



2025 Baccalaureate Program Review (2023-24 Reporting Year)

Thursday, February 13, 2025



Agenda

- Accessing Teams Site
- Navigating Teams Site
- Reminders
- Submission Reviewer's Criteria
- Next Steps
- Questions

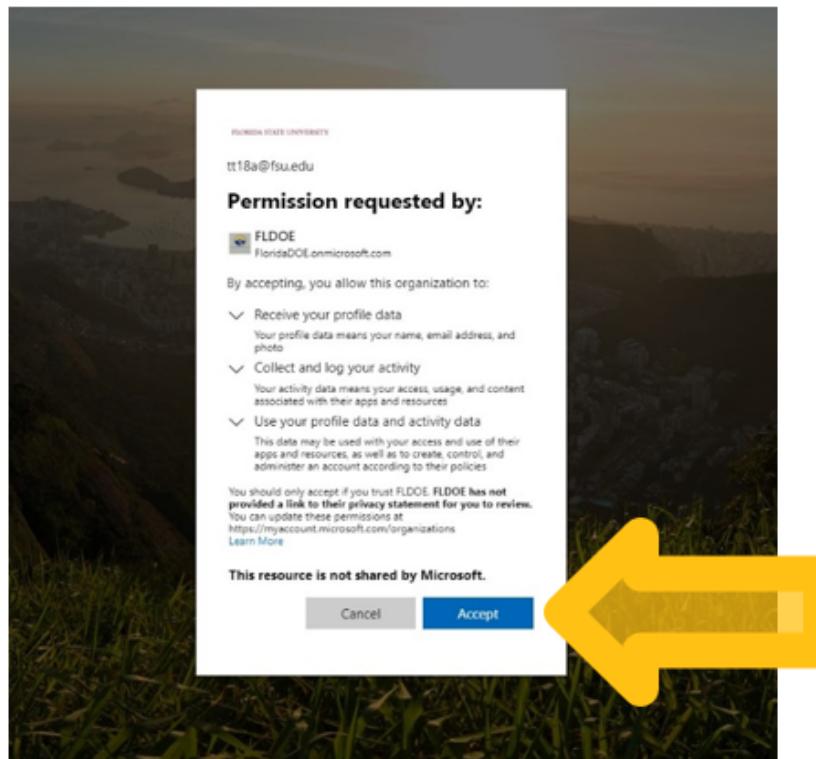


FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Accessing Teams Site

Step 1: Each new user will receive an email from Microsoft Teams with a notification that they have been added as a guest to FLDOE to Microsoft Teams. The user should select “Open Microsoft Teams” from the email invitation.

Step 2: The user may be prompted to review permissions prior to being granted entry into the Teams site. The user must accept these permissions.



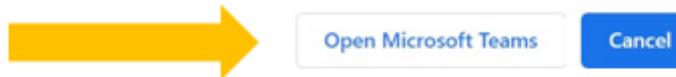
*Resource Guide for Completing
2025 Baccalaureate Accountability Reports*

Step 3: To view the Teams site, the user must select “Open Microsoft Teams.”

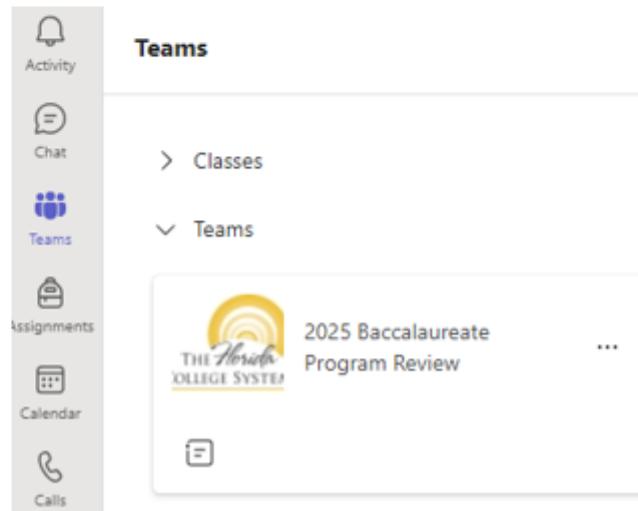
Open Microsoft Teams?

<https://teams.microsoft.com> wants to open this application.

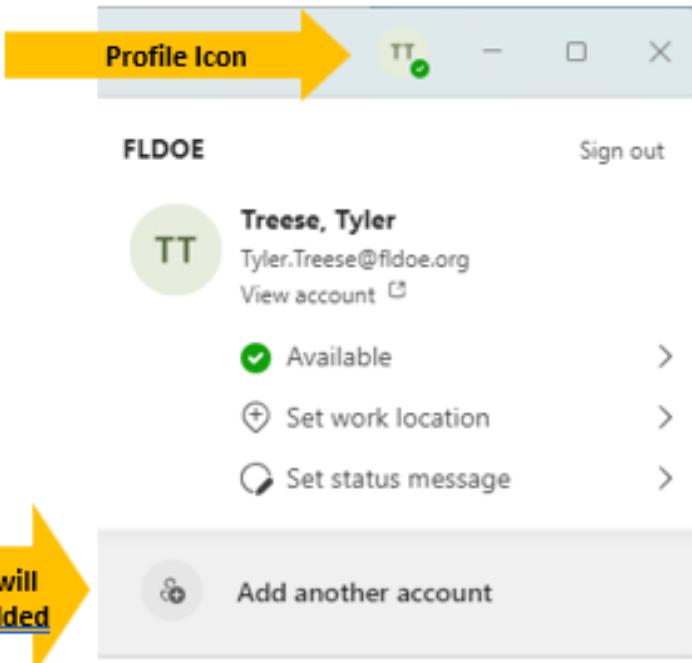
Always allow teams.microsoft.com to open links of this type in the associated app



Step 4: From the Teams site, the user should now see “2025 Baccalaureate Program Review” as one of their Teams. Note: depending on your settings (list, compact list, or tiles), the view may look different; the example is shown in grid view below.



Note: Once in the Teams site, please check that you are logged into Teams under the FLDOE (Guest) account and not your own Teams account. To switch accounts if needed, click on your profile icon in the upper right-hand corner and choose the FLDOE (Guest) icon.



A screenshot of the Microsoft Teams profile settings interface. At the top, there is a yellow arrow pointing to the profile icon in the top right corner of the window. Below the window title bar, the text "Profile Icon" is written above the profile picture. The profile picture is a green circle containing the letters "TT". To the right of the profile picture, the name "Treese, Tyler" and the email "Tyler.Treese@fldoe.org" are displayed, along with a "View account" link. Below this, there are three status options: "Available" (green checkmark), "Set work location" (plus sign), and "Set status message" (speech bubble). At the bottom of the window, there is another yellow arrow pointing to the "Add another account" button, which has the text "FLDOE (Guest) Icon will appear if correctly added" written above it.

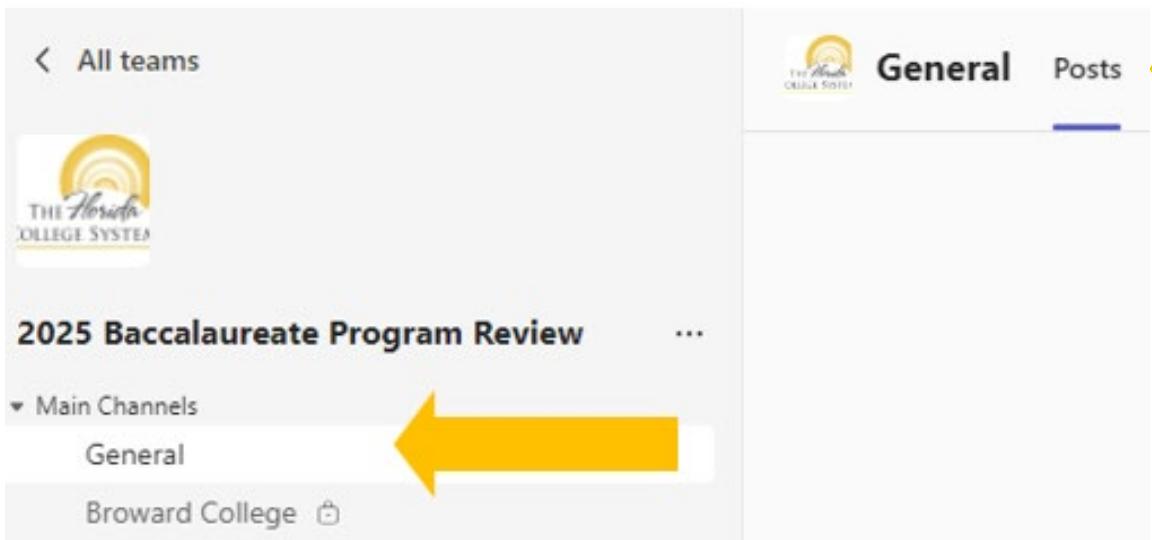


FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Navigating Teams Site

General Channel

The general channel is available to all college users and FLDOE staff. FLDOE will monitor the “posts” page if users wish to post questions that all colleges may view (e.g., general questions that apply to all institutions). FLDOE will use this general channel to provide resources for all institutions, summarized below.

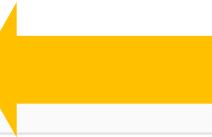


A screenshot of a Microsoft Teams interface. On the left, there's a sidebar with "All teams" and "The Florida College System" logo. Below that is a list of channels: "2025 Baccalaureate Program Review" (selected), "Main Channels" (expanded), "General" (selected), and "Broward College". At the bottom of the sidebar is a "New Channel" button. The main area shows a "General" channel with a "Posts" tab selected. A yellow arrow points from the "General" channel name in the sidebar to the "General" tab in the header. Another yellow arrow points from the "Posts" tab in the header to the "Posts" section on the right.

Posts

Reviewers are encouraged to post any questions that would apply to all colleges. We will monitor the “Posts” page frequently and provide responses so all users can see.



General Posts Files 

+ New 

Documents > General 

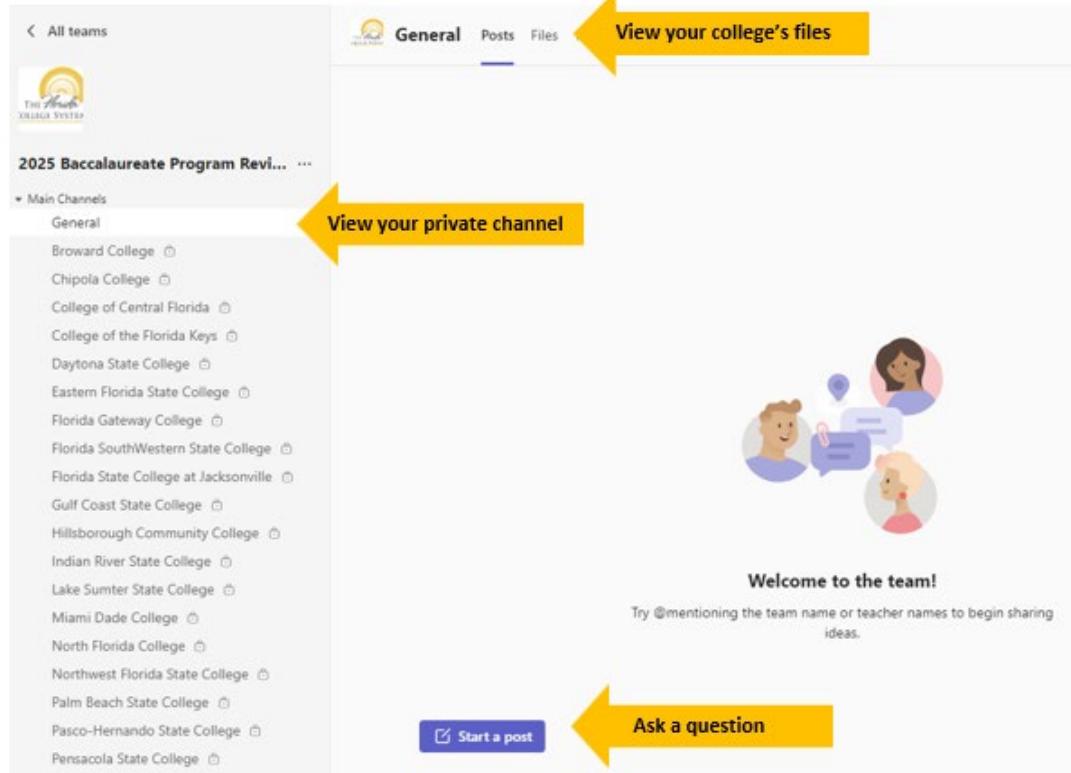
	Name
	2025 Data and Methods for BAAC-04.pdf
	2025 FAQ Baccalaureate Program Review.pdf
	2025 FloridaCommerce Data for Baccalaureate Program Review.xlsx
	2025 KH Memo Baccalaureate Program Review.pdf
	2025 Program-Level Data.xlsx
	2025 Resource Guide Baccalaureate Program Review.pdf
	2025 Statewide Averages Baccalaureate Program Review.pdf

Files Folder

- **2025 Data and Methods for BAAC-04**
 - Narrative summary of data and methodology.
- **2025 DEO Data for Baccalaureate Program Review**
 - Workbook containing occupational data used for the market demand analysis, available statewide or by workforce or college region.
- **2025 FAQ Bacc Program Review**
 - Listing of Frequently Asked Questions with FLDOE answers. Updated periodically.
- **2025 KH Memo Baccalaureate Program Review**
 - Chancellor memo outlining the request for colleges to complete the accountability reports.
- **2025 Program-Level Data**
 - Workbook providing data on: Enrollments and Completions, Retention rates, Completions rates, and Employment outcomes.
- **2025 Resource Guide Bacc Program Review**
 - Resource guide that provides step-by-step overview of the logistics for the 2024 reporting cycle.
- **2025 Statewide Averages for Quality Indicators**
 - Compilation of statewide averages of retention and completion rates, continuing education/job placement rates, and starting salary.

College Channel

The private college channel is only available to CAOs, baccalaureate liaisons, and their designees and is monitored by FLDOE staff. CAOs and baccalaureate liaisons may designate additional users by emailing FCSBacc_report@fldoe.org. FLDOE staff will actively monitor the “posts” section if colleges wish to ask questions or seek clarification specific to their college. The college’s primary interaction will be with the “Files” tab.



All teams

2025 Baccalaureate Program Rev... ...

Main Channels

- General
- Broward College
- Chipola College
- College of Central Florida
- College of the Florida Keys
- Daytona State College
- Eastern Florida State College
- Florida Gateway College
- Florida SouthWestern State College
- Florida State College at Jacksonville
- Gulf Coast State College
- Hillsborough Community College
- Indian River State College
- Lake Sumter State College
- Miami Dade College
- North Florida College
- Northwest Florida State College
- Palm Beach State College
- Pasco-Hernando State College
- Pensacola State College

General Posts Files

View your college's files

View your private channel

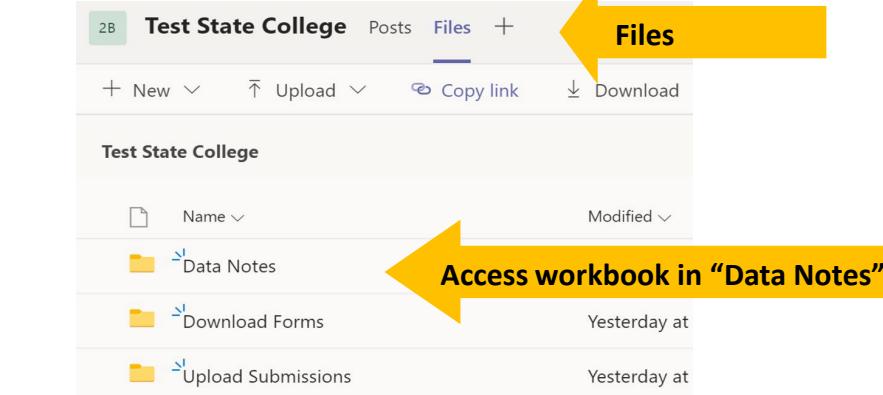
Welcome to the team!

Try @mentioning the team name or teacher names to begin sharing ideas.

Start a post

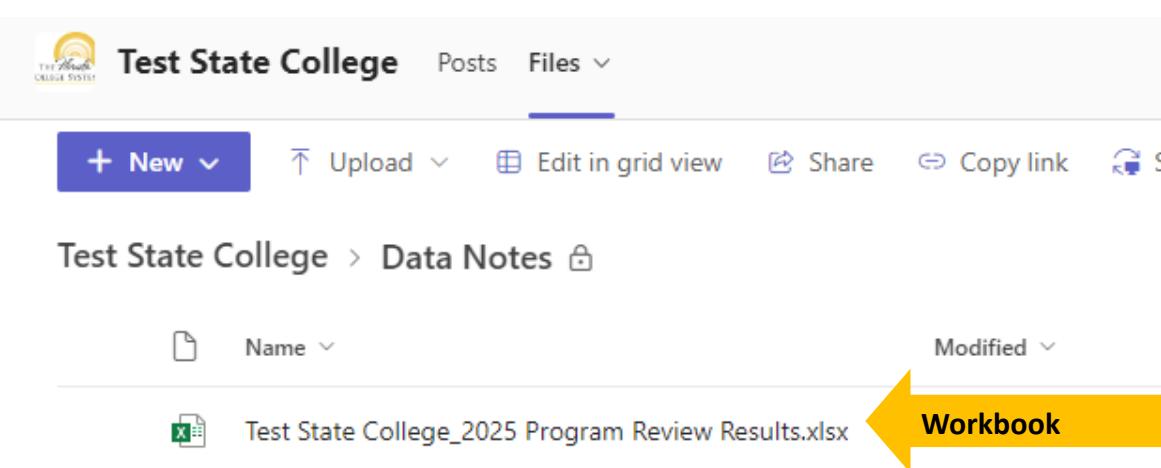
Ask a question

Accessing Data Notes



The screenshot shows a SharePoint site for "Test State College". The top navigation bar includes "Posts", "Files", and other options like "New", "Upload", "Copy link", and "Download". A yellow arrow points to the "Files" tab. Below it, a list of files is shown, with a yellow arrow pointing to the "Data Notes" folder.

Name	Modified
Data Notes	Yesterday at
Download Forms	Yesterday at
Upload Submissions	Yesterday at



The screenshot shows the "Data Notes" folder within the "Test State College" site. The top navigation bar includes "Posts", "Files", and other options like "New", "Upload", "Edit in grid view", "Share", "Copy link", and "S". A yellow arrow points to the "Data Notes" folder. Below it, a list of files is shown, with a yellow arrow pointing to the "Test State College_2025 Program Review Results.xlsx" file.

Name	Modified
Test State College_2025 Program Review Results.xlsx	Yesterday at

The “Files” tab contains three important folders that colleges should review carefully.

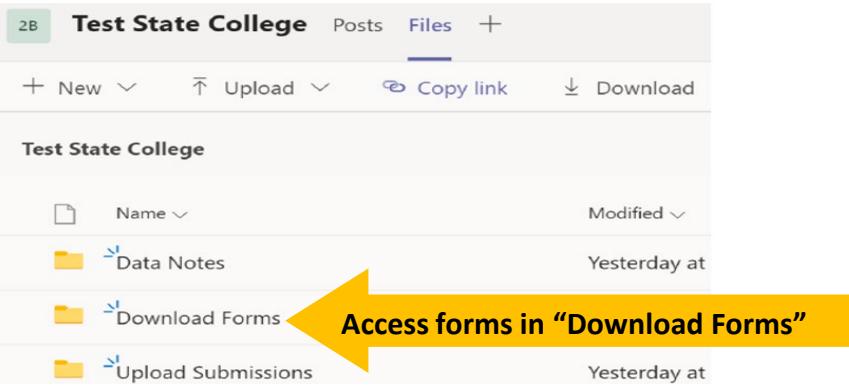
Data Notes Folder

CollegeSpecific_2025

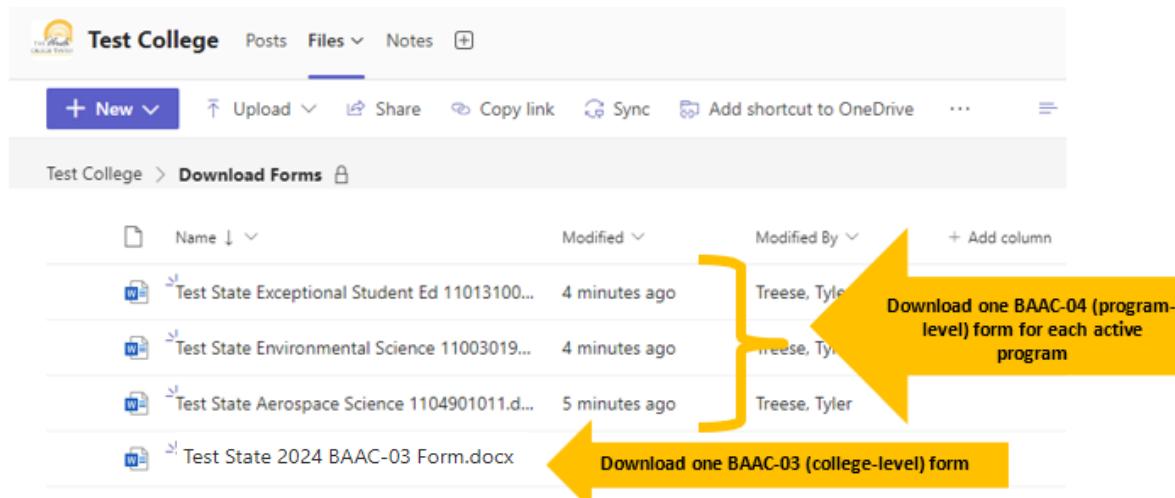
Program Review Results
(XLSX)

- Workbook of each college’s results for all active baccalaureate programs. These data were used to pre-populate the Word docs available in the “Download Forms” folder.

Downloading Form Templates



Access forms in “Download Forms”



Download one BAAC-03 (college-level) form

Download one BAAC-04 (program-level) form for each active program

Download Forms Folder

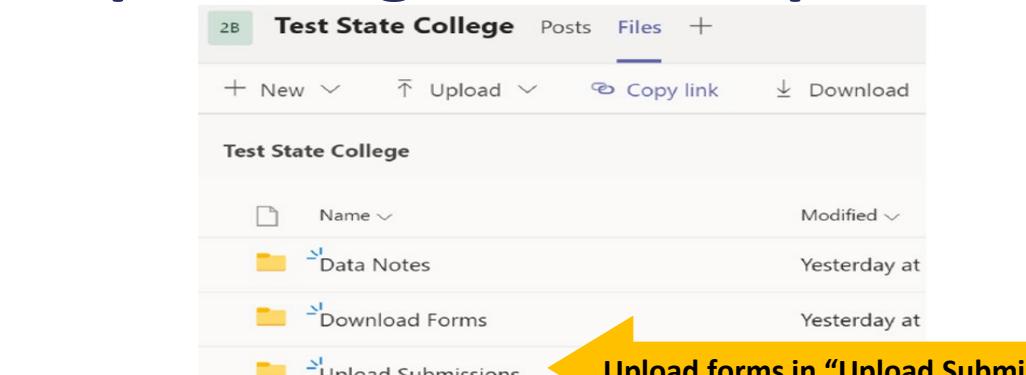
From the college’s Teams channel, the user should navigate to “Files” then “Download Forms”. As a reminder, there should be:

- One BAAC-03 (college-level) form.
- One BAAC-04 (program-level) form for each active program.

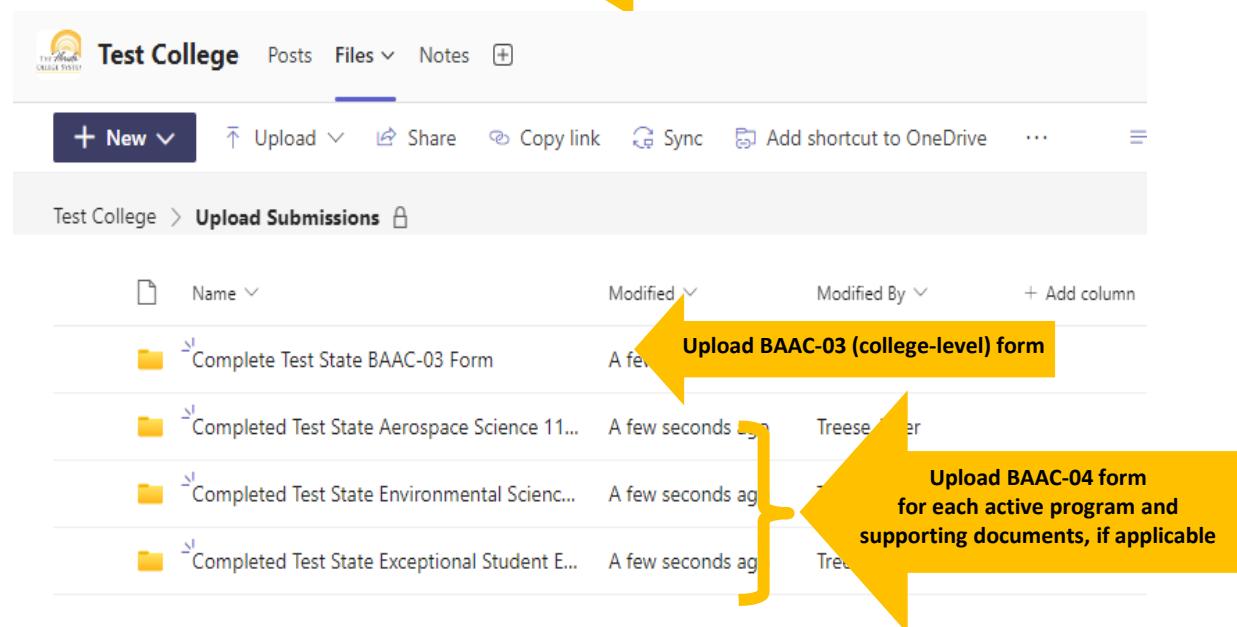
The user should first check if there are the correct number of forms.

The college should then begin its internal process of completing all the required forms.

Uploading Form Templates



The screenshot shows the Microsoft Teams interface for the 'Test State College' channel. The 'Files' tab is selected. A yellow arrow points to the 'Upload Submissions' folder with the text 'Upload forms in "Upload Submissions"'.



The screenshot shows the Microsoft SharePoint 'Test College' site. The 'Upload Submissions' list is displayed. A yellow arrow points to a specific item with the text 'Upload BAAC-03 (college-level) form'. Another yellow arrow points to the list with the text 'Upload BAAC-04 form for each active program and supporting documents, if applicable'.

Upload Submissions Folder
 Once the college has completed all forms and is ready to submit them to the Division, the user should navigate to “Files” then “Upload Submissions”.

Colleges may upload forms on a rolling basis, and they can make any changes to submissions up until the deadline of **April 30, 2025** at 11:59 p.m. EST. After that time, the “Upload Submission” folder will be locked for college editing.

Alternatives to Teams

- In some cases, individual users may have difficulties accessing the Teams site.
- Our initial attempt to resolve access issues is to remove and re-add users to the site. If that does not resolve issues, we refer to institutional IT departments.
- For those who cannot resolve access issues, staff will prepare a zip file that contains all the files and file structures from the Teams site.
- Once complete, institutions can email their forms to FCSBacc_report@fldoe.org.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Reminders

BAAC-04 Form: Maintaining Qualified Faculty

- For the 2025 reports, methodology is provided for completing the “Maintaining Qualified Faculty” table.
 - **Full-Time Faculty** – Number of full-time faculty teaching at least one upper-division course in the specified year.
 - **Full-Time Faculty with Terminal Degree** – Number of full-time faculty with terminal degree teaching at least one upper-division course in the specified year.
 - **Part-Time Faculty** – Number of part-time faculty teaching at least one upper-division course in the specified year.
 - **Part-Time Faculty with Terminal Degree** – Number of part-time faculty with terminal degree teaching upper-division courses in the specified year.
 - **Faculty Support: Lab Assistants, etc.** – Number of faculty support personnel for baccalaureate program in the specified year.

Replacement CIP Codes

Appendix D. Replacement CIP Codes (If Applicable)

College Name	Program Name	10-Digit CIP	Additional 10-Digit CIP	Additional 10-Digit CIP
Daytona State College	Information Technology	1101101031	1101101032	1101101034
Daytona State College	Engineering Technology	1101401031	1101599991	
Florida SouthWestern State College	Cardiopulmonary Sciences	1105109151	1105109081	
Florida State College at Jacksonville	Financial Services	1105208011	1105208031	
Florida State College at Jacksonville	Supervision and Management	1105201013	1105202991	
The College of the Florida Keys	Supervision and Management	1105202012	1105202991	
The College of the Florida Keys	Marine Resource Management	1103032012	1103032011	
Gulf Coast State College	Organizational Management	1105202012	1105202991	
Gulf Coast State College	Digital Media	1100907023	1101003041	
Indian River State College	Organizational Management	1105202062	1105202991	
Florida Gateway College	Early Childhood Education, Birth through Age 4 - non-certification	1101312101	1101312102	
State College of Florida, Manatee-Sarasota	Early Childhood Education, Birth through Age 4	1101312101	1101312102	
Miami Dade College	Early Childhood Education, Age 3 to Grade 3 and Birth to Age 4	1101312101	1101312103	
Miami Dade College	Data Analytics	1103071011	1101101011	
Northwest Florida State College	Early Childhood Education, Birth through Age 4; non-certification	1101312101	1101312102	
Palm Beach State College	Information Management	1101110051	1101110991	
St. Petersburg College	Veterinary Technology	1100183011	1105108081	
St. Petersburg College	Dental Hygiene	1105105041	1105106021	
St. Petersburg College	Technology Management	1101110051	1101110991	
St. Petersburg College	Cybersecurity	1101110034	1101110031	
Santa Fe College	Early Childhood Education, Birth through Age 4 - non-certification	1101312101	1101312102	
Valencia College	Business Administration	1105202012	1105202011	
Valencia College	Radiologic and Imaging Sciences	1105109112	1105109071	



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Submission Reviewer's Criteria

Submission Reviewer's Criteria

- While reviewing each section of a program's BAAC-04 form, there are 4 main questions being considered:
 - Has the (section topic) changed over time or remained consistent?
 - If the total number of (section topic) has declined over time, does the narrative adequately explain the decrease?
 - Is the program showing improvement over time? This can be shown through an increase in quality indicator rates over time, as well as through the submitted narrative and/or supportive evidence
 - Did the college provide any additional proof to speak to the success of the program?

Submission Reviewer's Criteria

- How does the program perform compared to statewide averages?

Statewide Averages

Program Outcomes	Prior Year 2 (2021-22)	Prior Year 1 (2022-23)	Reporting Year (2023-24)
Retention rate	74.7%	73.3%	73.9%*
Completion rate	79.4%	79.6%	79.8%
Employment Outcomes	Prior Year 2 (2020-21)	Prior Year 1 (2021-22)	Reporting Year (2022-23)
Average starting salary	\$69,485	\$70,913	\$77,853
Percent continuing education or employed	86%	85%	86%

* Methodological revision to include prior CIP codes

Supportive documentation/evidence:

- Survey responses from program graduates or employers in the college's service area
- Letter of support from a business in the college's service area
- Institutional program review that provides clear findings and modifications to increase retention/graduation rates and/or employment rates

Unsupportive documentation/evidence:

- Meeting minutes that do not provide substantive information about the program's quality indicators, plans to increase these rates, or modifying program to enhance opportunities for students' educational and/or professional growth
- Documents that just state the learning outcomes for program courses
- Charts on retention/graduation rates without any accompanying information



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Next Steps

Next Steps

- Familiarize yourself with the Teams site and review the resource guide, the FAQ, and other resources.
- Ensure all applicable BAAC-04 forms are located in the “Download Forms” folder.
- Institutions must submit their completed BAAC-03 form and all applicable BAAC-04 form(s) by Wednesday, April 30, 2025.
- Please contact FCSBacc_report@fldoe.org with any questions.



FLORIDA DEPARTMENT OF
EDUCATION

fldoe.org

Questions?