

**Associate in Science
and Applied Science
Notice of Intent
Form No. AAS-AS-01**



NOTICE OF INTENT
Form No. AAS-AS- 01

Section 1007.331, Florida Statutes (F.S.), and Rule 6A-14.096, Florida Administrative Code (F.A.C.), outline the requirements for career center or charter technical career center associate in applied science and associate in science degree program proposals. The completed Notice of Intent (NOI) form, incorporated in Rule 6A-14.096 F.A.C., Site Determined Associate in Applied Science and Associate in Science Degree Access, must be submitted by the school district superintendent to the chancellor of the Division of Career and Adult Education at CAE_SiteDetermined@fldoe.org. NOIs will be accepted at any time throughout the year.

CHECKLIST

The notice of intent requires completion of the following components:

- Program summary
- Program description
- Workforce demand, supply, and unmet need for graduates
- Geographic region to be served
- Estimated timeframe for implementation
- Summary of the planning process

CAREER CENTER NAME

District School Board Name:	
Institution Name:	
Institution Director:	

PROGRAM SUMMARY

1.1	<p>Program name as adopted by the State Board of Education curriculum framework.</p> <p><i>NOTE: If the institution is proposing a new A.S./A.A.S degree program without a current framework, enter "New Program" for this field. The new program request forms must be completed and submitted separately, prior to the submission of the application.</i></p>	
1.2	<p>Degree Classification of Instructional Program (CIP) code (10-digit) assigned in the curriculum framework.</p>	
1.3	<p>Degree type.</p>	<p><input type="checkbox"/> Associate in Science</p> <p><input type="checkbox"/> Associate in Applied Science</p>
1.4	<p>How will the proposed degree program be delivered? (check all that apply).</p>	<p><input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only)</p> <p><input type="checkbox"/> Completely online (Entire degree program delivered via online courses only)</p> <p><input type="checkbox"/> Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses)</p>
1.5	<p>How will the general education components of the degree program be delivered?</p>	
1.6	<p>Anticipated program implementation date (date when students will be enrolled in the degree program).</p>	

PROGRAM DESCRIPTION

2.1 This section is the **executive summary** of this notice of intent. We recommend providing an abbreviated program description including but not limited to: the program demand, current supply, and unmet need in the career center’s geographic region; overview of program curriculum including general education requirements delivery method; career path and potential employment opportunities; and average starting salary. We encourage approximately 300 words for a sufficient description.

Click or tap here to enter text.

WORKFORCE DEMAND, SUPPLY, AND UNMET NEED

3.1 Describe the workforce demand, supply, and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Sections 3.1.1 to 3.1.4. The Standard Occupational Classification (SOC) system is used to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data.

For proposed programs, please use the postsecondary CIP to SOC crosswalk available at <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>. If using a SOC that is not on the state of Florida CIP to SOC crosswalk, please justify why the SOC aligns with the applied science and associate in science degree program.

Click or tap here to enter text.

DEMAND: FLORIDA DEPARTMENT OF COMMERCE EMPLOYMENT PROJECTIONS

3.1.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to “Worksheet Object”, and then “Open”. To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	*Base Year	*Projected Year	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
					Total	0				

*Replace the “Base Year” and “Projected Year” headers with the years reflected in the projections portal (e.g., Base Year is 2019, Projected Year is 2027).

**Note that the “Level Change” column in Table 3.1.1 corresponds to the “Percent Growth” employment projections data produced by FloridaCommerce.

***Please note that the “Total Job Openings” columns is preset to be divided by 8.

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE (LIST NAME OF OTHER ENTITY HERE)

3.1.2 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/Region	*Base Year	*Projected Year	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
								\$ -		
								\$ -		
								\$ -		
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								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
						Total	0			

*Please replace the "Base Year" and "Projected Year" headers with the corresponding years reported.

SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, IPEDS

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to “Worksheet Object”, and then “Open”. To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

Program		Number of Degrees Awarded					
Institution Name	CIP Code	*Most Recent Year	*Prior Year 1	*Prior Year 2	*Prior Year 3	*Prior Year 4	5-year average or average of years available if less than 5-years
	Total	0	0	0	0	0	0

*Please replace the “Most Recent Year” through “Prior Year 4” headers with the corresponding years reported.

ESTIMATES OF UNMET NEED

3.1.4 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to “Worksheet Object”, and then “Open”. To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

	Demand	Supply		Range of Estimated Unmet Need	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
Florida Commerce Total				0	0
Other Totals				0	0

3.2 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 to 3.1.4, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

Click or tap here to enter text.

3.3 If the education level for the occupation identified by the Florida Department of Commerce or the Bureau of Labor Statistics (BLS) presented in Sections 3.1.1 to 3.1.2 is below or above the level of an associate in applied science or associate in science, provide justification for the inclusion of that occupation in the analysis. **Note: This section only applies to applicants using a SOC code that is not on the state of Florida CIP to SOC crosswalk found at the following link:**

<https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>.

Click or tap here to enter text.

3.4 Describe the career path and potential employment opportunities for graduates of the program.

Click or tap here to enter text.

PLANNING PROCESS

4.1 Summarize the internal planning process. In timeline format, please describe the steps your institution took in completing the internal review and approval of the associate in applied science or associate in science program. For example, summarize actions taken by the career center proposing the degree including but not limited to, an institutional curriculum committee, the career center director, the superintendent, the school board and any other areas.

Click or tap here to enter text.

4.2 Summarize the external planning process with the business and industry community. In timeline format, please describe your institution's interactions and engagements with external stakeholders, including but not limited to industry advisory boards meetings, discussions with advisory committees, briefings from local businesses, consultations with employers, and conducting paper and online surveys.

Click or tap here to enter text.

<p>4.3 List external engagement activities with Florida and nonpublic postsecondary institutions. This list shall include meetings and other forms of communication among external postsecondary institutions regarding evidence of need, demand, and economic impact.</p>
<p>4.3.1 Florida College System institutions in career center's Service District</p>
<p>Date(s): Click or tap here to enter text.</p> <p>Institution(s): Click or tap here to enter text.</p> <p>Activity Descriptions and Outcomes: Click or tap here to enter text.</p>
<p>4.3.2 Institutions in service district that are accredited by an agency recognized by the U.S. Department of Education.</p>
<p>Date(s): Click or tap here to enter text.</p> <p>Institution(s): Click or tap here to enter text.</p> <p>Activity Descriptions and Outcomes: Click or tap here to enter text.</p>
<p>4.3.3 Institutions outside of service district (If applicable)</p>
<p>Date(s): Click or tap here to enter text.</p> <p>Institution(s): Click or tap here to enter text.</p> <p>Activity Descriptions and Outcomes: Click or tap here to enter text.</p>