# CTE Audit: Institutional Performance (Program Status) Template

Florida Department of Education

Tuesday, February 4, 2020



FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

www.FLDOE.org

**Webinar Logistics**

- This webinar is being recorded.

- Participants will be on mute the duration of the webinar.

- Slides from today's webinar are available in the "Handouts" pane. They will also be posted at fldoe.org/careerpathways/.

- To submit questions during the webinar, please use the "Questions" function.

## Agenda

- Audit Methodology

- Statewide Program Review

- District/Institutional Results

- Institutional Performance (Program Status) Template

- Resources

- Question & Answer

3

## Presenters

**Carrie E. Henderson, Ph.D.**

Executive Vice Chancellor

Florida College System

**Kathleen Taylor**

Bureau Chief

Division of Career and Adult Education

# Audit Methodology

# CTE Audit

**Goal**

To systematically measure secondary and postsecondary CTE programs for quality.

**Audit Phases**

*Phase 1: Statewide review of programs*

The department conducted an analysis of quality, using statewide data, for active CTE secondary and postsecondary programs.

*Phase 2: Local program review*

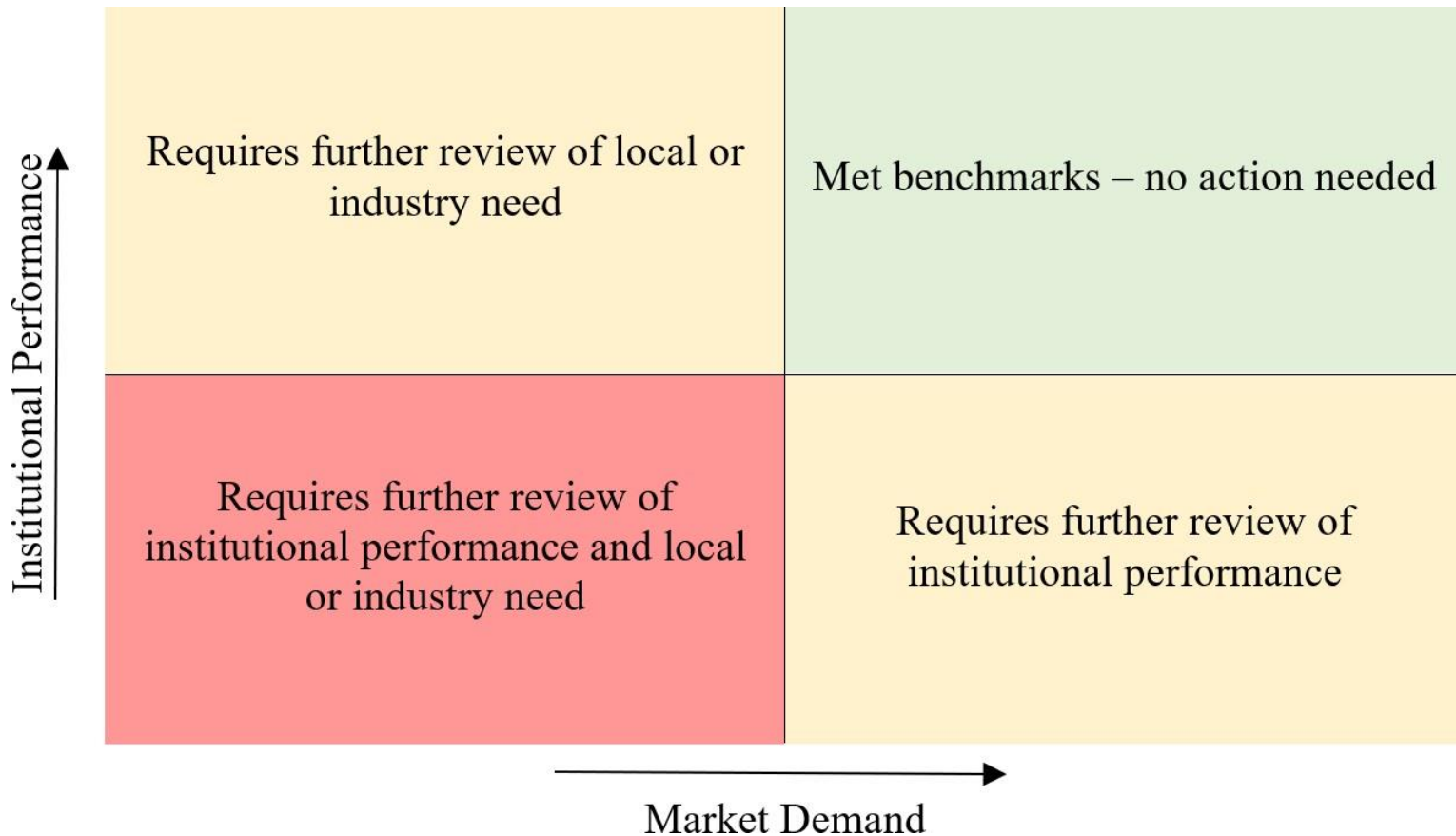In this phase, the department will look deeper into each program at each institution for programs not meeting the statewide benchmarks.

*Phase 3: Share information and best practice*

Using the data and information collected, the department will publish and recognize best practices around business and industry partnerships.

# Plotting Performance

Each program was placed in one of four categories based on results from the statewide program review.

|   | Market Demand → | |
|---|---|---|
| **Institutional Performance** ↑ | Requires further review of local or industry need | Met benchmarks – no action needed |
|   | Requires further review of institutional performance and local or industry need | Requires further review of institutional performance |

# Program Performance on Institutional Measures-Program Quality Indicators

## Secondary (Career Prep & Tech Ed)

- Percent of students with a program concentration

- Graduation rate of students with a program concentration

- Percent of CTE concentrator graduates who transitioned into postsecondary education or employment after high school

## Postsecondary

- Retention rate

- Student success rate

- Job placement or continuing education rate

- Average wages for those found employed in Florida after completion

*\* Postsecondary includes APPR, AS, ATD, Bach, Career Cert and CCC*

8

# Program Performance on Institutional Measures-Benchmarking

## Secondary (Career Prep & Tech Ed)

- Each program had the opportunity to receive 30 points, where each institutional measure had a value of 10 points.

- Districts that had total points greater than 20.03 demonstrated program performance.

- Programs with total points at or below 20.03 did not demonstrate performance using statewide indicators.
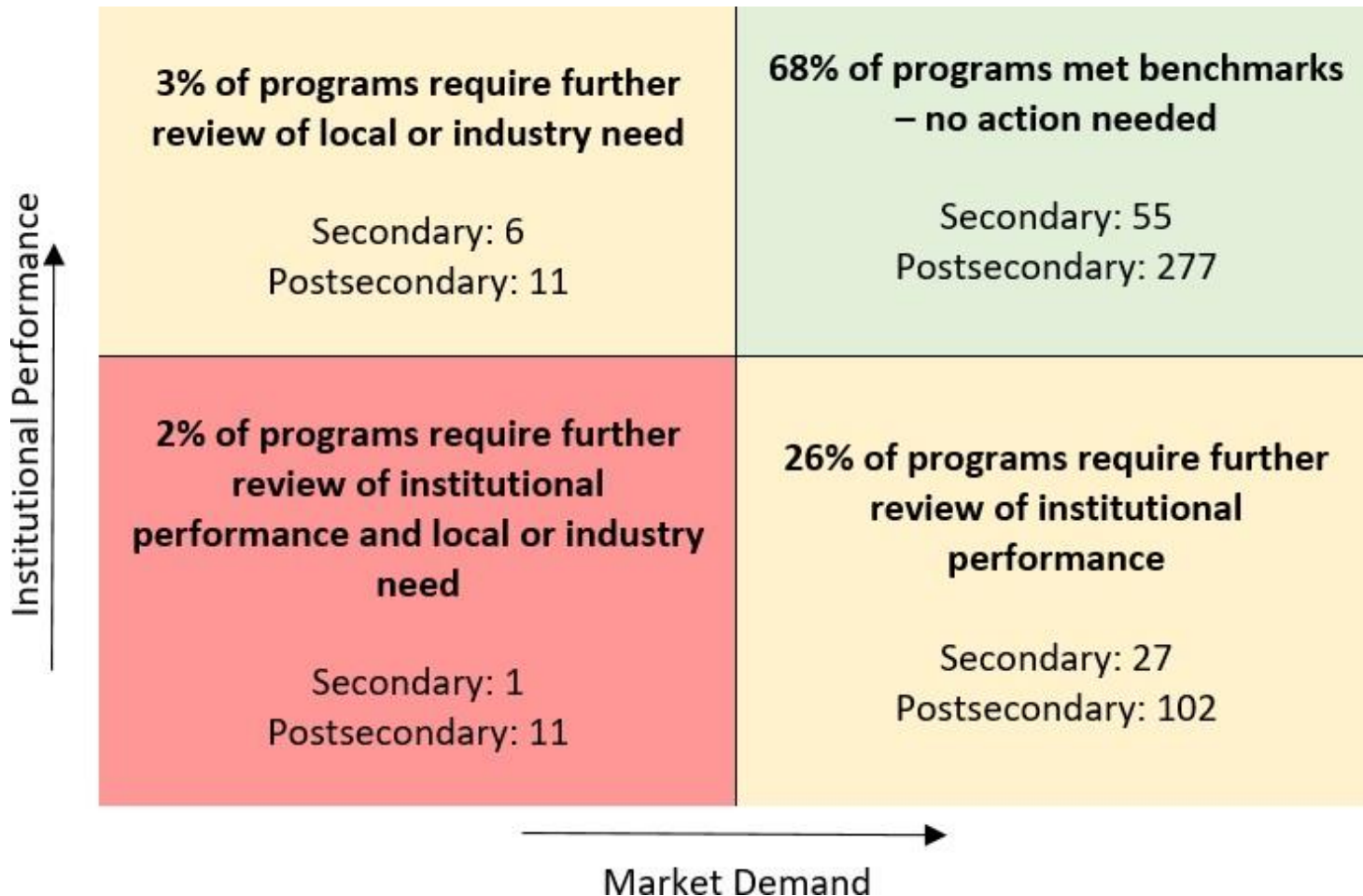
## Postsecondary

- Each program had the opportunity to receive 40 points, where each of the four institutional PQI measures had a maximum value of 10 points.

- Districts/institutions that had total points of 25.31 or higher demonstrated program performance.

- Programs with total points below 25.31 did not demonstrate performance using statewide indicators.

9

# Programs

- From the original 1,191 programs...

Career prep, tech ed, postsecondary

- **490** programs underwent statewide benchmarking.

- **169** programs were removed from analysis because these programs have been daggered for deletion, meaning they can no longer enroll new students within a certain period of time.

- **139** new programs that began enrolling students in 2016-17 or later will not undergo a review of institutional measures in this audit. Because these programs are new, institutional data on progress and outcomes are not yet available. Once data are available, these programs will be phased in the audit cycle.

- **234** active programs that did not have sufficient data (data unavailable on one or more institutional measures and/or counts of less than 10 students in the denominator of one or more institutional measures) to undergo benchmarking, even after combining three years of data for each indicator where sufficient data were not available. These programs will automatically go to a local review.

Middle grades, WBL/ Capstone, Other CTE

- **159** programs (middle grades, WBL/Capstone and other CTE) are being evaluated using a separate process. This figure includes 133 active and new courses/programs as well as 26 daggered courses/programs.

# Statewide Results



| | |
|---|---|
| **3% of programs require further review of local or industry need**<br><br>Secondary: 6<br>Postsecondary: 11 | **68% of programs met benchmarks – no action needed**<br><br>Secondary: 55<br>Postsecondary: 277 |
| **2% of programs require further review of institutional performance and local or industry need**<br><br>Secondary: 1<br>Postsecondary: 11 | **26% of programs require further review of institutional performance**<br><br>Secondary: 27<br>Postsecondary: 102 |

Institutional Performance

Market Demand

11

# District/Institutional Results

## Action Required

- On February 3, districts/institutions received notification of findings from CTEaudit@fldoe.org. This email communication included:
  - Memo that contained:
    - Summary table of action required
    - Appendices with action required
      - Secondary (districts)
      - Postsecondary (districts and colleges)
  - Excel spreadsheet with full list of CTE program offerings by district and by college
  - A resource guide that summarizes action required and includes other resources such as frequently asked questions and methodology background

# Audit Findings & Action Required

| Program Status (FDOE Designation for Audit Purposes) | Audit Findings | Institutional Action Required Resulting from State Audit Findings |
|---|---|---|
| Active-Suff | Met market demand. Did not meet institutional benchmarks. | Institutional performance (program status) template required. |
| Active-Insuff | Met market demand. Insufficient data to conduct institutional analysis. | Institutional performance (program status) template required. |
| New | Did not meet market demand. Institutional analysis was not conducted. | Market template (track A or B) required. |
| Active-Suff | Did not meet market demand. Met institutional benchmarks. | Market template (track A or B) required. |
| Active-Suff | Did not meet market demand or institutional benchmarks. | Market template (track A or B) required and institutional performance (program status) template required. |
| Active-Insuff | Did not meet market demand. Insufficient data to conduct institutional analysis. | Market template (track A or B) required and institutional performance (program status) template required. |
| Active-Suff | Met market demand and institutional benchmarks. | No action. |
| New | Met market demand. Institutional analysis was not conducted. | No action. |
| Daggered | n/a | No action. |

14

# Excel Demo

# Action Required

- Refer to the notification memo sent to your district/institution to **determine which of your programs require local review** and which template(s) must be completed.

- No action is required for programs that met statewide benchmarks on institutional performance measures.

*Note: some districts/institutions may offer programs that require local review for both market demand and institutional performance.*

# Institutional Performance (Program Status) Template

*This template must be used for all programs progressing for further review of institutional performance.*

**Submission Deadline**
April 15, 2020

**Submission Link**
https://forms.gle/Fd5r9hC1iGX54yDE8

Note: at the top of the submission link, districts/institutions may download an editable Word template to assist them in completing responses. Districts/institutions should use the guidance available in this template in completing the responses and requirements. The Word template is for planning purposes only. Districts/institutions must use the link above to submit their official responses.

# CTE Audit – Program Status Template

Florida's career and technical education (CTE) audit is being conducted in accordance with Executive Order 19-31 and section 1003.491(5), Florida Statutes. Districts/institutions with programs that were flagged for local review of institutional performance are required to complete this template.

Districts/institutions may use this link to download this form in Word: https://drive.google.com/drive/folders/1eTpcNuvy6LCI3ZBqm0yqY1A5WxqkwxoT?usp=sharing. The purpose of the Word template is to provide an editable format from which districts/institutions can work on drafts.

Visit our website at http://www.fldoe.org/careerpathways/ for additional resources. Please email CTEAudit@fldoe.org for all questions regarding the CTE audit and completion of local review templates.

In this form, we will ask for contact information for the program, which includes the district/institution email address. We will not be using the email address affiliated with the Google account in any official capacity.

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

18

## Program Status Template Requirements

### Background Information

- Contact information for the program

- Agency type (district or FCS institution)

- Program type (secondary or postsecondary)

- Program number/name

- Program status

  - Is this program terminated or will it be terminated in the next 1-2 years?

*FDOE does not have a mechanism to track when individual districts/ institutions terminate programs. Districts/ institutions that have terminated the program or are planning to terminate in the next 1-2 years must complete this question.*

# Program Status Template Requirements

## Terminated Program Status (if applicable)

- Select reasons for termination
- Identify the effective date
- Provide any supporting documentation

*Once districts/institutions complete the termination status section, they will be directed to submit the response. No further action will be required for that program.*

# Program Status Template Requirements

## External Accrediting or Licensing (if applicable)

- Name of licensing agency

- Status

- Expiration Date

# Program Status Template Requirements

## Last Program Review

- When was this program last reviewed? Briefly describe the context of the review. If this program is new, please indicate the anticipated date of the next review.

- Provide an overall summary of findings and action, if any, that resulted from the review.

- Upload program review findings. (Up to 10 files)

*Provide information about this program's most recent review that assessed the quality of the program. This review may be part of the district's or institution's' internal program review cycle or part of the accrediting/approval bodies' usual review practices, if the program is licensed/state certified.*

# Program Status Template Requirements

## Preliminary Recommendation

- Continue without modification; maintain the program as is.

- Continue with modification; revise the program.

- Terminate the program; delete the program.

- Respond at a later date; my district/institution plans to review this program based on audit findings.

*The department would like to hear from districts/institutions about the program. Based on data, results from recent program reviews, and market demand for the program, please indicate your recommendation.*

23

# Program Status Template Requirements

**Preliminary Recommendation**

- *"**Continue without modification**" indicates the program is meeting most expectations and should continue without any significant changes to its structure or delivery outside the normal course of a continuous improvement model.*

- *"**Continue with modification**" should be recommended when the program has significant deficiencies or requires significant structural changes.*

- *"**Terminate the program**" should be recommended when a district/institution determines there is no longer any need for the program for reasons such as limited certificate/degree production, lack of student interest, shifts in a given field of study or industry, or continued declines in enrollments.*

- *"**Respond at a later date**; my district/institution plans to review this program based on audit findings" should be selected when a district/institution determines it does not have enough information to make a recommendation at this time. Districts/institutions with programs that have not been reviewed or evaluated recently are strongly encouraged to select this option and conduct a local review of this program. The department will contact respondents in June for their recommendation.*

# Institutional Performance (Program Status) Next Steps

**Deadline:**              April 15, 2020

**What is Required:**      Institutional Performance (Program Status) Template

**Immediate Next Steps:**  Begin compiling documentation & complete template

# Resources

# Local Review Resources

## General

Instructions for submitting local templates (PDF)

- The purpose of this document is to provide districts/institutions with background on the CTE audit methodology as well as instructions for completing and submitting local review templates resulting from the statewide review of programs.

# Institutional Performance – Local Reviews

## Program Status Template (Secondary and Postsecondary)

**Submission Deadline: April 15, 2020**

**Submission Link: https://forms.gle/Fd5r9hC1iGX54yDE8**

Note: at the top of the submission link, districts/institutions may download an editable Word template to assist them in completing responses. Districts/institutions should use the guidance available in this template in completing the responses and requirements. The Word template is for planning purposes only. Districts/institutions must use the link above to submit their official responses.

**Quick Links**

- [CTE Audit Website](#)

- [CTE Audit – Resource Guide](#) (including FAQs)

- [Institutional Performance (Program Status) Submission Link](#)

- [Word Version of Templates](#) (for drafting purposes only)

Florida Department of Education — fldoe.org

# Q&A

# Contact

Please direct any questions to [CTEAudit@fldoe.org](mailto:CTEAudit@fldoe.org) or visit our website at [fldoe.org/careerpathways/](https://fldoe.org/careerpathways/)