

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

Date Report Issued: February 27, 2024  
Attention: Members of Data and Tools Advisory Board  
Subject: **2024 Advisory Board Proposal 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 (DTAB) 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 DTAB was established “to provide input and feedback to the governing board” about “whether the data system is providing actionable information and identifying ways to improve access to that information” ([Education Code 10865 \(b\)\(1\)\(A\)](#)). As outlined in the [Governance Manual](#), the DTAB can address a significant gap via a proposal process by recommending a) changes to the data request process, b) changes to tools such as dashboards or operational tools for students, and c) additional data points to the P20W Data System. DTAB members will use a proposal form to submit the proposal and a proposal rubric to determine which proposals should be advanced to the fall DTAB 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 DTAB, 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 expand the P20W data set lies with the data provider.

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 DTAB in today's meeting. As the data request process and the dashboards are still in the planning stages, all proposals submitted in the first year fall into the category of proposing new data element(s) for the P20W Data System or recommendations related to practical tools for students (californiacolleges.edu or eTranscript California).

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 proposal form and rubric, as well as the impetus for the updates.

#### Updates to the 2024 Proposal Form:

Based on feedback given by members during the October 12, 2023 DTAB meeting as well as input given by Office staff who worked on the feasibility studies, the Office revised the section of the proposal form that pertains to the addition of new data element(s) to the P20W Data System. Revisions can be summarized into four categories.

##### 1. Anchor the form around a research question of interest

The usefulness of data is in its ability to answer meaningful questions. The first three questions of the 2024 proposal form give the proposer space to clarify a research question that aligns to the Office of Cradle-to-Career Data's (C2C) mission and vision, and steers the focus to valid and reliable data element(s) that can help answer this research question.

##### 2. Incorporate additional questions to place the recommended change within the context of existing P20W data

Because the P20W Data System contains a large number of data points that may change or expand over time, the form now incorporates additional

questions to encourage due diligence and to support the Board in identifying similar or duplicative proposals. Specifically, questions four and five support a check on whether the proposed data element(s) already exist in or can be derived from the current P20W Data System. Question six checks for closely related data element(s) already in the P20W Data System. Question seven provides the opportunity to identify whether the proposed data element(s) overlap with data elements that had already been considered during the planning process or proposed via previous years' proposal process but were ultimately not included. New proposals can build on or duplicate prior proposals. It is helpful for proposers to share that context, including prior related feasibility studies. To support DTAB members in completing question seven, C2C will maintain a website repository of all previously submitted proposals and related feasibility studies.

### 3. Request more information on proposed data element(s) already collected

To reduce ambiguity and better ensure that the Office operationalizes a proposal as the author intends during the feasibility study phase of the proposal process, the form now collects detailed information on proposed data element(s). For data element(s) that already exist outside of the P20W Data System, question nine asks for the name of the state-level entity that collects and houses the data, variable name(s) used in the originating system, as well as the timeframe available. For data element(s) not currently collected, question ten asks the author to propose the institution(s) that would be most suited for the new data collection effort. Additionally, in response to several DTAB members' comments, question 11 asks the author to identify the desired level(s) of grain size for each data element proposed (i.e., individual-level, institution-level, or other aggregated levels).

### 4. Connect the proposed data element(s) to existing C2C analytical tools

Currently C2C plans to offer three analytical tools: the dashboards, the query builder, and the research request tool. By identifying the intended use cases for

the proposed data element(s) in question 12, the Office will be able to better assess the feasibility of its implementation for its intended purpose.

### Updates to the 2024 Proposal Rubric:

Based on input given by Office staff who worked on the feasibility studies, the Office made two revisions to the proposal rubric. Although only proposals that add data element(s) to the P20W Data System or suggest changes to practical tools for students are currently being considered, the rubric should be robust to evaluating future proposals for improvements to C2C analytic and practical tools.

#### 1. Add a statement related to added value to the “Impact and Benefit” Criteria

Under the “Impact and Benefit” criteria, an additional statement on added value ties the rubric to the updates made to the proposal form.

#### 2. Add a new criteria on “Likelihood of Success”

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

### Related Resources

Making recommendations about a complex data system can be challenging, as details are documented in different places. The Office will continue to support the DTAB members in navigating the information through a number of mechanisms:

- Detailed process description in the Governance Manual ([Adding Data Points](#)).
- Website page with overview of the recommendation process
- Repository of past proposals and feasibility studies
- Page describing [planned dashboards](#) and their metrics

- Page describing [current P20W data points submitted by each provider](#)
- Hosting a joint meeting of the Advisory Boards during the Summer, which gives members an opportunity to ask the Office and data providers about specific data tools or data points.



## Cradle-to-Career 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:

### Proposal Title:

### Type of Proposal<sup>1</sup>:

- Changes to practical tools for students (*Complete section one*)
- Adding data points not available through the P20W data set or adjusting the existing P20W data points (*Complete section two*)
  - Please note a proposal form(s) can recommend adding one data point or several clearly related data points to the data system.

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<sup>1</sup> The C2C Governance Manual notes that DTAB members can also submit recommendations related to the data request process and changes to tools such as dashboards. As the data request process and the dashboards are not yet live, those sections have been removed from the 2024 version of this form.

[Section One: Changes to Practical 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 Two: Adding Data Points Not Available Through the P20W Data Set or Adjusting the Existing P20W Data Points](#)

1. Please state the research question of interest that cannot be fully addressed with the [existing data elements](#) in the P20W Data System.

2. How does this research question relate to the [mission and vision](#) of C2C?

3. Please propose additional data element(s) needed in order to successfully address the research question of interest.

4. Please verify that the proposed data element(s) do not already exist in the P20W Data System.

5. Although the P20W Data System does not currently include the proposed data element(s), can the proposed data element(s) be derived from the existing data element(s) in the P20W Data System?

6. Although the P20W Data System does not currently include the proposed data element(s), are there existing data element(s) closely related to the proposed data element(s)? If so, please list them.

7. C2C keeps a [repository](#) of previous data elements that were either a) considered during the planning process or b) proposed through the mechanisms as outlined in the Governance Manual, but were ultimately not included in the P20W, along with the rationale behind each decision. Do any of the data element(s) being proposed overlap with the data elements in this repository? (New proposals can build on or duplicate prior proposals. It is helpful for proposers to share that context, including prior related feasibility studies.)

8. Are the proposed data element(s) already collected by a state-level entity? For data element(s) already collected, please answer question nine. For data element(s) not collected, please answer question ten.



9. [For proposed data element(s) already collected] To the extent possible, please share details pertaining to the proposed data element(s). Relevant details may include but are not limited to: a) corresponding entity that collects and houses the data element(s); b) specific variable name(s) used in the originating data system; and c) timeframe available.

10. [For proposed data element(s) not collected] Please propose institution(s) that would be most suited for the new data collection effort.

11. Please explain the desired level(s) of grain size for each data element proposed. (i.e., individual-level, institution-level, or other aggregated levels)? Multiple grain sizes may be requested for each proposed data element.

12. Please explain the intended use case(s) for the proposed data elements (i.e., dashboards, query builder, or the research request tool)? Multiple use cases may be requested for each proposed data element.

[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.



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## 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 Proposed recommendation adds little value beyond existing data elements or current practical tools	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 Adds novel value beyond existing data elements or current practical tools
<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
Likelihood of Success	Proposed recommendation has low likelihood of success	Proposed recommendation has moderate likelihood of success	Proposed recommendation has high likelihood of success