

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

Date Report Issued: March 1, 2024
Attention: Members of Data and Tools Advisory Board
Subject: **Advisory Board Member Recruitment**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Data and Tools Advisory Board (DTAB) will have the opportunity to provide input on the Advisory Board selection draft application, rubric, and member recruitment process.

Requested Action:

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

Background:

The DTAB, established through [Education Code Section 10865\(b\)\(2\)](#), is responsible for examining whether the data system is providing actionable information and identifying ways to improve access to that information. Each year, advisory boards members are appointed by the Governing Board (Board).

At the February 28, 2024 Board meeting, members of the Board voted to approve the [formation of the Advisory Board Selection Committee](#) (Committee), composed of five Board members. The Committee is tasked with ensuring that the Advisory Boards consist of collaborative individuals with diverse perspectives and relevant expertise, enabling them to provide timely and high-quality recommendations to the Board.

The Committee will convene to provide direction regarding the recruitment process and selection of applicants. It will assess proposed selection rubrics, recruitment materials, and dissemination plans. Furthermore, the Committee will evaluate applications received by the Office of the Cradle-to-Career Data

(Office) and formulate final recommendations to be brought for consideration and approval to the Board.

The Committee will first convene on April 18, 2024 to determine desired characteristics and expertise for Advisory Board members and work with the Office to finalize the selection rubrics, recruitment materials, and dissemination plans. The Advisory Board application forms will be posted for two weeks, beginning May 2024. Following the application submission process, the Committee will perform an initial review and scoring of the applications received and reconvene in a public meeting to slate candidates. The final slating of Advisory Board candidates will be brought for Board approval at the August 14, 2024 Board meeting.

Member Recruitment:

The [Governance Manual](#) states that “focusing on how the incoming slate of candidates would improve diversity, lived experience, skills, expertise, and planned activities, the Governing Board will review and determine whether to approve the slate of candidates.” In order to enable the Advisory Board to provide timely and high-quality recommendations to the Board, the Governing Board prioritizes the selection of collaborative individuals with diverse perspectives and relevant expertise. Five DTAB members will complete their terms in August 2024. While the Committee and Governing Board are ultimately responsible for selecting Advisory Board members, both are seeking input from DTAB on ideas related to new member recruitment and selection to fill the five vacancies.

Three Attachments are included with this staff report. Attachment A is the proposed Advisory Board application. Attachment B is the proposed Advisory Board rubric. Attachment C presents two key graphs. The first graph offers a detailed breakdown showcasing the sectors or populations represented by DTAB members who have reached the end of their term. The second graph presents an overview of the DTAB composition as of August 2024. In particular, DTAB members will notice the absence of student and family representation on the DTAB.

In addition, to facilitate the DTAB's deliberation and ideation, the Office has compiled key questions for DTAB members to consider.

- What sector or population would you like to see represented on the DTAB?
- Considering the scope of the DTAB, how will adding these sectors or populations increase the capacity of the DTAB?
- Are there any additional questions that would improve the DTAB application and increase the diversity and quality of applicants?
- Are there additional criteria that should be included in the DTAB rubric?



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.

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

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.

Advisory Board members must be California residents² 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.

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 with 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.

² Government Code Section 1062.

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.

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 will inform the resources developed by C2C. Specific desired characteristics include:

- Experience with and understanding of how data and data tools impact the lived experiences of end users
- Familiarity with state data sets and the way information is gathered and 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 (particularly K-12, community colleges, universities, teacher training, and employment data)
- Ability to commit time to review materials, solicit input from other data experts, and participate in Advisory Board meetings
- Willingness 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 are you affiliated with that will bring value to the Advisory Board (such as your experience being a student or teacher, or with regionally focused work)? Please select all categories that apply to your contributions, experience, and/or work.

Practitioner

Early Learning

K-12

California Community Colleges

California State University

University of California

Independent Institutions of Higher Education

Private Postsecondary Educational Institutions

Workforce Development

Student

- Parent/Family Member
 - Research Organization
 - Advocacy Organization
 - Community Organization
 - Regional Level of Focus of Work
 - County
 - State-wide
 - Other [describe]
 - Other [describe]
9. Are you affiliated with any membership organizations, user groups, or affinity groups that relate to the work of C2C? Please add them here.
10. 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.
11. What experience have you had supporting awareness of and access to data and data tools, and how have you seen the lived experiences of end users be impacted?
12. Do you know of any conflicts of interest that would prohibit you from serving on this Advisory Board?
13. If additional relevant information about you is available online, such as on a website or LinkedIn, please provide a link.
14. How did you hear about this position?

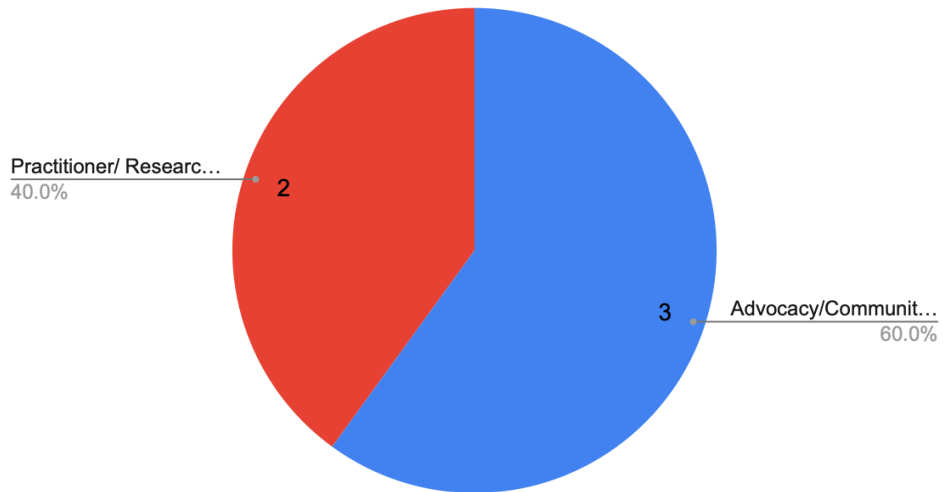
Cradle-to-Career Data and Tools Advisory Board Rubric

Criteria	1 point	3 points	5 points
Community Affiliation	No description of affiliation with groups or communities relevant to C2C's work	Demonstrated affiliation with groups or communities relevant to C2C's work	Demonstrated affiliation with groups or communities that are currently unrepresented on the Advisory Board per the vacancy analysis. For example students and Community Colleges.
Data Sets	Little familiarity with C2C-relevant data sets, data analysis/visualization, and data collection processes described	Familiarity with some C2C-relevant data sets, data analysis/visualization, and data collection processes described	Significant experience with C2C-relevant data sets, data analysis/visualization, and data collection processes described
Data Alignment	No experience with data cleaning, data quality, or data alignment described	Some experience with data alignment and data quality efforts described	Significant experience data alignment and data quality efforts in C2C-relevant datasets and analyses described
Actionable Experience	No experience with connecting data tools to lived experiences relevant to C2C's work	Some experience with connecting data tools to lived experiences relevant to C2C's work	Extensive experience with connecting data tools to lived experiences relevant to C2C's work



Cradle-to-Career Data and Tools Advisory Board Vacancy Analysis

Term Out 2024 Analysis



2024 Board Composition

