

RESOURCE GUIDE FOR COMPLETING 2021 BACCALAUREATE ACCOUNTABILITY REPORTS

Section (s.) 1007.33(5)(h), Florida Statutes (F.S.), requires Florida College System institutions to annually report the status on specified performance and compliance indicators for approved baccalaureate programs. Additionally, s. 1003.491(5), F.S., requires the Commissioner of Education to annually assess postsecondary program offerings to identify if they are linked to occupations that are in high demand by employers, require high-level skills, and provide middle-level and high-level wages.

To fulfill these statutory requirements, colleges approved to offer baccalaureate degrees shall complete:

- Form No. BAAC-03 once per college per year.
- Form No. BAAC-04 once per each active program per year.

To facilitate the accountability report process, the Division of Florida Colleges (Division) is using Microsoft Teams. Each college's Teams site will allow them to:

- Download Form No. BAAC-03.
- Download a Form No. BAAC-04 for each baccalaureate program. These forms are unique to each college and include pre-populated data needed to complete the report.
- Download data used to generate the forms, which includes:
 - A PDF summarizing business rules for all the measures used in the review.
 - A spreadsheet containing findings for the college's baccalaureate programs.
 - A spreadsheet containing the Department of Economic Opportunity (DEO) data used for the market demand review.
 - A spreadsheet containing Florida Department of Education (FLDOE) data used for the program quality indicators.
- Upload their submissions of completed forms.
- Review Division feedback, which will be provided following review of the completed forms.

For questions regarding the template, data or submission process through Microsoft Teams, please contact FCSBacc_report@fldoe.org or 850-245-0407.

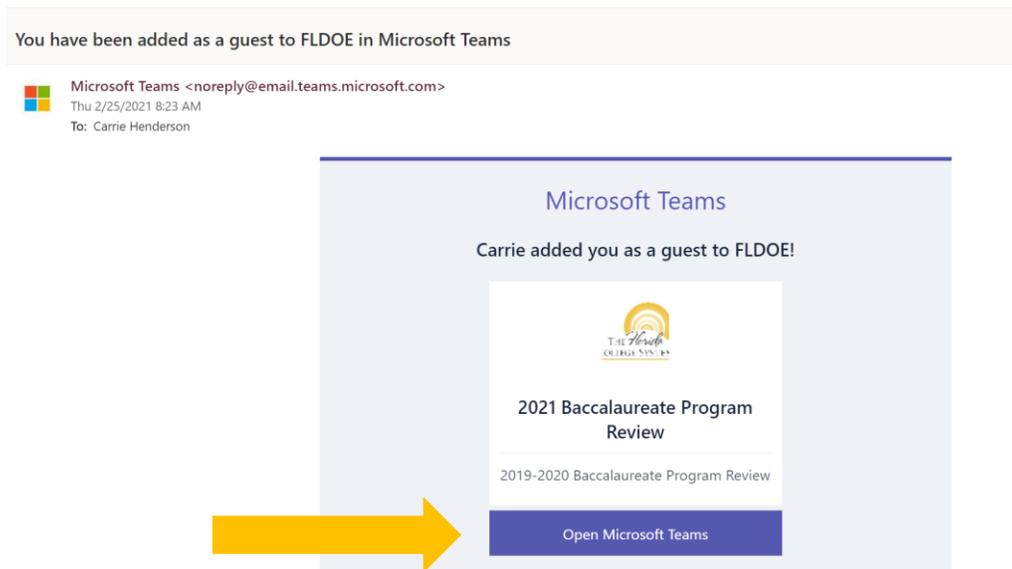
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Section 1: Accessing Teams Site

The default users for each college's Teams site are the college chief academic officers (CAO) and baccalaureate liaisons. CAOs and baccalaureate liaisons may designate additional users by emailing FCSBacc_report@fldoe.org. All additional users must be approved by the CAO or baccalaureate liaison.

Step 1: Each user will receive an email from Microsoft Teams with a notification that they have been added as a guest to FLDOE to Microsoft Teams. The user should select "Open Microsoft Teams" from the email invitation.



Step 2: The user may be prompted to review permissions prior to being granted entry into the Teams site. The user must accept these permissions.

Review permissions

F FLDOE FloridaDOE.onmicrosoft.com

This resource is not shared by Microsoft.

The organization FLDOE would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust FLDOE. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **FLDOE has not provided a link to their privacy statement for you to review.** FLDOE may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/FloridaDOE.onmicrosoft.com>



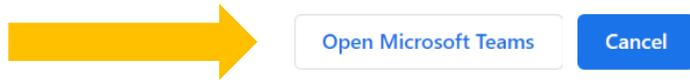
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Step 3: To view the Teams site, the user must select “Open Microsoft Teams.”

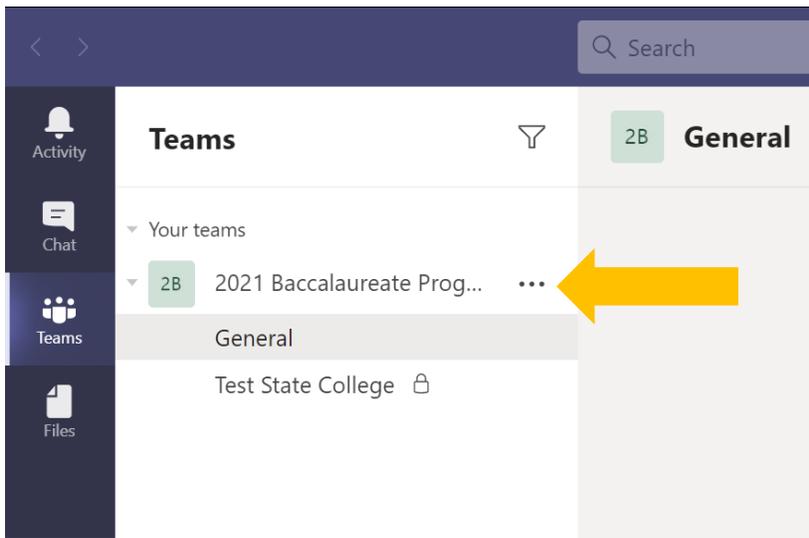
Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app



Step 4: From the Teams app, the user should now see “2021 Baccalaureate Program Review” as one of their Teams. Note: depending on your settings (list, compact list, or tiles), the view may look different; the example below is shown in list view.



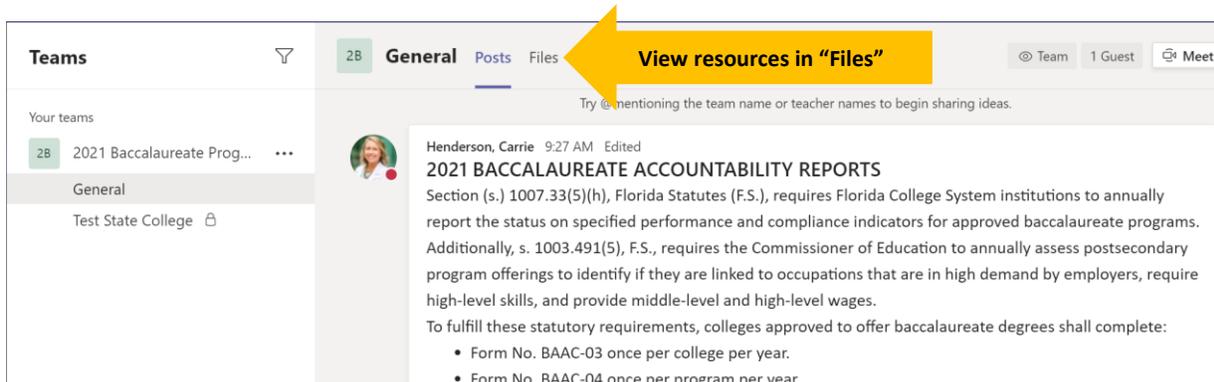
Section 2: Navigating Teams Site

General Channel

The general channel is available to all college users and FLDOE staff. FLDOE will monitor the “posts” page if users wish to post questions that all colleges may view (e.g., general questions that apply to all institutions). FLDOE will use this general channel to provide resources for all institutions, summarized below.

Files Folder

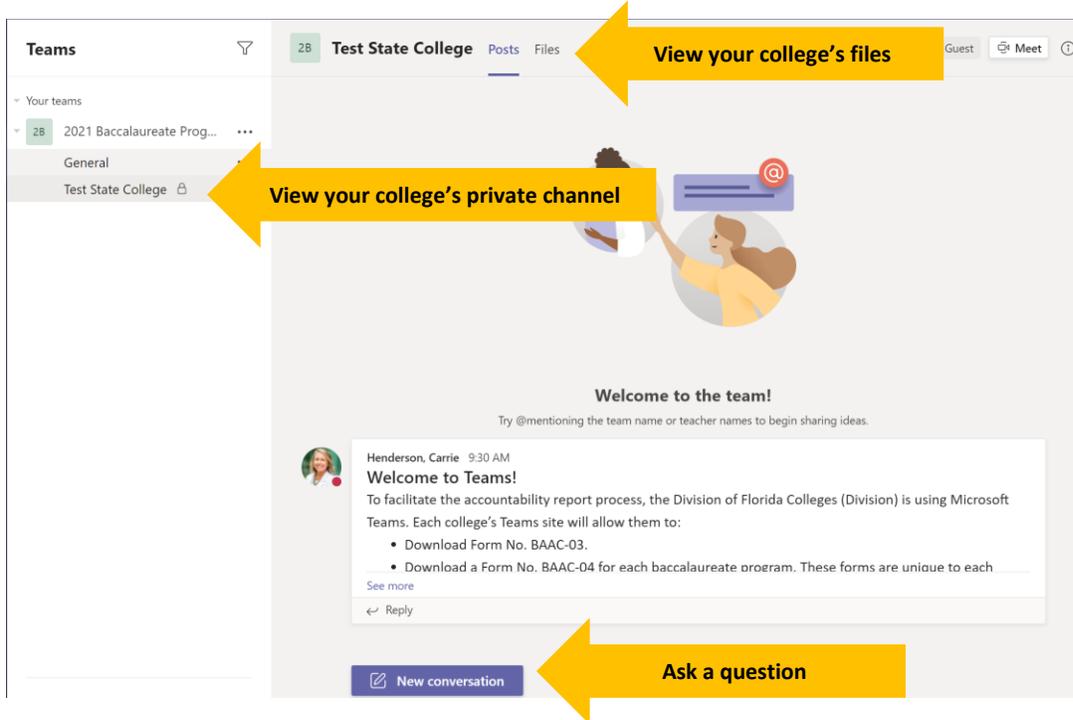
- 2021-03-01 KH Memo 2021 Bacc Accountability
 - Chancellor memo outlining the request for colleges to complete the accountability reports.
- 2021 Resource Guide Bacc Program Review (PDF)
 - Resource guide that provides step-by-step overview of the logistics for the 2021 reporting cycle.
- 2021 Data and Methods for BAAC-04 (PDF)
 - Narrative summary of data and methodology.
- 2021 FAQs Bacc Program Review (Word)
 - Listing of Frequently Asked Questions with FLDOE answers. Updated periodically.



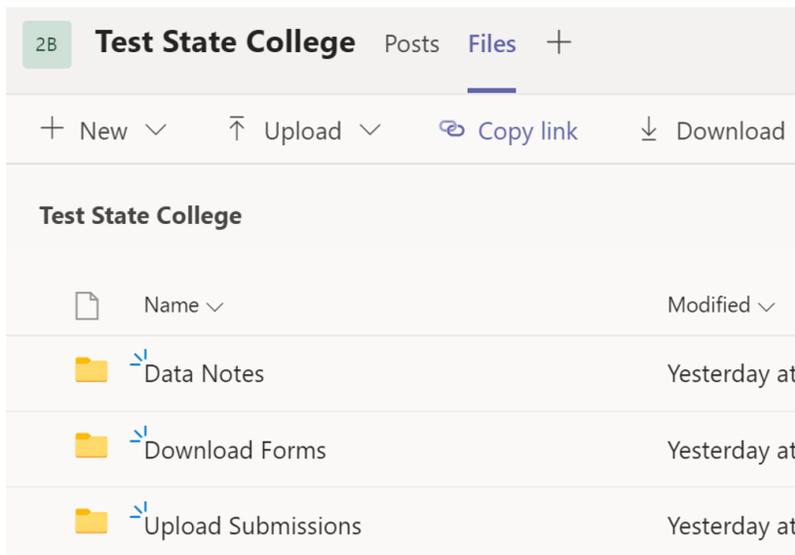
College Channel

The private college channel is only available to CAOs and baccalaureate liaisons and their designees, and is monitored by FLDOE staff. CAOs and baccalaureate liaisons may designate additional users by emailing FCSBacc_report@fldoe.org. FLDOE staff will actively monitor the “posts” section if colleges wish to ask questions or seek clarification specific to their college. The college’s primary interaction will be with the “Files” tab.

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The “Files” tab contains three important folders that colleges should review carefully.



Data Notes Folder

- CollegeSpecific_2021 Program Review Results (XLSX)
 - Workbook of each college’s results for all active baccalaureate programs. These data were used to pre-populate the Word docs available in the “Download Forms” folder.
- CollegeSpecific_ FDOE Data for Bacc Program Review-2021 (XLSX)
 - Workbook providing data on:

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- Enrollments and completions
- Retention rates (see Appendix A in the 2021 Data and Methods for BAAC-04 for business rules)
- Completions rates (see Appendix B in the 2021 Data and Methods for BAAC-04 for business rules)
- Employment outcomes
- DEO Data for Bacc Program Review - Statewide, Workforce Region, College Regions (2020-2028) (XLSX)
 - Workbook containing occupational data used for the market demand analysis, available statewide or by workforce or college region.

Download Forms Folder

- College Name BAAC-03 (DOCX)
 - Form colleges must complete once.
- College_ProgramName_10DIGITCIP (DOCX)
 - Form BAAC-04 that is pre-populated with results for each active baccalaureate program. For example, if a college has three programs, there should be three program-level forms (BAAC-04) to complete.

Upload Submissions Folder

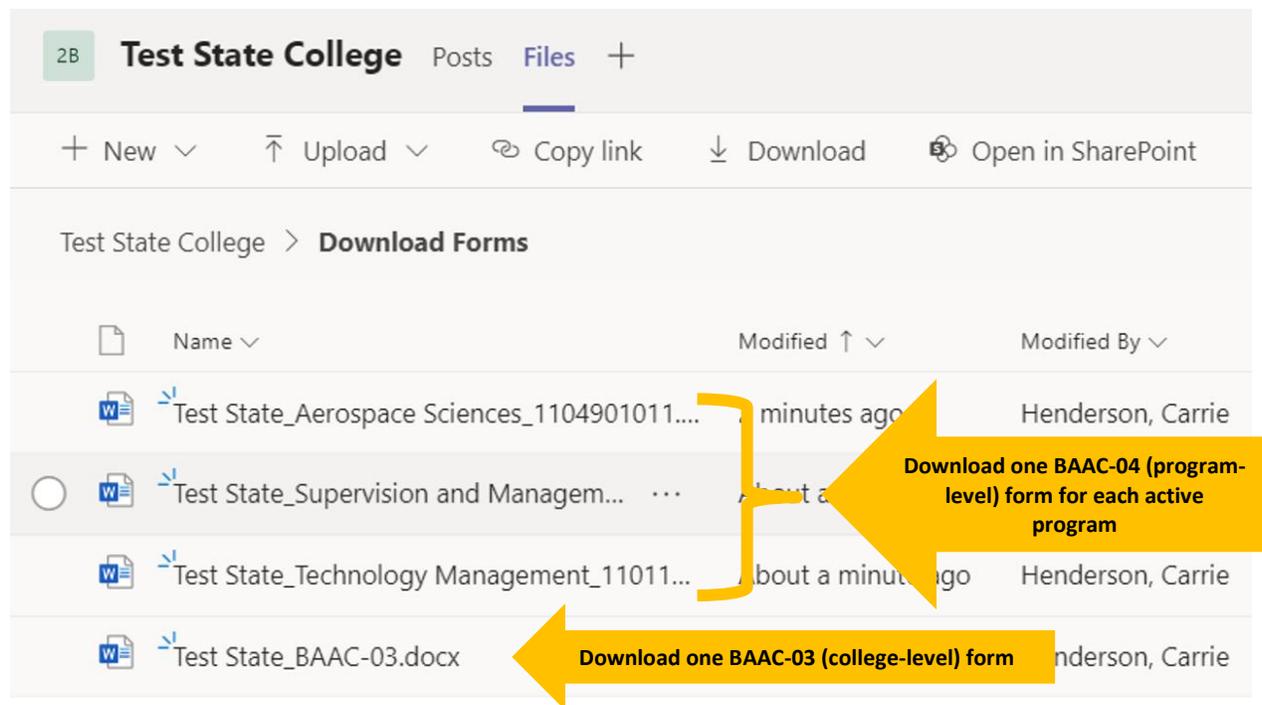
- Completed College Name BAAC-03 Form (subfolder)
 - Folder for users to upload the college's completed Form BAAC-03.
- Program_College_10DIGITCIP (subfolders – 1 subfolder per active program)
 - Subfolders for users to upload the college's completed Form BAAC-04. Users may also upload supporting documents, if applicable.

Section 3: Steps to Complete and Submit Required Forms

Step 1: From the college’s Teams channel, the user should navigate to “Files” then “Download Forms.” The user should first check if there are the correct number of forms. As a reminder, there should be:

- One BAAC-03 (college-level) form.
- One BAAC-04 (program-level) form for each active program. A copy of the Division’s inventory of programs is available on [our website](#).

If a college finds discrepancies between its active programs and the number of forms, users should notify Division staff immediately, either through “Posts” on Teams or via email at FCSBacc_report@fldoe.org.



Step 2: Once the college verifies the forms match the active programs, the user should download all the forms. The college should then begin its internal process of completing all the required forms. The Division anticipates that most users will download the forms and work on drafts outside the FLDOE Teams environment (e.g., through college shared drives). If colleges wish to use the FLDOE Teams environment for working drafts, we recommend adding a folder to that effect.

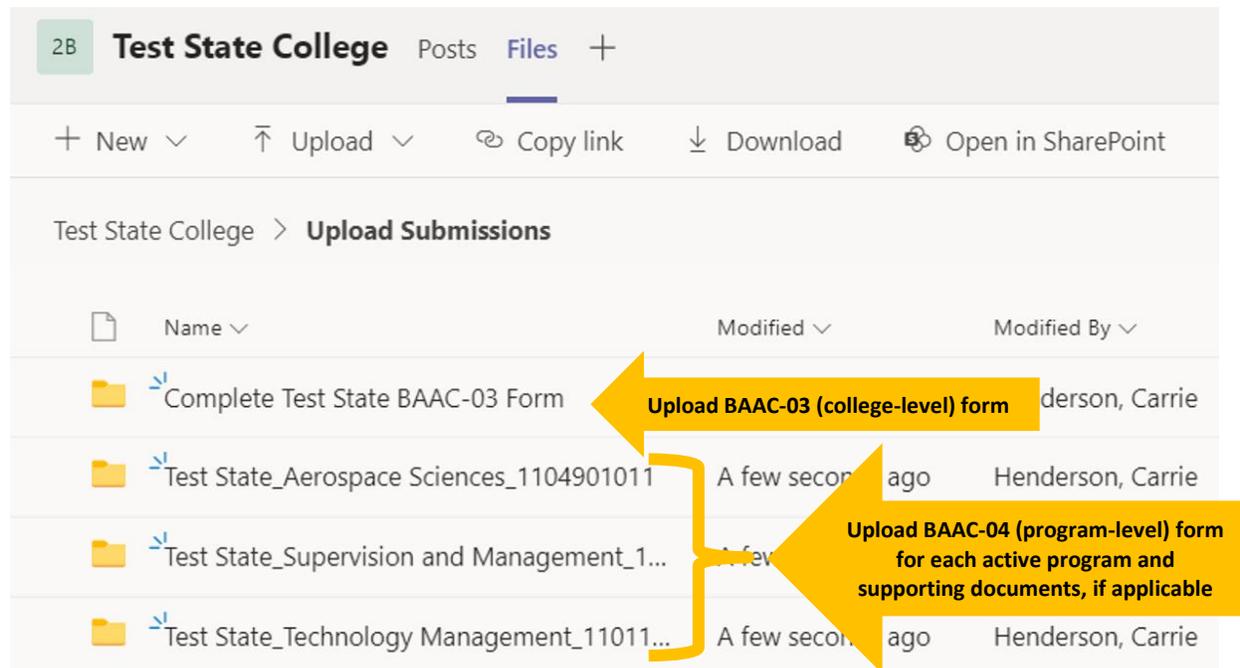
Step 3: Once the college has completed all forms and is ready to submit them to the Division, the user should navigate to “Files” then “Upload Submissions.” There should be:

- One BAAC-03 (college-level) folder. The college should upload its completed BAAC-03 form here.

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- One BAAC-04 (program-level) folder for each active program. The college should upload its completed BAAC-04 form here and any supporting materials, if applicable.

Colleges may upload forms on a rolling basis, and they can make any changes to submissions up until the deadline of May 14, 2021, at 11:59 p.m. EST. After that time, the “Upload Submission” folder will be locked for college editing.



These steps complete the submission process.

Following submission, Division staff will review the uploaded materials and provide feedback in writing on each program based on the review of the accountability report. For programs with deficiencies on market demand, program resources, or student success indicators, the Division will outline findings and recommendations designed to improve performance. Colleges will be notified once this review is complete and findings are available for download.