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DFC Memorandum Number: 2023-04
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MEMORANDUM

TO: Florida College System Presidents
District Technical College and Center Directors

FROM: Kathryn S. Hebda, Chancellor, Division of Florida Colleges
Kevin O’Farrell, PhD., Chancellor, Division of Career and Adult Education

DATE: May 2, 2023

SUBJECT: **Academic Program Inventory and FloridaShines Catalog**

Pursuant to section (s.) 1006.73, Florida Statutes (F.S.), the process to begin uploading programs to the FloridaShines Catalog will begin soon for the 2022-23 Catalog Year. The following webinar will be co-hosted by the Florida Virtual Campus (FLVC) and the Florida Department of Education (FDOE) to review upload requirements.

Date	Thursday, May 25, 2023
Time	10:00 a.m. (Eastern Time)
Registration Link	https://us06web.zoom.us/webinar/register/WN_fcKDZeOBQB6fO3EsY52AHw

As a reminder, all Florida College System (FCS) institutions currently upload their active programs to the FloridaShines Catalog. At the request of the FDOE in response to the implementation of House Bill 1507 (2021), FLVC modified its data standards to allow the information collected through the FloridaShines Catalog to be shared with Credential Engine for population into a data dashboard required under s. 1008.40, F.S.

For FCS institutions, the baseline for the 2022-23 catalog will be the 2021-22 active programs submitted to the Department for the workforce program inventory, with a focus on clock hour and college credit programs.

As it pertains to school district technical colleges and centers, the program upload for the 2022-23 academic year into the FloridaShines Catalog will mark the first time institutions will upload their active programs. You may recall that last spring, each district submitted an excel file of active 2021-22 workforce education programs (clock hour programs and continuing workforce

education programs) directly to the FDOE. That 2021-22 file will serve as the baseline for your 2022-23 active program inventory upload, with a focus on clock hour programs.

Additional data collection guidance for noncredit (continuing workforce education programs) offerings is forthcoming for both colleges and school districts.

In preparation for this process, we are also contacting the FLVC data administrators at each institution to notify them of the webinar opportunity. Please ensure any other staff who may contribute to the FloridaShines Catalog are made aware of the webinar opportunity. The webinar will be recorded, and technical staff are available for institutions that would like additional support beyond the webinar.

For system office questions, please contact Katie Grissom, Director of Workforce and Academic Alignment, at Katie.Grissom@fldoe.org (FCS institutions) or Kathleen Taylor, Bureau Chief of Standards, Benchmarks, and Frameworks, at Kathleen.Taylor@fldoe.org (district technical colleges/centers). For FLVC questions, please contact catalog@flvc.org.

Thank you for your assistance in completing this statutory requirement.

KH/KO

cc: Carrie Henderson, Ph.D., Executive Vice Chancellor, FCS
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