

Cradle-to-Career Community Engagement Advisory Board

Staff Report

Date Report Issued: March 11, 2024
Attention: Members of Community Engagement Advisory Board
Subject: **2024 Advisory Board Proposal Process**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships and Ryan Estrellado, Director of Data Programs

At this meeting, the Community Engagement Advisory Board (CEAB) will be provided the opportunity to provide input on the 2024 proposal form and rubric.

Requested Action:

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

Background:

The CEAB was established “with responsibility for examining whether the managing entity is creating strong feedback loops with data users, supporting evidence-based decision-making and analytical capacity, and ensuring equitable access to actionable information” ([Education Code 10865 \(b\)\(1\)\(B\)](#)). As outlined in the [Governance Manual](#), 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 CEAB may make formal recommendations about the community engagement framework to the Governing Board for ways to improve feedback loops. The CEAB can address a significant gap via a proposal process by recommending a) ways to improve feedback loops with data users and ensure equitable access to actionable information, b) professional development and technical assistance models that foster evidence-based decision-making, strengthening analytical capacity to use available data tools, and enable end users to understand structure factors that influence outcomes, c) communication

structures that ensure a broad range of Californians know about and are using the tools, and d) additional tools that will address strategic objectives for the data system.

CEAB members will use a proposal form to submit the proposal and a proposal rubric to determine which proposals should be advanced to the fall CEAB meeting, and if the proposal should undergo a feasibility study. Upon completion of the feasibility study, the Office of Cradle-to-Career Data (Office) will share the results with the CEAB, which can decide whether or not to advance the proposal to the Governing Board. While the Governing Board may endorse or reject proposals, the decisions about whether to implement recommendations lies within the scope of statute. Currently the Office is in the process of wrapping up its first year of the proposal process, with the first round of feasibility study results being presented to the CEAB in today's meeting.

As is expected with all things in its first year, the Office has learned many lessons regarding the proposal process as well as ways to improve the proposal form and the proposal rubric. The 2024 proposal form can be found in Attachment A and the proposal rubric can be found in Attachment B. This staff report provides an itemized list of the changes made to the 2024 rubric, as well as the impetus for the updates.

Updates to the 2024 Proposal Rubric:

Based on input given by Office staff who worked on the feasibility studies, the Office made one revision to the proposal rubric.

1. Add a new criteria on "Likelihood of Success"

The addition of a new criteria on "Likelihood of Success" encourages the CEAB members to evaluate the feasibility of a proposal even before it advances to the feasibility study stage of the proposal process. Factors such as cost and legal concerns may render a highly impactful proposal difficult to implement.

Related Resources:

The Office will continue to support the CEAB members in navigating the information through a number of mechanisms:

- Detailed process description in the Governance Manual
- Website page with overview of the recommendation process
- Repository of past proposals and feasibility studies
- Hosting a joint meeting of the Advisory Boards during the Summer, which gives members an opportunity to ask the Office specific questions.



Community Engagement Advisory Board Proposal Form

Instructions:

Per the [Governance Manual](#) Section "Member Expectations and Responsibilities" Community Engagement 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 feedback loops with data users, evidence-based decision making and analytical capacity, and equitable access to actionable information. These proposals provide specific recommendations to amend the [community engagement framework](#). Please note there should only be one proposal per form.

Name:

Proposal Title:

Nature of Proposal:

- Feedback loops with data users
- Evidence-based decision making and analytical capacity
- Equitable access to actionable information

What action should be taken to address the issue?

[Who could benefit from this action?](#)

[Who would implement this action?](#)

[How does the action 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.



Cradle-to-Career Community Engagement 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	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
Mission and Vision	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
Authority	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
Likelihood of Success	Proposed recommendation has low likelihood of success	Proposed recommendation has moderate likelihood of success	Proposed recommendation has high likelihood of success