Proposed Language for the Governance Manual related to Advisory Boards

[as edited at 12/16/22 Ad Hoc Committee Meeting, changes marked in green]

Community Engagement Advisory Board

Authority

The responsibility of the Community Engagement Advisory Board is to examine whether the Office is creating strong feedback loops with data users, supporting evidence-based decision making and analytical capacity, and ensuring equitable access to actionable information.[1]

Membership and Terms

The Community Engagement Advisory Board members shall consist of 16 public members, appointed by the Governing Board. Members include the end users of the data system including practitioners, families, students, adult learners and workers, community organization staff, research organization staff, and advocacy organization staff.

Community Engagement Advisory Board members serve three year terms, with the initial appointment term staggered such that one-third of the positions expire each year.

Representatives of specific institutions serve no more than one consecutive term and can only have one seat on the Community Engagement Advisory Board at a time. To establish staggered terms at the outset of the Cradle-to-Career System development, all seats are appointed in year one, but some terms are shorter, such that five positions

are appointed for one year, five positions are appointed for two years, and six positions are appointed for three years.

Meetings

- Meetings will occur at least twice a year.
- In addition to regular meetings, the Community Engagement Advisory Board may establish ad hoc committees as needed.
- All meetings are subject to the provisions of the Bagley-Keene Act.
- Quorum for meetings is a simple majority of Community Engagement Advisory Board members (9 advisory board members).

Member Expectations and Responsibilities

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

Through feedback provided in meetings, the Community Engagement Advisory Board members offer suggestions for the Governing Board and the Office including, but not limited to:

- Professional development and technical assistance models that foster evidence-based decision-making, strengthen analytical capacity to use available data tools, and enable end users to understand structural factors that influence outcomes
- Communication structures that ensure a broad range of Californians know about and are using the tools
- Feedback loops that ensure meaningful and equitable public input, access, and utilization of the available information

When there are significant gaps regarding feedback loops with data users, evidence-based decision making and analytical capacity, and equitable access to actionable information, the Advisory Board may make formal recommendations about the community engagement framework to the Governing Board for ways to improve feedback loops.

At the fall Advisory Board meeting, Advisory Board members may bring forward proposals for ways to amend the community engagement framework to address the significant gap. Proposals may be submitted using a form that specifies:

- The nature of the gap regarding feedback loops with data users, evidence-based decision making and analytical capacity, or equitable access to actionable information
- What action should be taken to amend the community engagement framework
- Who would benefit from this action
- Who would implement the action
- How the action relates to the mission and vision of C2C

The proposal form must be submitted one month before the Advisory Board meeting and posted on the C2C website. Using a pre-meeting survey, Advisory Board members will rank order proposals. Advisory Board members will use a 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 fall Advisory Board meeting, up to three proposals that were prioritized in the pre-meeting survey will be considered. The Advisory Board member who submitted the proposal will present the idea to the Advisory Board, followed by public comment. Then the Advisory Board members will discuss the proposal, to evaluate whether the proposal would effectively address the issue that has been flagged and would meaningfully advance the work of C2C. Advisory Board members may make amendments to the proposal.

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.

The vote shall require a simple majority of those present.

- Advisory Board members can vote to approve a motion using one of two options: agree or agree with reservations. Any reservations will be entered into the record.

- Advisory Board members can vote against a motion by disagreeing. Reasons for disagreeing will be entered into the record.
- Advisory Board members can also abstain. Reasons for abstaining will be entered into the record.

At the spring Advisory Board meeting, 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.

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[1] Per Education Code Section 10865(b)(1)(B).

Data and Tools Advisory Board

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, with the initial appointment term staggered such that one-third of the positions expire each year.

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. To establish staggered terms at the outset of the Cradle-to-Career System development, all seats are appointed in year one, but some terms are shorter, such that five positions are appointed for one year, five positions are appointed for two years, and six positions are appointed for three.

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.
- Quorum for meetings is a simple majority of Data & 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 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.

For changes to the data request process, proposals may be submitted using a form that specifies:

- The nature of the issue with the data request process
- What action should be taken to address the issue
- Who would benefit from this action
- Who would implement the action
- How the action relates to the mission and vision of C2C

For changes to tools such as dashboards or operational tools, proposals may be submitted using a form that specifies:

- The nature of the gap regarding access to actionable information
- What type of tool should be developed
- How a tool would address the gap
- Who would be the likely users of the tool
- How the tool relates to the mission and vision of C2C

 For changes to data points, proposals may be submitted using a form that specifies:

- What data point should be added
- Who would use the data point
- How the data point would be used
- Who would provide the data point
- Whether the data point already exists in a state-level data set or would need to be collected by local institutions and reported to state agencies
- Which populations should be included in the data point (such as K-12 students or workforce development participants)
- How providing the data point relates to the mission and vision of C2C

Two months before the Advisory Board meeting, the Office will convene a public meeting where Advisory Board members can learn more about available data points

and ask questions of the data providers about additional information that might be useful to access through C2C.

The proposal form must be submitted one month before the Advisory Board meeting and posted on the C2C website. Using a pre-meeting survey, Advisory Board members will rank order proposals. Advisory Board members will use a 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 fall Advisory Board meeting, up to three proposals that were prioritized in the pre-meeting survey will be considered. The Advisory Board member who submitted the proposal will present the idea to the Advisory Board, followed by public comment. Then the Advisory Board members will discuss the proposal, to evaluate whether the proposal would effectively address the issue that has been flagged and would meaningfully advance the work of C2C. Advisory Board members may make amendments to the proposal.

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.

The vote shall require a simple majority of those present.

- Advisory Board members can vote to approve a motion using one of two options: agree or agree with reservations. Any reservations will be entered into the record.
- Advisory Board members can vote against a motion by disagreeing. Reasons for disagreeing will be entered into the record.
- Advisory Board members can also abstain. Reasons for abstaining will be entered into the record.

At the spring Advisory Board meeting, 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.

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