort can start immediately upon receipt of funding and staff placement. | |
| **Academic Success Worksheets** | *Program Coordinators & Designer would support this effort* | | *No anticipated additional cost* | | | Effort can start immediately upon receipt of funding and staff placement. | |
| **Programs Catalog** | *Program Coordinators would support this* | | *No anticipated additional cost* | | | 6-12-month implementation, to add information about | |
| **Institution Profiles** | *Program Coordinators would support this* | | *No anticipated additional cost* | | | 6-12-month implementation, to add information about | |
| **Testing Center Database** | *Program Coordinators & Developer would support this effort* | | *No anticipated additional cost* | | | Discovery Phase needed prior to determining timeline. Discovery phase can start immediately upon receipt of funding and staff placement. | |
| **Transcripts** | 4 FTE Developers<br>2 FTE Project Managers<br>1 FTE Cloud Platform Engineer | $426,000<br>$80,500<br>$106,500 | $100,000 to include infrastructure costs for Liferay, Gluu, and Azure. | Recurring | This estimate assumes that Centers have a Student Information System, with integration capabilities, and that Centers will work with the technology and services we FLVC currently has in place. Varies by infrastructure of each institution. Additional effort would be identified during Discovery Phase. At a minimum, Center Development Staff would need to participate in meetings and manage integrations. | Discovery Phase needed prior to determining timeline. Discovery phase can start immediately upon receipt of funding and staff placement. | This estimate assumes research, planning, establishing, and maintaining connections with 46 career centers throughout the state. This estimate assumes that student information systems and other platforms vary greatly, particularly between k12 and postsecondary systems. Development work may require additional FLVC development staff, based on Discovery Phase results. Additional cost for software and other platform integrations may be identified during Discovery Phase. |
| **Progress to Graduation** | *Program Coordinators & Developer and other technical staff would support this effort* | | Additional cost for software and other platform integrations may be identified during Discovery Phase. | | This estimate assumes that Centers have a Student Information System, with integration capabilities, and that Centers will work with the technology and services we FLVC currently has in place. Varies by infrastructure of each institution. Additional effort would be identified during Discovery Phase. At a minimum, Center Development Staff would need to participate in meetings and manage integrations. | Discovery Phase needed prior to determining timeline. Discovery phase can start immediately upon receipt of funding and staff placement. | This estimate assumes research, planning, establishing, and maintaining connections with 46 career centers throughout the state. This estimate assumes that student information systems and other platforms vary greatly, particularly between k12 and postsecondary systems. Development work may require additional FLVC development staff, based on Discovery Phase results. Additional cost for software and other platform integrations may be identified during Discovery Phase. |
| **Impact of Changing Majors** | *Program Coordinators & Developer and other technical staff would support this effort* | | Additional cost for software and other platform integrations may be identified during Discovery Phase. | | This estimate assumes that Centers have a Student Information System, with integration capabilities, and that Centers will work with the technology and services we FLVC currently has in place. Varies by infrastructure of each institution. Additional effort would be identified during Discovery Phase. At a minimum, Center Development Staff would need to participate in meetings and manage integrations. | Discovery Phase needed prior to determining timeline. Discovery phase can start immediately upon receipt of funding and staff placement. | This estimate assumes research, planning, establishing, and maintaining connections with 46 career centers throughout the state. This estimate assumes that student information systems and other platforms vary greatly, particularly between k12 and postsecondary systems. Development work may require additional FLVC development staff, based on Discovery Phase results. Additional cost for software and other platform integrations may be identified during Discovery Phase. |
| **Contracting for Products and Services** | *Program Coordinators would support this effort* | | *No anticipated additional cost* | | | Effort can start immediately upon receipt of funding and staff placement. | |
| **Professional Development and Training** | *Program Coordinators would support this effort* | | *No anticipated additional cost* | | | Effort can start immediately upon receipt of funding and staff placement. | |

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| **Quality / Instructional Design Network** | 1 FTE Instructional Designer | $80,500 | Cost of Canvas platform may increase based on number of users. | Recurring | This information assumes that Centers have an interest in developing online courses or moving their existing courses to the online environment. Faculty and Academic Affairs involvement may be required for curriculum assistance. | 6-12-month implementation, to provide online course design assistance, depending on curriculum and scope. | |
| **Group Licensing Electronic Resources** | 2 Help Desk staff to support all FLVC services and resources<br>1 Library Support and Training Library Services Analyst<br>2 Electronic Resources Library Services Analysts<br>1 Electronic Resources Program Manager | $138,000<br>$69,000<br>$138,000<br>$119,000 | <u>Group Licensing for Electronic Resources</u><br>Cost varies by resource and FTE.<br>FLVC provides a "catalog" of approximately 40 e-resources that centers can select from. | Recurring | Select Group Licensed E-Resources for purchase; inform FLVC.<br>Provide links to e-resources to their students; market and inform their students of availability of resources. | | •Help Desk staff listed here would support all FLVC services for career centers.<br>•FLVC needs a list of current contracts at each Career Center for library e-resources.<br>•FLVC recommends that all library e-resource contracts be centralized at FLVC. |
| | | | •$118,234 total annual subscription cost for all Career and Technical Centers.<br><br>• <u>ProQuest for Career and Technical Education Database:</u><br>*The Career & Technical Education Database provides vocational information, offering full text journals, magazines, blogs, and video content. Students and instructors can research vocational topics, including computer science, engineering, healthcare, building trades, law enforcement, food industry, sales and retail, and transportation. Agricultural Research, Computer Technology Review, Law & Order, Nutrition and Food Science, and Printed Circuit Design are just a few of the titles available in the Career& Technical Education Database.* | Recurring | | | |
| | | | Quotes requested from EBSCO. There are two pricing models.<br><br><u>Individual Site Prices per database –</u><br>Vocational & Career Collection = $2,995<br>Vocational Studies Complete = $9,995<br>LearningExpress Library Complete (with Job & Career Accelerator and Computer Skills) = $2,975<br>Business Skills Accel5 Collection = $1,295<br>Prenda = $1,295<br>Entrepreneurial Mindset Training = $1,295<br>Auto Repair Source = $1,295<br>Home Improvement Reference Center = $1,295<br>Small Engine Repair = $1,295<br>Small Business Reference Center = $1,295<br>Legal Information Reference Center = $1,295<br><br><u>Individual database Price for all 180 locations and ~54,411 FTE –</u><br>Vocational & Career Collection = $40,810<br>Vocational Studies Complete = $65,295<br>LearningExpress Library Complete (with Job & Career Accelerator and Computer Skills) = $40,810<br>Business Skills Accel5 Collection = $27,200<br>Prenda = $27,200<br>Entrepreneurial Mindset Training = $27,200<br>Auto Repair Source = $27,200<br>Home Improvement Reference Center = $27,200 | Recurring | | | Vendor can offer discounts for multiple database purchases –<br>Buy any 2 get 10% discount<br>Buy any 3 get 15% discount<br>Buy any 4 get 20% discount<br><br>Vendor quotes and pricing may change after 90 days. At a minimum, anticipate 3% annual increase. |
| | | | $20,000 estimate based on FTE. OpenAthens Authentication and Statistics Platform. | Recurring | | | |