

Department of Education
Office of Inspector General – Internal Audit
6 Month Status for Report #A-1819-030
Baccalaureate Degree Approval Process Administered by the Division of Florida Colleges
Status as of July 14, 2019

Finding	Recommendation(s)	Management Response as of January 31, 2019	Management Response as of July 14, 2019	Anticipated Completion Date & Contact
<p>Finding 1: The Division did not adhere to statutory timelines for forwarding Notices of Intent for all baccalaureate degree proposals.</p>	<p>We recommend DFC forward the Notice of Intent (NOI) to the Chancellor of the State University System, the President of the Independent Colleges and Universities of Florida, and the Executive Director of the Commission for Independent Education within 10 business days of receipt. In the event the NOI is deemed not sufficient for future approval of the proposal, we recommend DFC request that the FCS institution withdraw the NOI and resubmit a revised NOI at a later date. The Division might also consider making provisions for institutions submitting degree proposals to receive consultation or feedback prior to submitting an NOI. We additionally recommend the division alter its tracking system to include the dates NOIs are returned to the FCS institutions and the revised NOI submission date.</p>	<p>DFC agrees with the findings regarding timelines for forwarding NOIs.</p> <p><u>Process for Handling NOIs</u> Moving forward, DFC will review NOIs to determine whether or not institutions have completed all required components.</p> <ul style="list-style-type: none"> • For institutions that have not completed the required components, DFC will request a complete NOI and indicate, in writing, the requirements that were not met in the original submission. Upon receipt of the re-submitted complete NOI, DFC will forward to universities within 10 business days. • For institutions that have completed the required components and the proposal is sufficient, DFC will forward to universities within 10 business days. 	<p><u>Process for Handling NOIs</u> Of the 11 NOI's submitted in 2019, 100% of them were forwarded to universities within 10 business days (Documentation: NOI Updates Since Audit and PDFs of relevant emails/memos)</p> <p>DFC contacted the college that submitted complete NOI that was deemed insufficient to allow the institution to formally withdraw the proposal and/or proceed with notification to universities</p> <ul style="list-style-type: none"> • Chancellor Hebda spoke with President Barrett re: FGC's NOI for supervision and management. President Barrett withdrew the NOI on 3/3. (Documentation: email of the withdrawal) • FKCC's Marine Resource Management proposal goes before the SBOE in July 2019. (Documentation: Agenda item) <p><u>Offering Consultation/Feedback</u> Carrie Henderson presented a baccalaureate update at the February 20, 2019, council of</p>	<p>Actions complete Contact: Carrie Henderson</p>

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			<p>student and instructional affairs pre-meeting to discuss the process and DFC’s availability to provide feedback. (Documentation: agenda and presentation slide deck)</p> <p>Chancellor Hebda discussed the trends in baccalaureate submissions at the June 6, 2019, Council of Presidents meeting. She reiterated the division’s availability to provide feedback. (Documentation: Chancellor’s talking points)</p> <p>Of the 11 NOIs submitted in 2019:</p> <ul style="list-style-type: none"> • 5 apprise entries were submitted prior to the new process • 2 apprise entries occurred at the same time or after NOIs were submitted • 4 apprise entries were followed by phone calls from Carrie Henderson to college staff <p>(Documentation: Apprise entries updates document)</p> <p><u>Revised Tracking Sheet</u> DFC revised its tracking sheet to include data validation tools as well as automatic date population,</p>	
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			<p>and created a new manual. (Documentation: tracking sheet and manual)</p> <ul style="list-style-type: none"> • For institutions that have completed the required components, but the proposal is not sufficient, DFC will confer with the institution to request the NOI be withdrawn to allow time for DFC to provide feedback. <ul style="list-style-type: none"> ○ If the college withdraws the NOI, the 10 day window will re-start upon receipt of the re-submitted NOI. ○ If the college elects to move forward without DFC feedback, DFC will forward within 10 business days. <p>Given the findings of the audit, DFC will contact colleges that submitted complete NOIs that were deemed insufficient to allow the institutions to formally withdraw the proposal and/or proceed with notification to universities. Given the expiration of NOIs, DFC will only look at proposals submitted in the last two years.</p> <ul style="list-style-type: none"> • Florida Keys Community College’s BAS in Marine 	
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			<p>Resource Management NOI was submitted on December 2, 2018. DFC requested feedback and the re-submitted NOI arrived on January 10, 2019. DFC forwarded the NOI to universities within 10 business days on January 18, 2019.</p> <p>Florida Gateway College’s BAS in supervision and management NOI was submitted on June 6, 2017. DFC requested feedback and has yet to receive a re-submitted NOI. DFC will contact the college to determine if they wish to withdraw the NOI or proceed with forwarding to universities.</p> <p><u>Offering Consultation/Feedback</u> DFC meets with FCS baccalaureate liaisons three times a year—typically in February, June and October. These meetings allow opportunities for DFC to share information with colleges regarding the baccalaureate approval process. At the February 20, 2019, meeting, DFC will ensure the baccalaureate liaisons are aware that DFC is available to provide feedback and</p>	
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			<p>consultations prior to the NOI being submitted.</p> <p>Additionally, DFC will reach out to colleges when new programs are submitted in APPRiSE to offer consultation and feedback prior to NOI submission.</p> <p><u>Revised Tracking Sheet</u> DFC will revise its tracking sheet as well as its business processes to ensure baccalaureate submissions are accurately recorded and documented as well as processed in a timely manner to meet the statutory and rule requirements.</p>	
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