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**DFC Memo: 2021-01**  
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## MEMORANDUM

**TO:** Florida College System Presidents

**FROM:** Kathy Hebda, Florida College System Chancellor

**DATE:** March 01, 2021 

**SUBJECT:** Annual Baccalaureate Accountability Reports

**DEADLINE:** **May 14, 2021**

Section (s.) 1007.33, Florida Statutes (F.S.), requires Florida College System (FCS) institutions authorized to offer baccalaureate degrees to submit annual accountability reports for approved baccalaureate programs. Furthermore, s. 1003.491(5), F.S., requires the Commissioner of Education to annually assess postsecondary program offerings to identify if they are linked to occupations that are in high demand by employers, require high-level skills and provide middle-level and high-level wages.

For this year's reports and for future reports, the annual baccalaureate accountability process has been aligned with the annual review of career and technical education (CTE) for baccalaureate programs. As such, the reporting and submission processes will be different starting with this reporting year. Baccalaureate programs will be evaluated for compliance with s. 1007.33, F.S., and s. 1003.491(5), F.S., through one streamlined process.

Pursuant to [Rule 6A-14.095, Florida Administrative Code](#) (F.A.C.), Site Determined Baccalaureate Access, effective October 2020, each college with one (1) or more baccalaureate programs shall annually submit one College-Level Baccalaureate Accountability Report, Form BAAC-03.

Additionally, colleges shall annually submit one Program-Level Baccalaureate Accountability Report, Form BAAC-04, for each active baccalaureate degree program. The Division of Florida Colleges (Division) has pre-populated most of the data needed to complete the reports, including market demand indicators, program enrollment and retention, completion and student employment outcomes. Colleges will need to complete the remaining sections.

The Division established Microsoft Teams as the platform for form dissemination, submission and feedback. Shortly, chief academic officers and baccalaureate liaisons will receive additional instructions regarding the process of form retrieval and submission. The Teams site contains additional resources, including a step-by-step submission guide as well as notes on data and methodology. By May 14, 2021, each college should submit the reports for the 2019-20 reporting year through the Microsoft Teams platform.

KATHRYN S. HEBDA  
FLORIDA COLLEGE SYSTEM CHANCELLOR

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Following submission, the Division will provide feedback in writing on each program based on the review of the accountability report. For programs with deficiencies on market demand, program resources or student success indicators, the Division will outline findings and recommendations designed to improve performance.

I am available if you have any questions. For specific information regarding the baccalaureate accountability reports you may contact division staff at 850-245-0407 or via email to [FCSBacc\\_report@fldoe.org](mailto:FCSBacc_report@fldoe.org).

KH/ms

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