

Cradle-to-Career Data and Tools and Community Engagement Advisory Boards Staff Report

Date Report Issued: June 27, 2024
Attention: Members of Data and Tools and Community Engagement Advisory Boards
Subject: **Community Engagement Framework**
Staff Contact: Shannon Serrato, Director of Engagement and Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the members of Cradle-to-Career Data's (C2C) Data and Tools Advisory Board (DTAB) and Community Engagement Advisory Board (CEAB) will review the scope of potential proposals from CEAB members to the Office of Cradle-to-Career Data (Office) in relation to the Community Engagement Framework.

Requested Action:

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

Background:

[Education Code Section 10865\(b\)\(1\)\(B\)](#) establishes the CEAB 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".

Specifically, the [Governance Manual](#), page 36, charges the CEAB to provide recommendations to the Governing Board and the Office on topics including, but not limited to:

- Professional development and technical assistance models that foster evidenced 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
- Tools that will address strategic objectives for the data system

Updates to the [Governance Manual](#) this year also welcome “any member of the public (including DTAB members) to submit a proposal form” during the public submission period (Governance Manual, page 37). However, the Office did not receive any public submissions and therefore the only option in terms of next steps for CEAB members is to submit their own proposal form.

Proposal topics:

The Governance Manual specifically states that CEAB members can submit a proposal related to: 1) feedback loops with data users; 2) evidence-based decision making and analytical capacity, or 3) equitable access to actionable information.

Community Engagement proposals could expand upon the objectives as described in the Office's [Strategic Plan for Engagement](#) (page 5) including clarifying and quantifying outreach and partnerships with key stakeholders by region or community. Additionally, Community Engagement proposals could reflect and further the goals described in the Office's [5-year timeline](#).

Process Improvements:

Below are a list of process improvements that the Office will implement this year in order to improve upon the proposal process.

New Amendment Form:

After submitting the [proposal forms](#), the CEAB members will rank order proposals using the [proposal rubric](#) and up to three proposals will advance to the fall CEAB meeting. As with last year, the CEAB members who submitted the proposals will present their ideas at the fall CEAB meeting and other CEAB members can make amendments to the proposals.

This year, to bring more structure and efficiency to the amendment process, the Office developed an amendment form as a resource to help CEAB members deliberate and clarify their thoughts so that the Office can capture the amendments as the author(s) intend. If CEAB members wish to make an amendment to a proposal, the submission window will be from October 2-7, 2024. Please refer to Attachments A and B for the amendment form as well as a filled-out sample form.



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Community Engagement Advisory Board Amendment Form

Instructions:

Per the [Governance Manual](#), Advisory Board members may make amendments to the three proposals that were prioritized in the pre-meeting survey. This form provides structure to amendments, ensuring they effectively address the flagged issue and meaningfully advance the Office of Cradle-to-Career Data's work. Please note there should only be one amendment per form.

Name:

Which proposal are you submitting an amendment for?:

Identify which section should be amended (Check only one):

- 1. What action should be taken to address the issue?
- 2. Who could benefit from this action?
- 3. Who would implement this action?
- 4. How does the action relate to the mission and vision of C2C?

What language do you want to change in the proposal?

What action do you want to take towards this language? (Check only one)

- Add language

- Clarify language/definitions
- Change the scope

What is your amendment for the proposal?

What issue does your amendment address?

How would your amendment resolve this issue?

Provide specific actions the Office could take to implement this amendment:



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Name:

Example Amendment Form

Which proposal are you submitting an amendment for?:

Example Proposal

Identify which section should be amended (Check only one):

- 1. What action should be taken to address the issue?
- 2. Who could benefit from this action?
- 3. Who would implement this action?
- 4. How does the action relate to the mission and vision of C2C?

What language do you want to change in the proposal?:

"Dual enrollment students"

What action do you want to take towards this language? (Check only one)

- Add language
- Clarify language/definitions
- Change the scope

What is your amendment for the proposal?

Suggest that we specifically define “dual enrollment” as any student that is jointly enrolled in both high school/GED-equivalency courses and college courses at the same time.

What issue does your amendment address?

“Dual enrollment” can be defined in several ways, which can create confusion and impact outreach efforts if we are not specific enough about which group of students we want to engage with.

How would your amendment resolve this issue?

This provides clarity to the term used in the proposal and makes it specific enough to direct the Office to look into the feasibility of this proposal. It also provides enough direction to the proposal itself so that it is clear which group of students we want to engage with more directly.

Provide specific actions the Office could take to implement this amendment:

To understand if this proposal would benefit dual enrollment students, as defined above, the Office could...