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MEMORANDUM 30-2018-13

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: November 29, 2017
SUBJECT: Reporting 2016-17 Vocational Level II Program Reviews
Due December 15, 2017

The web application is now available to submit the *2016-17 Vocational Level II Program Reviews*. You may print a report of all the program reviews being submitted to verify that they were entered correctly. The application web address is <http://data.fldoe.org/aavoc/AAVocLogin.cfm>.

Instructions for using the application and associated report are attached. Please forward the necessary information to the appropriate office at your institution that is responsible for entering and verifying these program reviews. Once you have completed entering your institution's program reviews, and verified the data using the report, email [Linda Wheatcraft-Smith](#) and copy [Kristopher Bice](#). Program reviews must be submitted no later than Friday, **December 15, 2017**.

If you have any questions, please contact Linda Wheatcraft-Smith.

JM/lis

Attachments

cc: Executive Assistants to the President
Workforce Education Development

Level II Program Review Reporting Instructions

- a. Everything needed to complete the reports is in the web application.
- b. When you get to the website you will then choose your college and enter the appropriate password.
- c. You then need to select the Add Vocational Review.
- d. This option brings up the reporting screen for you to start entering your reports.
- e. Be sure to select the **ADD Review** button each time to return and continue entering additional program reviews.
- f. All required fields on the reporting screen must be entered before the record will be accepted.

****Note**** *Text boxes for detailing problems or comments have been expanded.* If you exceed that amount you will encounter an error and an error page will be shown. To correct the problem; click your Back Button, and shorten the comments.

- g. Once you have completed entering all the reports please e-mail linda.wheatcraft-smith@fldoe.org that you have completed your program review submissions.
- h. A report feature is available so you can print a report of what program reviews have been entered.
- i. When reviewing the report, if you find an error you will need to delete that particular program review and re-enter the information.

INSTRUCTIONS

Community College and Technical Center MIS Report of Completed Level II Vocational Program Review

- Purpose:** For each vocational instructional program reviewed by the college a record of the review information should be inputted into the application. This process will identify the programs reviewed, methods, findings, actions, and any recommendations to the Division.
- Program ID** The CIP code will automatically be inserted when a program title is selected.
- Program Award:** The award will automatically be inserted when a program title is selected.
- Program Length** The length of the program will automatically be inserted when a program title is selected.
- Method of Review:** Check the appropriate item to indicate the method used to review the program. If you check the item labeled other - describe the method.
- Needs or Problems:** Check all appropriate item(s) to indicate the needs or problems. If none of those listed apply, check item labeled other and state the needs or problems.
- Recommendations:** Check the all recommendation(s) resulting from the review. If the recommendation is not listed, check the item labeled other and state the recommendation(s) in the e-mail to advise me your reports are completed.
- FCS Recognition:** If you believe any of the needs or problems discovered, should be recognized by the FCS, check the appropriate item. If none of the first four apply, check the one labeled other and state the need(s) or problem(s) in the e-mail to advise me your reports are completed.