

# COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

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## Important Dates:

**March 18**  
Commission Meeting  
Lake Mary

**April 27**  
Renewal Applications  
Due for July

**July 27**  
Commission Meeting  
Miami Beach

## CIE Website Links:

[CIE Home](#)

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## Agenda Information

Location:	Date and Time:
<a href="#">Orlando Marriot Lake Mary</a> 1501 International Parkway Lake Mary, FL 32746 (800) 380-7724 <a href="#">Map</a>	March 18, 2009 Beginning at 9 a.m.
Webcast:	Webcast Requirements:
Go to <a href="http://www.fldoe.org/cie/agenda.asp">http://www.fldoe.org/cie/agenda.asp</a> the day of the meeting and click on the webcast link.	Windows Media Player version 9 or higher

## Committee Meetings to be Held

The Rules Committee will be meeting at the Orlando Marriot Lake Mary on March 17, 2009 from 9:00 a.m. until 12:00 p.m.

The Accreditation Review Committee will be meeting at the Orlando Marriot Lake Mary on March 17, 2009 beginning at 1:00 p.m.

A copy of the agenda may be obtained by calling the Commission office at (850) 245-3200.

## CIE Annual Data Collection and FETPIP Data Collection have Ended

The Commission for Independent Education began its 2007-2008 Annual Data Collection, as well as its FETPIP Data Collection, on October 1, 2008. That information gathering effort ended on December 31, 2008. We wish to thank all of the institutions that submitted their data through the CIE web-based application.

Those institutions that voluntarily participated in the FETPIP Data Collection can expect to receive their 2007-2008 FETPIP Reports in October of 2009.

## DOE Curriculum Frameworks

The Commission often refers to the Florida Department of Education's (DOE) Curriculum Frameworks as a guideline for establishing the content of vocational program offerings. These standards, established by curriculum experts at the DOE, also provide a way for nonpublic educators to measure the content of their programs against the standards that have been set by the DOE. The Curriculum Frameworks establish student performance standards, instructional activities, and the desired outcomes for many career education programs.

This information is available for FREE for nonpublic, as well as, public postsecondary institutions. To access the DOE's Curriculum Frameworks just do the following:

Using your Internet browser, go to <http://www.fldoe.org/workforce/>

Click on Curriculum in the left side of the page (left side bar).

In the section marked "Academic Year 2008/2009 Frameworks By Career Cluster" click on the desired career cluster.

Click on the Program Title (at the top of the section) in order to view a Word document containing the Curriculum Frameworks.

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### Ask Licensure

#### **Under what circumstances am I required to submit a financial improvement plan?**

Commission Rule states that an institution's annual financial statement shall demonstrate that the current assets of the institution exceed the current liabilities. If the institution does not meet this requirement, the Commission requires submission of an explanation of the financial condition of the institution. This explanation must also include a Financial Improvement Plan [Rule 6E-2.004(6), F.A.C.].

#### ***Who develops the plan and what does it include?***

Your chief financial officer or school administrator can develop the plan. This plan includes strategies for increasing revenue in order to better support the students and mission of the school. When developing your plan, make the plan *student* specific. Examples of student specific strategies could include

- Developing measures to increase retention such as targeting students who would most likely succeed and benefit from the program;
- Adjusting tuition or fees by monitoring local competition and business demand; and
- Adjusting scheduling to allow working students to enroll.

You also want to make your plan *institution* specific. Examples of institution specific strategies could include:

- Examining how your money is budgeted in order to determine cost savings;
- Adjusting staffing and faculty/administrative salaries;
- Identify funding sources, such as private donors for student grants and loans, local government grants, etc;
- Discontinuing poorly performing programs;
- Reviewing equipment needs to determine if it would be more cost effective to maintain older equipment, or invest in newer equipment; and
- Revamping marketing and advertising plans.

These are just a few of the many ways in which institutions can increase revenue. When developing your strategies, it is important that you tie the dollar savings to each strategy.

If you are required to submit a Financial Improvement Plan, it will be included with your renewal application package in order for the Commission to review it at their regularly scheduled meeting.

Development of this plan is only a first step and its implementation should result in the improved financial stability of the institution. Review and modify your plan during the following year in order to realize continued cost-savings. The ultimate goal is to maintain and improve services to your students. If you have any difficulty designing or implementing your Financial Improvement Plan, your Program Specialist will be happy to assist you.

### Calendar

COMMISSION MEETING DATES AND LOCATIONS	➤ NEW INSTITUTION  MUST BE RECEIVED NO LATER THAN:	➤ ANNUAL RENEWALS PROGRAM ADDITIONS/MODIFICATIONS AND ALL OTHER LICENSE RELATED MATTERS  MUST BE RECEIVED NO LATER THAN:
March 18, 2009 Orlando	Tuesday November 18, 2008	Thursday December 18, 2008
May 8, 2009 Orlando	Thursday January 8, 2009	Monday February 9, 2009
July 27, 2009 Miami Beach	Friday March 27, 2009	Monday April 27, 2009

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### How to Contact Us

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