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MEMORANDUM

TO: Florida College System Reports Coordinators

FROM: Hayley Spencer, Director of Research and Analytic *HS*

DATE: September 2, 2020

SUBJECT: Concurrent-Use and Joint-Use Report – Annual Update

Deadline: **November 13, 2020**

The Division of Florida Colleges (DFC) requests annual updated information on concurrent-use and joint-use partnerships. Attached to this memorandum is a report template (in Excel format) and instructions requesting the following information for public and private institutions:

- A. Headcount and completions for 2019-20 concurrent-use and joint-use partnerships.
- B. New 2020-21 concurrent-use and joint-use partnerships.

We have seen elevated legislative interest in 2+2 initiatives which heightens the importance of this reporting. With your help, our goal is to capture all programs being offered so we can fully report the success of partnerships among Florida's colleges, state universities and independent colleges and universities. This information is also used to maintain data on partnerships not collected through the student database.

Please return the updated information via email to the Division of Florida Colleges at FCSInfo@fldoe.org by **November 13, 2020**. If you have any questions about the report or this request, please contact me at Hayley.Spencer@fldoe.org.

HS/ll

Attachments

cc: Carrie Henderson, Executive Vice Chancellor, DFC
Mike Sfiropoulos, Director of Academic Affairs, DFC
Lisa Cook, Director of Facilities Planning & Budgeting, DFC
Avery Russ, Research Analyst, Research & Analytics, DFC
Kimberly Pippen, Data Processing Manager, Community College and Technical Center
Management Information Services
Florida College System Chief Academic Officers
Florida College System Facilities Directors/Planners

Instructions and Definitions for the Florida College System 2020 Concurrent- and Joint-Use Report

Below are specifications that will aid institutions in completing the 2020 Concurrent- and Joint-Use Report. By **November 13, 2020**, please send completed reports to FCSInfo@fldoe.org. Completion of the report is only required for institutions that had concurrent-use and/or joint-use programs in 2019-20 or plan to have these programs for 2020-21. If your college does not have these programs, please notify FCSInfo@fldoe.org by November 13, 2020, so we know not to expect a completed report from you.

If you have any questions regarding the report, please contact Hayley Spencer at Hayley.Spencer@fldoe.org. If you would like a copy of your 2019 report submission, please contact Avery Russ at Avery.Russ@fldoe.org.

Definitions

Concurrent-use includes all upper-division programs offered at Florida College System (FCS) facilities in partnership with four-year public or private institutions. The degree is conferred by another institution, but the upper-division courses for the program are conducted at the Florida College System campus.

A joint-use partnership program is a concurrent-use partnership program offered at FCS/university joint-use facilities ("co-owned" facilities on an FCS site). Joint-use includes upper-division programs taking place in facilities that are recognized on the official "Florida College System Designated Sites for PECO Funding" report. These sites have all been funded through the Florida Legislature.

****New for 2021:** Currently, the division only requires institutions to report on programs located on state-funded sites. For 2021, the Concurrent- and Joint-Use Report will include an additional requirement for institutions to report programs on sites that are not funded by the state. Please make note of this change for the 2021 reporting cycle.**

Completing the Report

Section A: Existing Concurrent-Use and/or Joint-Use Programs – Baccalaureate Level or Above

Based on last year's submissions, current existing programs at public or private institutions (in and out-of-state) are already listed. Please fill in any blank information for these existing programs (highlighted in yellow) and make any revisions to pre-populated information. Add any programs that were in effect in 2019-20, but are not listed. You may add as many rows as necessary.

Name of College/University Partner: Enter the institution with which the FCS institution partners.

CIP Code: Enter the six-digit CIP code associated with every program in this format: xx.xxxx.

- For state university partnerships, you may check the *Academic Degree Program Inventory* that can be found at <https://prod.flbog.net:4445/pls/apex/f?p=136:13>.
- Private institutions may or may not use the federal CIP code. If they do not, leave the CIP code blank and be *specific* in your description of the program.

Name of Program: Enter the name of the program. Each individual program needs to be listed separately.

- Blanket programs such as "All Undergraduate Programs" or "BA programs" should not be used.
- Because students taking distance learning courses cannot be linked to a specific college campus and because headcount for these programs is difficult to ascertain, distance learning programs should not be used.

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Degree Level: Enter the level(s) of degree students earn in this program. All programs must be baccalaureate or above.

Name of University Contact for Program Information: Enter the name of the contact at the partnering institution that oversees the concurrent-use or joint-use program listed.

Location of Program Campus/Facility: Enter the campus or facility name where the program is offered.

Complete Program Offered on FCS site: Enter “Yes” if a student can take all the courses needed to graduate at the college location. Enter “No” otherwise.

2019-20 Program Offered: Enter “Yes” if the program was offered at your institution during 2019-20. Enter “No” otherwise.

2019-20 If answer to previous column is “No,” please state reason or explain: If the response to “2019-20 Program Offered” is “No,” please identify why the program is not offered (e.g., the program is in teach out).

2019-20 Annual Student Headcount (Unduplicated): Enter the 2019-20 annual unduplicated headcount for the program at the Florida College System site (not for the entire program at the partnering university).

2019-20 Annual Completions (Unduplicated): Enter the 2019-20 annual unduplicated completions for the program at the Florida College System site (not for the entire program at the partnering university).

Program to be offered in 2020-21: Enter “Yes” if the program will roll over to the 2020-21 school year. Enter “No” if the program will not be offered during 2020-21. This survey item is included to determine if students who have not previously been enrolled in the program can enroll in the program for the first time in 2020-21 (i.e., the program is “active” for new students).

2020-21 If answer to previous column is “No,” please state reason or explain: If the response to “2020-21 Program Offered” is “No,” please identify why the program will not be offered.

Section B: New for 2020-21 Concurrent-Use and Joint-Use Programs – Baccalaureate Level or Above

Please ensure that all new concurrent- or joint-use programs are indicated. In your responses, include partnerships you have with independent and out-of-state institutions, as well as Florida public and private postsecondary institutions. Definitions for this section are the same as those used in Section A unless otherwise specified.

Student Headcount (Unduplicated) Projected Annual 2020-21: Enter the *expected* annual unduplicated headcount for participants in the new program to be offered in 2020-21 (summer 2020, fall 2020, spring 2021). This should only be a headcount for students participating at the Florida College System site (not for the entire program at the partnering university).

Submission Instructions

Please rename the template to include your college's name and email an electronic copy of the completed template no later than **November 13, 2020**, to FCSInfo@fldoe.org. In the email, please

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include the name of the person that a student, parent or guidance counselor should contact for more information on your institution's concurrent-use and joint-use programs. If your college does not have these programs, please notify us so we know not to expect a completed report from your institution.

Thank you for completing this important report.