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MEMORANDUM NUMBER 30-2018-06

TO: Florida College System Reports Coordinator

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

DATE: October 13, 2017

SUBJECT: **2017-2018 FTE-1 Estimates**
Due November 1, 2017, 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-1 Estimates* have been generated from the Student Database 2017-18 summer end-of-term and fall beginning-of-term data. The *2017-2018 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 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-1 Enrollment Estimates Adjustment* form for each college to report lower and upper division FTE adjustments. Instructions for completing and submitting the *FTE-1 Enrollment Estimates Adjustments* form is attached. Only colleges making adjustments must submit the adjustment form.

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Each college must submit an *FTE-1 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-1 Enrollment Estimates Adjustments*, *FTE-1 Certification* and narrative justifications no later than **November 1, 2017, 5 p.m. (EDT)**.

If you have any questions concerning this request, please email 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
Christopher Mullen
Scott Kittel
Lisa Cook