



**Quality Assurance and Compliance  
Onsite Monitoring Visit**

**Career and Technical Education**

**State College of Florida**

**November 30 – December 4, 2015**

**Final Report**



**State Board of Education**

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December 30, 2015

Dr. Carol F. Probstfeld, President  
State College of Florida  
Manatee - Sarasota  
5840 26<sup>th</sup> West Street  
Bradenton, Florida 34207

Dear Dr. Probstfeld:

We are pleased to provide you with the final monitoring report for the career and technical education programs at the State College of Florida, Manatee - Sarasota. The final report will also be placed on the Quality Assurance and Compliance website at <http://fldoe.org/academics/career-adult-edu/compliance>.

We appreciate the leadership and professionalism demonstrated by your staff during our visit. If we can be of any assistance, please contact Tashi D. Williams, director of Quality Assurance and Compliance, at 850-245-9033 or [Tashi.Williams@fldoe.org](mailto:Tashi.Williams@fldoe.org).

Thank you for your continuous commitment to improve educational services for Florida's students.

Sincerely,

Rod Duckworth

RD/twd/shm

Enclosure

cc: Daisy Vulovich, associate vice president, Corporate and Community Development  
Gloria Spradley-Brown, bureau chief, Grants Administration and Compliance  
Tashi, D. Williams, director, Quality Assurance and Compliance  
Shahrokh Massoudi, program specialist, Quality Assurance and Compliance  
Joycelyn Brinson, program specialist, Quality Assurance and Compliance

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Florida Department of Education  
Division of Career and Adult Education

**State College of Florida  
Career and Technical Education  
Quality Assurance and Compliance Monitoring Report**

## **I. INTRODUCTION**

The Florida Department of Education (FDOE), Division of Career and Adult Education (division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, is required to oversee the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance section is responsible for the design, development, implementation and evaluation of a comprehensive system of quality assurance including monitoring. The role of the quality assurance system is to assure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

## **II. AUTHORITY**

The FDOE receives federal funding from the U.S. Department of Education (USDOE) for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Career and Technical Education Act of 2006 and for Adult Education (AE) under the Adult Education and Family Literacy Act of 1998. FDOE awards subgrants to eligible providers to administer local programs. FDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and adult education/family literacy. Each state shall have procedures for reviewing and approving applications for subgrants and amendments to those applications, for providing technical assistance, for evaluating projects, and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations pursuant to 34 CFR 76.770, Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (UGG) for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education is required to oversee the performance of subgrantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

Additional citations noting pertinent laws and regulations and authority to monitor are located in the 2015-2016 Quality Assurance Policies, Procedures, and Protocols, Module A, Section 1.

## **III. QUALITY ASSURANCE POLICIES, PROCEDURES, AND PROTOCOLS**

The Quality Assurance Policies, Procedures, and Protocols manual was revised in the 2015-16 program year. The manual is provided to each provider prior to the monitoring visit. The manual provides a summary of each facet of the monitoring design and the process. It also contains protocols that may be used as agencies are monitored or reviewed. References may be made to the manual in this document; which is located on the division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

## **IV. PROVIDER SELECTION**

Various sources of data are used throughout the implementation of the quality assurance system. The monitoring component of the system is risk-based.

Risk assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the department and the division. A risk matrix, identifying certain operational risk factors is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and consideration of available resources are used to determine one or more appropriate monitoring strategy (ies) to be implemented.

The monitoring strategy for State College of Florida was determined to be an onsite visit. Notification was sent to Dr. Probestfeld, president, State College of Florida, on August 7, 2015. The designated representatives for the agency were Ms. Daisy Vulovich, associate vice president, Corporate and Community Development.

The onsite visit to the agency was conducted November 30, 2015, through December 4, 2015, by two representatives of the Quality Assurance and Compliance section of the division: program specialists Dr. Shahrokh Massoudi and Ms. Joycelyn Brinson.

**V. State College of Florida (SCF)**

**ENROLLMENT:**

Fiscal Year (FY) 2013-14

CTE Postsecondary 2,893 (possible duplication at the program level)

The provider was awarded the following grants for FYs 2013-14, 2014-15 and 2015-16:

**2013-2014**

Adult Education and Family Literacy  
Career and Technical Education

<u>Program</u>	<u>Grant Number</u>	<u>Total</u>	<u>Unexpended Funds</u>
Perkins - Postsecondary	412-1614A-4CP01	\$ 465,880.00	\$ 15,854.79

**2014-2015**

Career and Technical Education

<u>Program</u>	<u>Grant Number</u>	<u>Total</u>	<u>Unexpended Funds</u>
Perkins - Postsecondary	412-1615A-5CP01	\$ 416,183.18	\$ 19,275.82

**2015-2016**

Career and Technical Education

<u>Program</u>	<u>Grant Number</u>	<u>Total</u>	<u>Unexpended Funds</u>
Perkins - Postsecondary	412-1616A-6CP01	\$ 347,036.00	N/A

Additional information about the provider may be found at the following web address:

<https://www.scf.fl.edu>

**VI. MONITORING ACTIVITIES**

The monitoring activities included pre-visit planning conference calls, an entrance conference, interviews with administrators, teachers, and students, observations, record reviews, and an exit conference.

Onsite Visits

Members of the team made onsite visits to the following Campuses:

- Lakewood Ranch
- Venice
- Bradenton

### Entrance and Exit Conferences

The entrance conference for the State College of Florida was conducted on December 1, 2015, and the exit conference was conducted on December 4, 2015. The participants are listed below:

<b>Name</b>	<b>Title</b>	<b>Entrance Conference</b>	<b>Exit Conference</b>
Dr. Carol F. Probstfeld	President	X	X
Ms. Daisy Vulovich	Associate Vice President for Corporate and Community Development	X	X
Mr. Brian Thomas	Special Assistant to the President	X	X
Mr. Bradley W. Davis	Associate Vice President, Institutional Research	X	X
Ms. Jennifer Boris	Recruiter/ Advisor	X	X
Ms. Su-hua Men	Director, Planning and Institutional Effectiveness	X	X
Mr. Gary Russell	Vice President, Academic Affair	X	X
Dr. Mike Mears	Vice President, Strategic Initiatives		X
Ms. Jennifer LaHurd	Director ,Human Resources	X	
Ms. Suzanne Bechtol	Legal Assisting Program Manager	X	
Mr. Ian Jennings	Manager, Business and student Engagement	X	
Ms. LanCong-Tang	Director of Finance	X	X
Ms. Michele Redden	CTE Specialist	X	X
Mr. Barry Puett	Director, Homeland Security and Public Safety	X	
Mr. Lou Woroch	Assistant Director, Finance	X	X
Ms. Beverly Hindenlang	Dean , Nursing and Allied Health	X	X
Ms. Lydia Kloiber	Institutional Compliance	X	
Ms. Dory McQueen	Grant Coordinator	X	
<b>FDOE Monitoring Team</b>			
Dr. Shahrokh Massoudi	Program Specialist	X	X
Ms. Joycelyn Brinson	Program Specialist	X	X

### Interviews/Observations

Interviews and/or observations were conducted during the course of the visit with selected administrative staff, instructional staff and students. A minimum of seven interviews and observations were held during the onsite visit.

### Records Review

Program, financial, administrative and/or student records were reviewed. A complete list is provided in section VII, item G. A minimum of 10 student records were reviewed. Some policies and procedures were reviewed on the agency's website and discussed at various times during the onsite visit.

## VII. RESULTS

A. **ADMINISTRATION** refers to the management and/or supervision of programs, structure of programs and services, grant oversight, and other administrative areas.

- Administrators, faculty and students are devoted to the college and its CTE programs.
- The college conducts special events to bring employers to the college and students to the employers for interaction and placement opportunities.
- The associate president, for corporate and community development is well-experienced.
- The associate vice president, for corporate and community development is actively involved in CareerSource Suncoast, Sarasota Chamber of Commerce and Tampa Bay Career Pathways Consortium.
- The administration is knowledgeable about their respective program areas.
- Administrators are informed and are eager to help the college and students.
- Administrators are dedicated to the success of students.
- The faculty is heavily involved in college planning for CTE programs.
- The college has a five year strategic plan (Boldly Engaging 2015-2020 Strategic Plan).
- Instructors/Faculty expressed their satisfaction with SCF administration and the great amount of support provided for their needs to be successful.

B. **DATA AND ASSESSMENT** refers to all the components of the data and assessment system, including test administration, test security, data collection, entry, and reporting, as well as procedures. The use of data in program decision-making is also explored and commented upon.

- Verification of CTE student's data was completed during the onsite visit.
- The monitoring team provided a random list of students, and the college provided these student files for review and verification.
- The monitoring team verified industry certification and occupational completion points (completers) earned by students.
- The data is used for evaluating the quality of CTE programs offered by the college.
- Instructors and administrators have access to data.
- The decrease in enrollment data for program year 2013-14 was discussed with the administrators.

C. **CURRICULUM AND INSTRUCTION** refers to those elements which contribute to student learning and skill acquisition. It also addresses student and instructor observations.

- CTE programs are benefiting from well experienced instructors.
- Textbooks are current and are sufficient for students use.
- Instructors are using technology as a major component of teaching in their classrooms.
- CTE Programs offer a variety of teaching methods to support student learning.
- The college is following the DOE curriculum frameworks as related to CTE programs.
- 100 percent of the radiography major students have passed the National Exam in a 10 year span.

D. **TECHNOLOGY AND EQUIPMENT** refers to a review of the technology and equipment used by students and teachers in the classroom; addresses access, availability, innovation, use and condition.

- Technology and equipment was sufficient and available for students use at all three campuses.
- The college offers E-Campus courses.
- The new inventory system was successfully launched for tracking technology and equipment.
- Equipment inventory is performed on a yearly basis.

- Equipment is properly tagged and located in the proper location.
- State-of the-art equipment was observed on all three campuses, for student use.
- Strategies are in place to expand online learning (E-Campus)
- College faculty uses CANVAS software for grading and attendance.

**E. LEARNING ENVIRONMENT** encompasses all aspects of the physical environment where classes are held. Describing the learning environment may also attempt to capture the vision, philosophy, and character that is observed on the campus or in the classroom.

- The classrooms appeared to be spacious and appropriate for class sizes.
- Applicable instructional materials was observed and being used in classes.
- Safety rules were applicable and were posted in nursing program classrooms.
- Sufficient parking spaces are available for students to use on all three campuses.

**F. ACCESS AND EQUITY** refers to compliance with the requirements of federal non-discrimination laws as relating to recruitment, enrollment, participation, and completion of programs.

- The Office of Equity and Civil Rights Compliance (OECR), Division of Florida Colleges, is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OECR at 850-245-9468.

**G. RECORDS REVIEW** refers to a review of the records and documents that demonstrate compliance with federal and state rules and regulations. Samples of financial and programmatic records are reviewed.

- Advisory council meeting minutes and agenda
- 2015-16 Student handbook and planner
- College catalog
- Colleges website
- Student records
- Financial records
- purchase orders
- Travel and expenditures
- Financial policies and procedures
- College policies and procedures
- Final disbursement reports for Perkins grants
- Program brochures
- Personal Activity Report (PARs)
- Promotional activities
- Strategic Plan (Bodily Engaging 2015-2020)
- Job descriptions

**H. FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management, and allowable costs.

- Purchasing procedures and policies are in place and are being followed.
- Approval process is thorough and is being followed.
- A random selection of payroll, PARs and certifications was reviewed.
- A sample of purchase orders, travel and expenditures were reviewed.



I. **COLLABORATION** refers to the collaborative agreements, partnerships, or memoranda of understanding (MOUs) that are in place to benefit an agency's programs and students.

- The college has a variety of articulation and service agreements with:
  - Manatee County School District, Sarasota County School District, University of South Florida, New College, Tampa Bay Consortium and Gulf Coast University.
- Internships are available to the students.
- The Dental Hygiene program on the Bradenton campus offers community services four days a week.
- CTE advisory councils provide input and support to the college CTE programs.
- The advisory councils include business leaders and citizens from the surrounding communities.
- The advisory board focuses on listening and making changes.
- The college has a contractual agreement with the Manatee County School District for career pathways.
- The Community Nursing Program is very innovative in working with Farm workers.
- The Community Nursing Program participated in a free community event Remote Area Medical services (RAM) for student clinical.
- The dental hygiene students provided dental services to over 1000 individuals during the RAM services day.

J. **PERKINS LOCAL PROGRAM IMPROVEMENT PLAN** - A Perkins local program improvement plan (PIP) is required when an agency does not meet 90% of its agreed-upon goals for individual performance measures.

- Pursuant to the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV), Section 123(b) (2), if a state finds that a local eligible agency has failed to meet agreed upon target levels as described in Section 113(b) (4) of the Act and is not making substantial progress in meeting the goals, the state will work with the agency to help implement improvement activities. Additionally, Section 123(b)(4)(A) of the law specifies that "If a local eligible agency fails to meet at least 90% of an agreed upon State adjusted level of performance for the same core indicator of performance for three (3) consecutive years then the state is required to provide technical assistance."

The PIP's were reviewed and discussed during the visit to State College of Florida and a program improvement has been submitted by SCF to meet below measures. The purpose of the review was to determine whether the strategies contained in the plan were measurable and verifiable during the visit.

#### **Postsecondary College Credit**

For 2013-14, the agency met or exceeded all postsecondary measures except for:

- 1P1 Technical Skills Local agreed 38.45% vs. 44.50% Local target
- 2P1 Completion Local agreed 40.80% vs. 47.50% Local target
- 5P2 Non-traditional Completion Local agreed 13.90% vs. 22.32% Local target

K. **STUDENT PERSPECTIVE** – The team meets with groups of students; their perspective is presented as a portion of this report.

- Students were complimentary of instructors, counselors and the administration.
- Students had direct access to plenty of resources such as books and on-line prep classes.
- Students are made aware of job opportunities, and scholarships.
- Students like the individual attention they receive from their instructors.
- Information regarding financial aid and other resources are readily available for students.
- Students expressed pride in their programs, the college, the campuses, instructors and the facilities.
- Students are happy and satisfied with the internships available to them.

- Students expressed that the Lakewood Ranch location was convenient.
- Students appreciated the access to online courses via E-Campus.

## **VIII. REQUIRED RESOLUTION ACTIVITIES**

### **CAREER AND TECHNICAL EDUCATION**

1. Corrective Action Plan (findings) – State College of Florida is not required to complete a corrective action plan.
2. Action Plan (concerns) – State College of Florida is not required to complete an action plan.

## **IX. SUMMARY**

Once the field work is completed, including receipt of requested information, a draft report is forwarded to the provider for review. Comments are accepted and considered. The final report is completed, forwarded to the agency head with a copy to the appropriate parties, and is posted on the department's website at the following address: <http://fldoe.org/academics/career-adult-du/compliance>.

Finally, the division issues a closure notice to the agency head and contact designees. This notice indicates all outstanding resolution items if applicable, have been completed.

On behalf of the department, the monitoring team extends our appreciation to all participants in the State College of Florida onsite monitoring visit. Special thanks are offered to Ms. Daisy Vulovich, associate vice president, Corporate and Community Development for her participation and leadership in this process.

Appendix A

<b>Risk Scores Matrix for Colleges Receiving Career and Technical Education (CTE)                      Carl D. Perkins Grants</b>					
Agency Name: <b>STATE COLLEGE OF FLORIDA</b> Program type: <b>CAREER AND TECHNICAL EDUCATION</b> Target Year: <b>2013-2014</b> Monitoring Year: <b>2015-2016</b>					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
<b>Total Perkins Budget Allocated Value</b>	Upper Quartile	7	<b>3</b>	<u>X 10</u>	<b>30</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b># Perkins Grants Value</b>	4+	7	<b>1</b>	<u>X 8</u>	<b>8</b>
	3	5			
	2	3			
	1	1			
<b>Perkins PIP Index Value</b>	7.50 – 10.00	7	<b>5</b>	<u>X 8</u>	<b>40</b>
	5.00 – 7.49	5			
	2.50 – 4.99	3			
	0<index<2.50	1			
	0	0			
<b>Perkins Director Change Value</b>	Yes	7	<b>7</b>	<u>X 6</u>	<b>42</b>
	No	0			
<b>Perkins Funds Remaining Point Value</b>	Upper Quartile	7	<b>7</b>	<u>X 4</u>	<b>28</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>OAG Findings Value</b>	Upper Quartile	7	<b>5</b>	<u>X 4</u>	<b>20</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>168</b>

\*Compliance monitoring last visit: **CTE, Spring 2014**

\*Data sources used for calculations: **Prior to July 1, 2014**