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MEMORANDUM NUMBER 30-2019-12

TO: Florida College System Reports Coordinators

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

DATE: October 19, 2018

SUBJECT: 2018-2019 FTE-1 Estimates
Due November 13, 2018

To assist the Florida Department of Education (FDOE) in presenting your data before legislative staff, it is important for the Florida College System provide accurate full-time equivalent (FTE) estimates. An upcoming Enrollment Estimating Conference (EEC) is planned to review the most recent 2018-2019 College FTE Estimates. The 2018-2019 FTE-1 Estimates have been generated from the Student Database 2018-2019 summer end-of-term and fall beginning-of-term data. The 2018-2019 FTE-1 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 activity. When accepting or rejecting the division estimates, the general comment area should be used to note this impact.

Although no longer funded, the EEC expects to see continuing workforce education (CWE) FTE estimates. CWE FTE estimates will continue to be included until directed by the EEC.

Community College and Technical Center Management Information Systems (CCTCMIS) staff have generated an *FTE-1 Enrollment Estimates Adjustment Form* for each college to report lower and upper division FTE adjustments. Instructions for completing and submitting this form are attached. Only colleges making adjustments must submit the *FTE-1 Enrollment Estimates Adjustment Form*.

Each college must submit *FTE-1 Enrollment Estimates Adjustment Form* 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

Page Two
2018-2019 FTE-1 Estimates
October 19, 2018

other than the college's estimate, and the justifications must explain these factors. The EEC members expressly stated at prior meetings that a college's estimate is not an acceptable justification.

Please submit the *FTE-1 Enrollment Estimates Adjustments Form*, *FTE-1 Certification Form* and narrative justifications no later than **Tuesday, November 13, 2018**.

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

JM/km
Attachment

cc: Florida College System Executive Assistant to the President
Florida College System Business Affairs Officers
Madeline Pumariega
Carrie Henderson
Scott Kittel
Lisa Cook
Steve Bowen