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MEMORANDUM NUMBER 30-2018-16

TO: Florida College System Reports Coordinator

FROM: Juan Mestre, Bureau Chief
Community College and Technical Center Management Information Systems

DATE: February 8, 2018

SUBJECT: **2017-2018 FTE-2 Estimates**
Due March 1, 2018, 5 p.m. (EDT)

To assist the Florida Department of Education (FDOE) present your data before legislative staff, it is important for the Florida College System to provide accurate full-time equivalent (FTE) estimates. An upcoming Enrollment Estimating Conference (EEC) is planned to review the most recent *2017-2018 College FTE Estimates*. The *2017-2018 FTE-2 Estimates* have been generated from the Student Database 2017-18 summer and fall end-of-term data, plus the winter/spring beginning-of-term data. The *2017-2018 FTE-2 Estimates* include both lower and upper division FTEs. As directed by the EEC, the non-credit FTE estimates, by program area, are the FTEs for the prior year, and the credit FTE estimates are generated using the same methodology as in the past.

The Division of Florida Colleges has requested that colleges note any changes to operations (e.g., a site, campus or campus closure) that directly impacted FTE as a result of Hurricane Irma. When accepting or rejecting the division estimates, the general comment area should be used to note this impact.

Although no longer funded, the Enrollment Estimating Conference expects to see *Continuing Workforce Education (CWE) FTE Estimates*. CWE FTE estimates will continue to be included until otherwise directed by the EEC.

Community College and Technical Center Management Information Systems (CCTCMIS) staff have generated an *FTE-2 Enrollment Estimates Adjustments* form for each college to report lower and upper division FTE adjustments. Instructions for completing and submitting the

FTE-2 Enrollment Estimates Adjustments form is attached. Only colleges making adjustments must submit the adjustment form.

Each college must submit an *FTE-2 Certification* form with narrative justification for estimates to CCTCMIS. A narrative justification must accompany the college's response even if the enrollment growth is zero or negative. The adjustments must be based on factors other than the college's estimate, and the justifications must explain these factors. The Enrollment Estimating Conference members expressly stated at prior meetings that a college's estimate is not an acceptable justification.

Please submit the *FTE-2 Enrollment Estimates Adjustments*, *FTE-2 Certification* and narrative justifications no later than **March 1, 2018, 5 p.m. (EDT)**.

If you have any questions concerning this request, please email Juan.Mestre@fldoe.org.

JM/km

Attachment

cc: Carrie Henderson
Scott Kittel

**Full-Time Equivalent (FTE)-2 Enrollment Estimates
Adjustment Instructions
2017-18**

Instructions Include:

- Submission steps
- Division FTE-2 documents, procedures, and instructions.
- FTE-2 Enrollment Estimates Adjustment form instructions
- Narrative Justifications and Incremental Adjustment Categories

Submission Steps:

1. Save **Division FTE-2 documents locally that have been sent through TIBCO.**
2. Make adjustments to the **FTE-2 Enrollment Estimates Adjustment Form.**
3. Enter **narrative justifications** for estimates to **FTE-2 Justification Form.**
4. Complete the **certification form** with the President's signature and Business Officer's signature.
5. Submit the completed **adjustments, certification, and justification forms** to TIBCO using the file naming conventions specified in the instructions.

If you have any questions concerning this request, please contact Juan Mestre via e-mail at Juan.Mestre@fldoe.org.

**Submit FTE-2 adjustments, certification, and justification forms no later than 5:00 p.m. EST,
March 1, 2018 to TIBCO.**

**Full-Time Equivalent (FTE)-2 Enrollment Estimates
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Division FTE-2 Documents

The following files for FTE-2 have been sent through TIBCO, where ## is your college number and yyyy is the reporting year. Save the following documents locally:

<u>File</u>	<u>Information</u>
CC##.FTE2.ADJUST.yyyy.PROD.XLSX	Excel spreadsheet with FTE-2 Enrollment Estimates Adjustments Form includes lower and upper level estimates.
EWSF##.PDF	Worksheet report – FTE estimates calculations Note: Totals for non-credit FTE are from the FTE-2 estimate and are not calculated.
EWSB##.PDF	Worksheet report – FTE Estimates for non-funded CWE
CC##.FTE2.JUSTIFY.yyyy.PROD.XLSX	FTE2 Justification Form

Certification Instructions

Click on <http://www.fldoe.org/accountability/data-sys/CCTCMIS/Certifications.stml>

Click on *FTE1 and FTE2 Enrollment Estimate data submission certification form*

Select *FTE-2*

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FTE-2 Enrollment Estimates Instructions

Estimates Adjustment Form is an Excel spreadsheet: CC##.FTE2.ADJUST.yyyy.PROD.XLSX where ## is your college number and yyyy is the reporting year
(see previous page for document location).

DO NOT CHANGE cells with colored background. This includes:

- Row A. FTE-2 Enrollment Estimates as calculated by the Division of Florida Colleges,
- Totals of adjustments indicated in rows B.1 through B.6,
- Rows C., D., and E.

CN	YEAR	ROW		UD	AP	PSV	DE	EPI	PSAV	APP	AB	ASG	VP	TOT	CWE
##	2018	A.	Division Estimate	1	2	3	4	5	6	7	8	9	10	55	1
##	2018	B.1	New/Improved Program	0	0	0	0	0	0	0	0	0	0	0	0
##	2018	B.2	Program Reduction/Deletion	0	0	0	0	0	0	0	0	0	0	0	0
##	2018	B.3	New Campus/Center	0	0	0	0	0	0	0	0	0	0	0	0
##	2018	B.4	Policy Decisions (Down Only)	0	0	0	0	0	0	0	0	0	0	0	0
##	2018	B.5	New Expanded Industry	0	0	0	0	0	0	0	0	0	0	0	0
##	2018	B.6	Other Factors	0	0	0	0	0	0	0	0	0	0	0	0
##	2018	C.	College Adjustment	0	0	0	0	0	0	0	0	0	0	0	0
##	2018	D.	Estimated FTE	1	2	3	4	5	6	7	8	9	10	55	1
##	2018	E.	Percentage Change	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(where ## is your college number)

Incremental adjustments to the FTE-2 Estimates must be made in rows B.1 to B.6.

Enter adjustments in the white cells only.

- Round all FTE to the nearest whole number (edit errors will result if decimals are entered).
- Downward adjustments must be negative (edit errors will result if a negative (-) number is not entered).
- CWE is not funded but is included after the estimates for reporting to the EEC.

*NOTE: A narrative justification form must accompany the college response **even if** the enrollment growth is zero or negative.*

Save with filename: CC##.FTE2.JUSTIFY.yyyy.PROD.xlsx (where ## is your college number and yyyy is the reporting year).

Examples of adequate justifications have been appended to the end of this document.

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Narrative Justifications and Incremental Adjustment Categories

The Enrollment Estimating Conference has requested more detailed reasons and justifications for the FTE Enrollment Estimates. Therefore colleges need to provide sufficient details to stand alone in explaining all estimates. Justifications must be provided for accepting, adjusting, or replacing the Division estimates. An FTE-2 Justification Form in Excel has been posted on the restricted hub for this purpose. Examples of adequate justifications have been appended to the end of this document.

Please consider the following questions when developing your justification explaining your adjustments.

1. What evidence do you have to explain an adjustment to the division calculations? What do you know now that would be different from what was recently submitted for fall end-of-term data and winter/spring beginning of term data?
2. What evidence do you have to explain the difference from the FTE1A estimates to your new FTE2 adjusted estimates?
3. What evidence do you have to explain the difference from last summer's Enrollment Estimating Plan (1 year projection) to your new FTE2 adjusted estimates?

For reference purposes during your review, included in this packet are three documents comparing your prior year FTE3 actuals (YYYYFTE3 vs YYYYFTE2 compare), the projection for this year (YYYYPRJ vs YYYYFTE2 compare), and the adopted FTE1A (YYYYFTE1A vs YYYYFTE2 compare), to the current FTE2 estimates produced by the division from your submissions on the T2E/T3B load date. A fourth document provides a summary of these comparisons, all within one page (YYYY-YY FTE-2 Analysis).

NOTE: A narrative justification form must accompany the college response even if the enrollment growth is zero or negative.

Submit the narrative to TIBCO with the filename: **CC##.FTE2 JUSTIFY.yyyy.PROD.xlsx** (where ## is your college number and yyyy is the reporting year).

Incremental adjustments to the enrollment estimates for the college may be recommended in the six categories described below. Incremental upward (positive) adjustments may apply to categories 1, 3, 5, and 6. Incremental downward (negative) adjustments may apply to categories 2, 4, and 6.

1. **New/Improved Program** – Indicate as applicable, the incremental number of FTE enrollments as the result of new or improved programs starting with the summer term. For improved program adjustments, only those **additional** students who are **not** already enrolled in another program at the college may be included.
2. **Program Reduction/Deletion** – Indicate as applicable, program reduction/deletion adjustments as a **negative** (downward) adjustment. Show on the form in the space provided as -xx, for example, -12.
3. **Opening of New Campus or Center** – Indicate as applicable, incremental FTE enrollments which can be attributed to the opening of a new campus or center. Only those new campuses or centers

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authorized by the State Board of Education and which will open in this reporting year may be used.

4. Policy Decisions – Indicate as applicable, incremental reductions (negative) in FTE enrollments because of policy decisions. This reduction may include, for example, decisions to reduce the number of course offerings, reduction of the number of course sections and related policy decisions.
5. New/Expanded Industry – Indicate as applicable, those incremental FTE enrollments because of new or expanded business or industry requirements in the college service area. Include only those FTE enrollments requiring expansion of existing programs where a contract has been let or other arrangements have been made with the business or industry to provide instruction/training for employees or potential employees. **Note: Do not include FTE enrollment adjustments indicated in item 1 above.**
6. Other Factors – Indicate as applicable, incremental adjustments to FTE enrollments because of other factors not covered in categories B.1-B.5. This category may be used to make adjustments between major program areas to achieve the proper program balance.

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Data Submission Documents and Procedures

Submit the following documents through TIBCO, where ## is your college number and yyyy is the reporting year:

Certification	File name: CC##.FTE2.CERTIFY.yyyy.PROD.pdf
Justifications	File name: CC##.FTE2 JUSTIFY.yyyyPROD.XLSX
Adjustments (if applicable)	File name: CC##.FTE2.ADJUST.yyyy.PROD.XLSX

Unprotected Adjustments spreadsheets cannot be accepted for submission.

Institutions that would like to have preliminary edits run before submitting files can email the spreadsheets to Juan: Juan.Mestre@fldoe.org.

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Example 1: Adequate Justification for Accepting Division Estimates

College Name has reviewed and accepted the Florida College System's FTE-1 Estimates for 2015.

College Name has been closely monitoring its FTE this fall 2014 semester and acknowledges that our data supports an end of year FTE of *(insert number of FTE)*. Enrollment in the Advanced and Professional category has remained strong for fall 2014 and the College agrees that it will acquire *(insert number of FTE)* FTE in A&P this year. This can be attributed to the recruitment opportunity presented by our residence hall. Because the College can provide housing to students from out-of-county and out-of-state, enrollment in the A&P courses has remained steady, despite the challenges of a declining college-aged population in *County Name(s)*. The estimates for the PSV category also appear accurate, with a slight decline from the original projections to an FTE of *(insert number of FTE)*. Although *College Name* is now offering many of its PSV course offerings at our new and state-of-the-art *(insert type)* building, we remained challenged *(in the following ways)*, which limits our offerings. The College continues in its efforts to recruit credentialed faculty. *College Name* had anticipated an FTE decline in the Developmental Education category due to recent developmental education legislation. Therefore, we accept the FTE estimate of *(insert number of FTE)*. This fall semester *College Name* implemented an early alerts process with a focus on those students electing to opt-out of developmental education. The estimate of *(insert number of FTE)* FTE for the PSAV category remains consistent and reflects the scheduled criminal justice academies.

Example 2: Adequate Justification for Adjusting Division Estimates

College Name has reviewed and made adjustments to the Florida College System's FTE Estimates for 2015.

College Name has examined actual data to date and finds the division estimates to be predominantly aligned with our current enrollment and expectations for spring enrollment based on historical fall-to-spring trends. For a number of years, *College Name* suffered substantial declines in enrollment following economic upheavals in the area, making accurate estimates a challenge. Our local economy, as well as our district and high school populations, are now relatively stable. In light of this, the linear model presently used by the Division accurately portrays our short-term expectations in overall FTE enrollment.

New/Improved Program - Post Secondary Adult Vocational (PSAV) was increased by *(insert number of FTE)* FTE. The college reviewed the demand for its popular cosmetology program and revamped the scheduling to allow the return of a second annual entering class. The second class will begin in the spring of 2015 resulting in a PSAV enrollment increase of *(insert number of FTE)* FTE in 2014-15.

Other Factors - Developmental Education (DE) was increased by *(insert number of FTE)* FTE. In the spring of 2014, *College Name* began implementing changes to developmental education in response to mandates of SB1720 passed by 2013 legislature. The changes enacted resulted in a substantial drop in developmental education enrollment in that term. The single term drop in FTE in 2013-14 caused the actual/total (A/T) ratio for that year to be overstated. We eliminated the 2014 data and recalculated the FTE using the revised ratio of .628715. As a result, we are adding an additional *(insert number of FTE)* FTE to developmental education. Although the college anticipated a corresponding gain in Advanced & Professional (AP) course enrollments, we have found that, to-date, this has not been the case. Enrollment has declined in accordance with the Division's estimate for AP.

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Example 3: Adequate Justification for Adjusting Division Estimates

College Name is adjusting the Division Estimates down by *(insert number of FTE)* FTE (1.4%) for the following reasons:

Program Reduction/Deletion- Adjusted PSAV down by *(insert number of FTE)* FTE (14%) due to elimination of certificate programs in Practical Nursing and Home Health Aide from limited industry demand.

Other Factors - Adjusted Upper Division (UD) down by *(insert number of FTE)* FTE (10%) due to leveling of program growth (18% growth versus 25% growth to date).

Adjusted AP down by *(insert number of FTE)* FTE (0.6%) due to soft demand for lower division programs with economic recovery.

Adjusted PSV up by *(insert number of FTE)* FTE (0.3%) due to increased demand, primarily in construction and building disciplines.

Adjusted Developmental Education up by *(insert number of FTE)* FTE (3%) due to new Developmental Education options offered from Senate Bill 1720.

Adjusted EPI down by *(insert number of FTE)* FTE (18%) due to weakness in program interest.

Adjusted Apprenticeship up by *(insert number of FTE)* FTE (10%) due to increased demand with construction industry recovery.

Adjusted AB down by *(insert number of FTE)* FTE (16%) due continuing impact from state regulations requiring residency documentation and fees.

Adjusted ASG down by *(insert number of FTE)* FTE (15%) due to mandatory fees, residency documentation, and increased efforts from local school districts to retain secondary students.