Cradle-to-Career Data and Tools Advisory Board Staff Report

Date Report Issued: April 13, 2023
Attention: Members of Cradle-to-Career Ad Hoc Committee
Subject: Summary of the Data and Tools Advisory Board
                        Recruitment Process
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and
                        Partnerships

At this meeting, the members of Cradle-to-Career's (C2C) Ad Hoc Committee will have the opportunity to discuss the application, rubric, and selection process for new Data and Tools Advisory Board applicants.

Requested Action:

After review and consideration of the application, rubric, and selection process the Ad Hoc Committee will determine what course of action it will like to pursue. Among its options are:

1. Approve the application, rubric, and selection process as presented.
2. Amend the application, rubric, and selection process as presented.

Background:

The Data and Tools Advisory Board consists of 16 public members appointed by the Governing Board. Members include the end users of the data system, such as practitioners, families, students, adult learners and workers, community organization staff, research organization staff, and advocacy organization staff.

Data and Tools Advisory Board members serve three-year terms, with the initial appointment term staggered such that one-third of the positions expire each year. The following members of the Data and Tools Advisory Board were assigned a one-year term when they were appointed and will cycle off the Board in August: Alex Adams, Jacob Jackson, Amber Jacobo, Liberty Van

Natten, and Davis Vo. Moving forward, all new members will serve a three-year term.

Vacancy Analysis:

As the Data and Tools Advisory Board faces vacancies, it is imperative to analyze how those impending openings will affect the Advisory Board as the new selection process begins. In terms of the five members that will be cycling off the Advisory Board, three members are practitioners, one member represents research organizations, and one member represents students and families. Given their departure and pending the new selection of members, the Advisory Board will be composed of two members that represent advocacy organizations, two members that represent community organizations, five practitioners, and two members that represent research organizations. More information regarding the breakdown of member term limits and representation can be found below:

	One Year	Two Years	Three Years
Advocacy Organization		1 Vacancy	1 Vacancy
Community Organization		2 Vacancies	
Practitioner	3 Vacancies	2 Vacancies	3 Vacancies
Research Organization	1 Vacancy		2 Vacancies
Students and Families	1 Vacancy		

As the Governance Manual specifies, it is important for the Advisory Board to bolster the public's voice and cultivate a diversity of perspectives. Additionally, attention should be placed on recruiting members who have expertise in equity,

and prioritizing community members who can be conduits of information to and from the data system's intended audiences.

Outreach:

In an effort to seat a diverse Advisory Board, the Office of Cradle-to-Career Data (the Office) has drafted a comprehensive and strategic outreach plan. To publicize the application, the Office intends to capitalize on social media, post at local coffee shops and libraries, and broadcast on radio. C2C will develop a communications toolkit in English and Spanish, which it will share with collaborators for further dissemination. Through the advertisement of the opening, the Office would like to be intentional about reaching various student populations and intends to work with various campus centers and offices and student ambassadors.

Additionally, to streamline the process for the public, the Office will develop a page on the C2C website to house all application resources and information. It will serve as a static landing page that the Office will update every Spring with the new application for the Advisory Board. The page also highlights key information such as when the application will open and close.

Lastly, the Office will look to Advisory and Governing Board members to assist in the process. C2C would like to work with members to obtain testimonials to encapsulate the experience from the perspective of an active member.

Application, Rubric, and Selection Process:

The front section of the application details the authority of the Advisory Board, lays out membership and terms, provides insight into meeting logistics, member expectations and responsibilities, and specifics desired characteristics for selection. The later half is the application, which contains 12 questions in total. Questions one through six are standard. Questions seven through 12 are substantive and the core of the application.

The rubric works in conjunction with the application, highlighting the three main areas of criteria for selection which are representation, experience with C2C-relevant data sets, and data alignment.

As the Governance Manual sets forth, the Office has documentation to publicize the opportunity to apply, including requirements for participation, anticipated activities, the selection rubric, and an application form. Through this meeting, the Ad Hoc Committee will provide input to the Office on the application materials and the dissemination plan. From here, the Office will partner with Governing Board members, Advisory Board members, and community partners to recruit Advisory Board nominations and compile applications. The Ad Hoc Committee will meet to score applications and discuss potential slates for the impending vacancies.