

# COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

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## In This Issue:

[Clock Hour Data](#)

[July Meeting  
Webcast](#)

[FAPSC Conference](#)

[Student Films](#)

[Ask Licensure](#)

[Calendar](#)

[Contact Us](#)

## Important Dates:

July 23  
Commission Meeting  
Hollywood

August 16  
November Renewals  
Due

September 20-21  
Commission Meeting  
Orlando

## CIE Website Links:

[CIE Home](#)

[Institution Login](#)

[Rules & Law](#)

[Staff Directory](#)

## AGENDA INFORMATION

<b>Location:</b> Westin Diplomat Resort and Spa 3555 South Ocean Drive Hollywood, Florida 33019 954.602.6000	<b>Date and Time:</b> July 23, 2007 – 9 a.m.
<b>Webcast:</b> Go to <a href="http://www.fldoe.org/cie">www.fldoe.org/cie</a> the day of the meeting and click on the webcast link.	<b>Webcast Requirements:</b> Windows Media Player version 9 or higher

## WHY DOES CIE NEED CLOCK HOUR DATA?



As part of the annual renewal of licensure, the institutions licensed by the Commission for Independent Education submit information about their programmatic offerings using the Program Outline form. Those institutions that use a credit hour system often neglect to include the clock hours and the credit hours, as well as the clock to credit conversion formula, in their annual data submission for diploma and associate degree programs.

So, why does the CIE need the clock hours for diploma programs and associate degrees? Those data become very important when the CIE attempts to assign the correct Classification of Instructional Program (CIP) code to each licensed program of study. Our program's CIP codes are evaluated against the CIP codes that are assigned to public programs and CIP codes may even be shared between comparable public and private programs.

Since we have institutions that are on the credit hour system (either semester hour or quarter hour) and schools that are on the clock hour system, it is difficult to make valid comparisons between our programs and the public sector's semester hour programs without a common denominator. The common element that exists across both sectors is the clock hour.

Having the ability to assign CIP codes across the public and nonpublic sectors allows the DOE to create accurate linkages from programs to occupational outcomes (using Standard Occupational Classification [SOC] codes). SOC codes provide the basis for the selection of potential Workforce Development training providers. In addition, the CIP codes are used by the Commission's Information Management System to determine which schools and colleges are included in the hundreds of information

requests we receive each year from students that seek to find institutions offering certain programs of study. Without the clock hours, it is possible that your program may be assigned a less accurate CIP code and you may miss out on potential students.

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### JULY MEETING WILL BE BROADCAST ON THE WEB



The July meeting of the Commission for Independent Education (CIE) will be webcast on the CIE web site ([www.fldoe.org/cie](http://www.fldoe.org/cie)) on July 23<sup>rd</sup> beginning at 9:00 a.m. An icon will be added to the CIE website's Home Page that will "link" to the webcast page. Click on the link named "**Webcast with Windows Media Player**" after you access the webcast page. This link will be activated approximately 30 minutes prior to the start of the meeting.

The webcast will be broadcast in a format that can only utilize Windows Media Player. You must have Media Player version 9 or higher (a link to the Windows Media Player free download will be on the webcast page). If you have further questions, please call Max Ketterman at (850) 245-3200.

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### FAPSC CONFERENCE TO BE HELD JULY 24-27



The Florida Association of Private Schools and Colleges (FAPSC) will hold their annual conference at the Westin Diplomat Resort and Spa in Hollywood (the same location as the CIE meeting) on July 24 - 27, 2007. Workshops for administrators will be held on Wednesday and Thursday and the Friday agenda will be dedicated to faculty workshops.

More information about the conference may be found at the FAPSC website-<http://www.fapsc.org/>.

## STUDENTS AT A LICENSED INSTITUTION HAVE THEIR FILMS SCREENED AT CANNES FESTIVAL



We are pleased to inform you that two Palm Beach Film School student films were selected for screening at the 2007 Cannes Film Festival in Cannes, France in the Short Film Corner category.

The first film was Keri Lurtz's film "Unconditional," an 18 minute drama about an unhappy, desperate, and racist soul searching for unconditional love. The second film was John Martinez's "The Profound Moment," a 13 minute drama/comedy about a desperate mother (Mary Ann Leavitt) who makes a last ditch effort to reunite her two wacky sons (Bruce Linser and Josh Medeiros) who

haven't spoken in years.

On behalf of the Commission for Independent Education, we wish to congratulate these young filmmakers. Their achievements are indicative of the quality education provided by nonpublic postsecondary institutions to the students of Florida.

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## ASK LICENSURE



### ***Why is the Commission requiring me to submit an improvement plan?***

Institutions may be required, under certain circumstances, to submit an improvement plan. Commission Rule establishes criteria for the submission of three types of improvement plans – financial, retention and placement.

**Financial Improvement Plans** – Both accredited and non-accredited institutions with a negative working capital are required to develop Financial Improvement Plans. These plans identify strategies for increasing revenue in order to better support the students and mission of the school. Strategies could include decreasing advertising expenses, increasing tuition or fees, or cutting back on unnecessary expenses [Rule 6E-2.004(6), F.A.C.].

**Retention Improvement Plans** – Non-accredited institutions with retention rates less than 50% are required to develop Retention Improvement Plans. Strategies to improve retention rates could include providing additional counseling services, revising admissions policies to admit only those students who are able to successfully complete the programs, and adjusting class size [Rule 6E-2.004(10)(d), F.A.C.].

**Placement Improvement Plans** – Non-accredited institutions with placement rates that fall below 60% are required to develop Placement Improvement Plans. Strategies to improve placement could include providing job fairs, posting job boards, matching program offerings with local job demand, and providing additional instruction in resume writing and interviewing skills [Rule 6E-2.004(10)(c), F.A.C.].

Development of these three plans is only a first step. Their implementation should result in the improved financial stability of the institution, and increased retention and placement rates. The ultimate goal is to improve services to the students. Your Program Specialist will be able to assist in the development of your improvement plan.

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### CALENDAR

COMMISSION MEETING DATES AND LOCATIONS	> NEW INSTITUTE > SUBSTANTIVE CHANGES > CHANGE OF OWNERSHIP/CONTROL  MUST BE RECEIVED <u>NO LATER THAN:</u>	> ANNUAL RENEWALS PROGRAM > ADDITIONS/MODIFICATIONS > AND ALL OTHER LICENSE RELATED MATTERS  MUST BE RECEIVED <u>NO LATER THAN:</u>
July 23, 2007 Hollywood	Friday March 16, 2007	Friday April 27, 2007
September 20-21, 2007 Orlando	Tuesday May 22, 2007	Thursday June 21, 2007
November 15-16, 2007 Orlando	Monday July 16, 2007	Thursday August 16, 2007

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### HOW TO CONTACT US

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