

FLORIDA DEPARTMENT OF EDUCATION



John L. Winn
Commissioner of Education



Memorandum Number 07-05

February 16, 2007

MEMORANDUM

TO: Community College Presidents

FROM: J. David Armstrong, Jr.

SUBJECT: 2006-07 FULL TIME EQUIVALENT (FTE) 2 Estimates
DUE: 5:00 p.m. EST, February 23, 2007

To assist the Florida Department of Education to reach its goal of *Quality Efficient Services*, it is important for the Community College System to provide accurate Full Time Equivalent (FTE) enrollment estimates to the Legislature. An Enrollment Estimating Conference is scheduled for February 28, 2007, to review the most recent 2006-07 FTE Estimates for the community colleges. The FTE-2 Estimates have been generated from the Student Data Base Summer and Fall End-of-Term and Winter/Spring Beginning-of-Term data. The FTE-2 Estimates include lower division FTE only. As directed by the Enrollment Estimating Conference, the non-credit FTE estimates, by program area, are the FTE for the prior year. The credit FTE estimates are generated the same as in the past.

Community College Technical Center Management Information Systems (CCTCMIS) staff has created, in Excel, a form for the colleges to report adjustments. Instructions to access the Adjustments Form will be emailed to the Reports Coordinator at each college. Instructions for completing and submitting the Adjustments Form are attached.

J. DAVID ARMSTRONG, JR.
Chancellor, Community Colleges and Workforce Education

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The Division is asking each institution to review the FTE-2 Estimates and to make adjustments as needed. When reviewing the estimates, it is important that the estimates by program area be accurate as well as the college total.

Each college must submit an FTE-2 Estimates Submission Form to CCTCMIS. Attach to the Submission Form all narratives justifying the adjustments to the enrollment estimates. The Submission Form is attached. NOTE: A narrative justification must accompany the college response **even** if the enrollment growth is zero or negative. The adjustments **must** be based on factors other than the college's estimate and the justifications must explain these factors. The Enrollment Estimating Conference members expressly stated at the last meeting that a college's estimate is not an acceptable justification.

The data submission and the 2006-07 FTE-2 Enrollment Estimates Submission Form **must** be received by the Division by **5:00 p.m. EST, February 23, 2007**. The Submission Form is required.

Please email the completed 2006-07 FTE-2 Adjustments Form to robert.mcmullen@fldoe.org. Please FAX or mail the 2006-07 FTE-2 Estimates Submission Form and narratives to:

Attn: Robert G. McMullen
Florida Department of Education
325 West Gaines Street, Suite 1324
Tallahassee, Florida 32399-0400

FAX: Suncom 205-9499
or (850) 245-9499

If you have any questions, please call Robert McMullen at SUNCOM 205-9501 or (850) 245-9501 or email robert.mcmullen@fldoe.org.

JDA/rm

Attachments