FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

MEMORANDUM 30-2019-11

TO: Florida College System Reports Coordinators

FROM: Juan Mestre,

DATE: October 26, 2018

SUBJECT: Reporting Year 2017-2018 Vocational Level II Program Reviews

DUE DATE: November 30, 2018

The web application is currently available to submit the 2017-2018 Vocational Level II Program Reviews. You may print a report of all the program reviews being submitted to verify that they were entered correctly. The application web login address is http://data.fldoe.org/aavoc/AAVocLogin.cfm.

Instructions for using the application and associated report are attached. Please forward the necessary information to your appropriate office staff who are responsible for entering and verifying these program reviews.

Once you have completed entering these reviews and verified the data using the report, email Linda Wheatcraft-Smith and copy Kimberly Pippin.

Program reviews must be submitted no later than Friday, November 30, 2018.

If you have any questions, please contact Linda Wheatcraft-Smith.

JM/ls

Attachments

cc: Executive Assistants to the President

INSTRUCTIONS

Community College and Technical Center MIS
Report of Completed Level II Vocational Program Review

Purpose For each vocational instructional program reviewed by the college, a record of the review information should be inputted into the application. This process will identify the programs reviewed, methods, findings, actions and any recommendations to the Division.

Program ID The CIP code will automatically be inserted when a program title is selected.

Program Award The award will automatically be inserted when a program title is selected.

Program Length The length of the program will automatically be inserted when a program title is selected.

Method of Review Check the appropriate item to indicate the method used to review the program. If you check the item labeled other - describe the method.

Needs or Problems Check all appropriate item(s) to indicate the needs or problems. If none of those listed apply, check item labeled other and state the needs or problems.

Recommendations Check all recommendation(s) resulting from the review. If the recommendation is not listed, check the item labeled other and state the recommendation(s) .

FCS Recognition If you believe any of the needs or problems discovered, should be recognized by the FCS, check the appropriate item. If none of the first four apply, check the one labeled other and state the need(s) or problem(s).

Level II Program Review Reporting Instructions

A. Everything needed to complete the reports is in the web application.

B. When you access the website, select your college and enter the appropriate password.

C. Select the Add Vocational Review.

    i.   This option brings up the reporting screen for you to start entering your reports.

D. Be sure to select the **ADD Review** button each time to return and continue entering additional program reviews.

E. All required fields on the reporting screen must be entered before the record will be accepted.

    i.   ****Note**** *Text boxes for detailing problems or comments have been expanded.* If you exceed that amount you will encounter an error and an error page will be shown. To correct the problem; click your Back Button, and shorten the comments.

F. Once you have completed entering all the reports, please notify Linda Wheatcraft-Smith of your completed program review submissions at linda.wheatcraft-smith@fldoe.org and copy Kimberly Pippin at kimberly.pippin@fldoe.org.

G. A report feature is available so you can print a report of what program reviews have been entered.

H. When reviewing the report, if you find an error you will need to delete that particular program review and re-enter the information.