Cradle-to-Career Data and Tools Advisory Board Application

Thank you for your interest in serving on the Data and Tools Advisory Board for the Cradle-to-Career (C2C) Governing Board. Please complete and submit this questionnaire as part of the application and selection process. C2C will use this information to review your application and possible selection as a representative on the Advisory Board. Please ensure the information you provide is complete and accurate. Your name, organizational affiliation, and statement of qualifications will be shared in a public meeting.

Authority

The responsibility of the Data and Tools Advisory Board is to examine whether the data system is providing actionable information and identifying ways to improve access to that information.[1]

Membership and Terms

The Data and Tools Advisory Board members shall consist of 16 public members, appointed by the Governing Board. The Data and Tools Advisory Board members will consist of end users of the data including 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.

Representatives of specific institutions serve no more than one consecutive term and can only have one seat on the Data and Tools Advisory Board at a time.

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[1] Education Code Section 10865(b)(1)(A).

Advisory Board members must be California residents[2] and shall be subject to the requirements of the California Political Reform Act, including the C2C's Conflict of Interest Policy, and Form 700 filing requirement.

Meetings

- Data and Tools Advisory Board meetings will occur at least twice a year.
- In addition to regular meetings, the Data & Tools Advisory Board may establish ad hoc committees as needed.
- All meetings are subject to the provisions of the Bagley-Keene Act.
- The quorum for meetings is a simple majority of Data and Tools Advisory Board members (9 Advisory Board members).

Member Expectations and Responsibilities

All members of the Data and Tools Advisory Board are expected to attend meetings and advocate for the Cradle-to-Career System to key stakeholders.

Through feedback provided in meetings, the Data and Tools Advisory Board members will provide suggestions to the Governing Board and the Office, including, but not limited to:

- The usability, accessibility, and usefulness of dashboard visualizations
- Operational tools
- Data points to include in centralized data sets

Each year, the Data and Tools Advisory Board will also review all prior data requests from the researcher data request process to facilitate the continuous improvement of the data request process and ensure that it is clear, transparent, fair, and efficient, including identifying mechanisms that would enable appropriate data requests to be fulfilled.

When there are significant gaps regarding whether the data system is providing access to actionable information, the Data and Tools Advisory Board may

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[2] Government Code Section 1062.

develop recommendations for the Governing Board on which tools to provide or which data points to include in centralized data sets.

At the fall Advisory Board meeting, Advisory Board members may bring forward proposals for ways to address the significant gap.

At the spring Advisory Board meeting, the Office of Cradle-to-Career Data (the Office) will present on the feasibility studies. The Advisory Board will discuss the findings, amend the proposal if needed, and then vote on whether the proposal should be advanced to the Governing Board as a recommendation. The same voting protocol will be used as in the decision to implement a feasibility study.

Members will be required to:

- Attend two in-person meetings in Sacramento per year (note: reimbursement will be provided for travel within the State of California. Reimbursement covers public transportation, mileage, parking, as well as airfare and hotel for those located more than 100 miles away.)
- Review draft documents in advance of meetings
- Gather input from and share information with other data experts
- Complete forms to document any potential conflicts of interest

Selection

Advisory Board members will be selected to ensure a broad representation of perspectives and expertise that can inform the resources developed by C2C. Specific desired characteristics include:

- Ability to ensure that accurate and aligned data can be integrated into the analytical tools (the dashboards, query builder tool, and data set available for research requests)
- Experience with conducting analyses using education-related data (for this first cohort of Advisory Board members, particularly K-12, community colleges, universities, teacher training, and employment data)

- Familiar with state data sets and the way information is gathered and processed
- Able to commit time to review materials, solicit input from other data experts, and participate in advisory board meetings
- Willing to work collaboratively toward common solutions

Application

1. First Name
2. Last Name
3. Job Title
4. Organizational Affiliation
5. Email Address
6. Phone Number
7. Please describe why you would like to join the Data and Tools Advisory Board.
8. What communities would you represent on the Advisory Board (such as a, a region, or an experience such as being a student or teacher)? Please select all that apply.
   - ☐ Practitioner
      - ☐ Early Learning
      - ☐ K-12
      - ☐ California Community Colleges
      - ☐ California State University
      - ☐ University of California
      - ☐ Non-public Higher Education
      - ☐ Workforce
   - ☐ Student
   - ☐ Research Organization
   - ☐ Advocacy Organization
   - ☐ Regionally focused work
      - ☐ Statewide
      - ☐ Los Angeles

- ☐   Inland Empire
- ☐   Central Valley
- ☐   Bay Area
- ☐   Northern California
- ☐ Other [describe]

9. Review the [one-page description](#) of our planned data tools (dashboards, query builders, and research request process) and share relevant experience or expertise that will meaningfully contribute to the Advisory Board. In particular, please share if you have experience conducting data analysis or dealing with data alignment issues related to the C2C's data points.

10. Do you belong to any membership organizations, user groups, or affinity groups that relate to the work of C2C? Please add them here.

11. Do you know of any conflicts of interest that would prohibit you from serving on this Advisory Board?

12. If additional relevant information about you is available online, such as on a website or LinkedIn, please provide a link.