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Memorandum Number 06-27

November 29, 2006

TO: Community College Presidents

FROM: J. David Armstrong, Jr.

SUBJECT: Adult General Education Instructional Hours Reporting Procedures

In my Memorandum (Number 06-14) issued on May 15, 2006, new reporting procedures for adult general education programs were announced for implementation in the 2006-07 reporting year. These procedures established a minimum enrollment threshold, mandatory withdrawal procedures and a maximum number of fundable hours per year. All institutions were required to start reporting instructional hours in the student database using the new mandatory withdrawal procedures beginning with the summer 2006 term. The Community College and Technical Center Management Information Systems (CCTCMIS) will implement the minimum enrollment threshold and the maximum number of fundable hours per year for calculating the Funded FTE. Because the maximum hours are for the year, this will not affect the Funded FTE until the FTE-2 report. However, when evaluating the FTE estimates for adjustments to the adult general education FTE, the effects of the implementation of the new procedures on your institution must be included in the evaluation. These new reporting procedures are in line with the department's Strategic Imperative 6: Align Workforce Education with the Skill Requirements of the New Economy.

The Department will be monitoring the submission of instructional hours following data submissions for summer, fall, and spring to examine the effect of the new procedures on fundable FTE. The Department has developed accountability reports that will be analyzed following each data submission in the 2006-07 reporting year. In addition, the Legislature has indicated that the instructional hours reported will be audited by the Auditor General to ensure compliance with the new procedures.

J. DAVID ARMSTRONG, JR.

Chancellor, Community Colleges and Workforce Education

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The accountability reports will be used to examine the effect of new procedures on funding formulas that determine the 2007-08 funding allocations to colleges. To assist in the Department's review of the implementation of the new procedures, please submit copies of written procedures developed by your institution regarding the following: 1) withdrawal of students for non-attendance; and, 2) documentation of participation/attendance in online and open lab environments. These documents will be archived within the Division and made available to the Auditor General and legislative staff upon request.

Please submit these documents by December 15, 2006, for the review of division and department personnel to Tara Goodman, 744 Turlington Building, 325 W. Gaines Street, Tallahassee, Florida 32399. If you have any questions, please contact Tara Goodman at (850) 245-9002.

JDA/tg