

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

Date Report Issued: September 28, 2023  
Attention: Members of Data and Tools Advisory Board  
Subject: **Overview of the Recommendation Process**  
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships and David Lang, Research Manager

At this meeting, the Data and Tools Advisory Board will be provided the opportunity to learn more about the recommendation process.

## Requested Action:

There is no requested action for this item. This is an informational item only.

## Background:

The [Governance Manual](#) states that before the Fall Advisory Boards meetings, the Office of Cradle-to-Career Data (Office) will convene a public meeting where Board members can learn from and ask questions of the data providers about data points in the P20W data set. This meeting is a unique opportunity for Advisory Board members and data providers to share information relevant to the work of the Office.

On June 6, 2023 both the Data and Tools and Community Engagement Advisory Boards convened for their first joint meeting; also in attendance at this meeting were data provider subject matter experts (SMEs). During this session, the Office provided a presentation on the P20W data set, including the 20 new data points that were [approved by the Board at the May 10th Board meeting](#). After the presentation, there was an open forum, allowing SMEs the opportunity to provide more information, insight, and clarity, and also provided a space for the Advisory Board members to ask questions of the SMEs or the Office.

The Office reviewed the data proposal process with Advisory Board members.

During this meeting, both Advisory Boards reviewed and discussed the proposal forms as well as the rubrics. Advisory Board members will use the form to submit the data proposal and the rubric to determine which proposals should be advanced to the next stage of the process. The Data and Tools proposal form can be found in Attachment A, and the Data and Tools rubric can be found in Attachment B. As the authority for each Advisory Board is different, so too is the scope of request for the data proposal.

#### Authority for Data and Tools Advisory Board:

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.

#### Scope of Request for Data and Tools Advisory Board:

Advisory Board members may bring forward proposals for ways to address a significant gap. This includes changes to the data request process, changes to tools such as dashboards or practical (operational) tools, adding data points to the P20W data set, or adjusting existing P20W data points.

#### Work Completed by the Data and Tools Advisory Board Since June:

Proposal forms were due to the Office one month before the Fall Advisory Boards meeting and were posted on the [Cradle-to-Career \(C2C\) website](#). As the Office received more than three proposals, Data and Tools Advisory Board members would participated in a pre-meeting survey, to rank order proposals, utilizing the rubric developed by the Office to evaluate the proposals to examine potential impact and to align it with the C2C vision, mission, and authority.

At the Data and Tools Advisory Board meeting on October 12, the Advisory Board will receive a presentation from the members who submitted the top three ranking proposals, followed by public comment. Then Advisory Board members will discuss the proposal to evaluate whether the proposal would

effectively address the issue being flagged and would meaningfully advance the work of C2C. Advisory Board members may make amendments to the proposal. Additionally, at the Fall meeting, Advisory Board members will be asked to vote on whether the proposal should be advanced to the Office, so that it can conduct a feasibility study regarding data availability, reliability, and validity; legal requirements; startup and ongoing costs to the Office and to the data providers; potential approaches for collecting the information; and any political or other implications that would jeopardize the neutrality of the Office. Before voting, there will be another period of public comment.

#### Next Steps:

At the Spring Data and Tools Advisory Board meeting, the Office will present on the feasibility study. The Data and Tools 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 feasibility studies are integral to the recommendation process, ensuring that any proposed changes or additions are viable, sustainable, and align with the overarching goals of the C2C system. Here is a detailed look into the purpose and considerations of feasibility studies:

#### Objective:

The primary goal of the feasibility study is to assess the practicality and implications of implementing the proposal. It serves as a rigorous investigation into the many facets involved in bringing the proposal to fruition. There are three areas of consideration in generating the feasibility study: data, cost, and compliance.

## Data Considerations:

### *Data Availability, Reliability, and Validity:*

- **Availability:** The study will determine if the necessary data for the proposal is readily accessible or if new data collection methods are required.
- **Reliability:** The consistency of the data will be assessed to ensure that it provides a stable and consistent foundation for the proposal.
- **Validity:** The study will evaluate if the data accurately represents what it is supposed to and if it is relevant to the proposal's objectives.

### *Data Collection Methodologies:*

If the proposal requires new data, the study will explore potential methodologies to collect it. This includes considering new technologies, survey methods, or collaborations with other data providers.

## Cost Considerations:

- **Startup Costs:** Initial costs required to kickstart the proposal will be estimated.
- **Ongoing Costs:** Recurring costs, such as maintenance, data updates, and support, will be evaluated to ensure the sustainability of the proposal.
- **Efficiency Costs:** The study will also explore whether or not there are simpler and more efficient ways of conducting the same proposal.

## Compliance Considerations:

**Legal Requirements:** The feasibility study will assess any potential legal hurdles or considerations related to the proposal. This includes ensuring compliance with privacy laws, intellectual property rights, and any other relevant regulations.

**Scope:** The study will gauge whether the proposal is consistent with the scope of work that is described in the [Cradle-to-Career Act](#).

**Neutrality of the Office:** Ensuring the impartiality of the Office is paramount. The feasibility study will assess if the proposal might jeopardize the Office's neutral stance in any way.

**Conclusion:**

The feasibility studies are a vital step in the recommendation process, ensuring that every proposal is thoroughly vetted and aligns with the mission and vision of C2C. Through these studies, the Data and Tools Advisory Board and the Office can make informed decisions that benefit the entire C2C system and its stakeholders.



## Data and Tools Advisory Board Proposal Form

### Instructions:

Per the [Governance Manual](#) Section "Member Expectations and Responsibilities" Data and Tools Advisory Board members can submit a proposal form, which must be submitted to the Office one month prior to the Fall Advisory Board meeting, to address significant gaps regarding whether the data system is providing access to actionable information. Please note there should only be one proposal per form.

### Name:

### Type of Proposal:

- Changes to the data request process (*Complete section one*) [Note for 2023: the data request process has not yet been implemented. The [recommendation](#) from the planning process provides an outline of the proposed process.]
- Changes to tools such as dashboards or practical (operational) tools for students (*Complete section two*)
- Adding data points not available through the P20W data set or adjusting the existing P20W data points (*Complete section three*)

### Section One: Changes to the Data Request Process

1. What is the nature of the issue with the data request process?

2. What action should be taken to address the issue?

3. Who could benefit from this action?

4. Who would implement this action?

5. How does the action relate to the mission and vision of C2C?

[Section Two: Changes to Tools Such as Dashboards or Practical \(Operational\) Tools](#)

1. What is the nature of the gap regarding access to actionable information?

2. What type of tool should be developed?

3. How would a tool address the gap?

4. Who would be the likely user(s) of the tool?

5. How does the tool relate to the mission and vision of C2C?

[Section Three: Adding Data Points Not Available Through the P20W Data Set or Adjusting the Existing P20W Data Points](#)

1. What data point should be added or changed?

2. Who would use the data point?

3. How would the data point be used?

4. Who would provide the data point?

5. Does the data point already exist in a state-level data set or would it need to be collected by local institutions and reported to state agencies?

6. Which population(s) should be included in the data point? (such as K-12 students or workforce development participants)

7. How does the data point relate to the mission and vision of C2C?



Presentation Notice:

- By checking this box, I understand that if my proposal is one of top proposals identified by the Advisory Board, I will be presenting my idea at the Fall Advisory Board meeting.



Connecting  
Data and Insights  
to Advance  
Equitable Futures

## Cradle-to-Career Data and Tools Advisory Board Proposal Rubric

Instructions:

Per the [Governance Manual](#) Section “Member Expectations and Responsibilities” and in preparation for the Fall Advisory Board meeting, members will complete a pre-meeting survey to rank the order of proposals. Members will use the rubric to evaluate the proposals to examine potential impact and to align it with the C2C vision, mission, and authority.

| Criteria                           | 1 point   | 3 points   | 5 points   |
|------------------------------------|---|--|--|
| Impact and Benefit                 | No description or explanation included to demonstrate the impact and benefit relevant to C2C or proposed recommendation is of low data quality that would not have a positive impact or benefit | Description provided moderate impact and benefit relevant to C2C                         | Demonstrated significant impact and benefit relevant to C2C, with specific focus on addressing gaps and/or aiding specific populations   |
| <a href="#">Mission and Vision</a> | No description or explanation included to demonstrate connection to and support of the mission and vision of C2C  | Description provided moderate connection to and support of the mission and vision of C2C | Demonstrated significant connection to and support of this mission and vision of C2C; aids efforts to address disparities in opportunities and improve outcomes for all students |

|                           |   |  |  |
|---------------------------|---|--|--|
| <a href="#">Authority</a> | Proposed recommendation is outside of the scope of authority of C2C | Proposed recommendation is partially within the authority of C2C or there may be uncertainty about authority | Proposed recommendation is within in the scope of authority of C2C |
|---------------------------|---|--|--|