Cradle-to-Career Data and Tools Advisory Board Ad Hoc Committee for Proposal Prioritization Staff Report

Date Report Issued: July 18, 2024

Attention: Members of Data and Tools Advisory Board Ad Hoc Committee for Proposal Prioritization

Subject: **Layout of the Ad Hoc Committee for Proposal Prioritization Process**

Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives

At this meeting, the Data and Tools Advisory Board Ad Hoc Committee for Proposal Prioritization (Ad Hoc Committee) will have the opportunity to review the key components of the proposal prioritization process as well as key milestones in the process.

Requested Action:

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

Background:

The Governance Manual states that "at the summer meeting, members will also determine if they would like to form an Ad Hoc Committee of up to five members who will convene publicly and be charged with writing a report with the recommended prioritization of the proposal forms received. The report will be due and posted on the Cradle to Career Data's (C2C) website at least one week prior to the pre-meeting survey."

At the July 10, 2024 Data and Tools and Community Engagement joint Advisory Boards meeting, the Data and Tools Advisory established the Ad Hoc Committee. This included the approval of a charter, Attachment A, and allowed for five Data and Tools members to volunteer to be a part of the Ad Hoc Committee. The charter sets forth the purpose, duration, scope of work, and activities of the Committee.

Among other activities outlined in the charter, the Ad Hoc Committee will:

- Publicly discuss the weaknesses and strengths of proposals submitted by Data and Tools Advisory Board members and narrowing in on a top three;
- Review and approve the draft report with a top three prioritization and reasoning.

July 31, 2024 Ad Hoc Committee Meeting One:

In this meeting, the Ad Hoc Committee will:

- Discuss the proposals submitted by the Data and Tools Advisory Board members, prioritize top three proposals, and provide clear reasoning.
- Two Ad Hoc Committee members will be chosen to work offline to draft the report with a top three prioritization and reasoning based off of the deliberation that takes place at the Ad Hoc Committee meeting.

August 20, 2024 Ad Hoc Committee Meeting Two:

In this meeting, the Ad Hoc Committee will:

- Review the draft report with a top three prioritization and reasoning, deliberate, make any necessary revisions, and approve the report.

2024 Data and Tools Ad Hoc Committee for Proposal Prioritization Charter

Purpose:

The 2024 Data and Tools Ad Hoc Committee for Proposal Prioritization (Ad Hoc Committee) shall assist the Data and Tools Advisory Board (DTAB) by convening in public meetings to discuss and draft a report with a top three recommended prioritization of the proposal forms submitted by DTAB members. The report will be due and posted on the Cradle-to-Career Data (C2C) website at least one week prior to the pre-meeting survey. DTAB members can choose to utilize the report drafted by the Ad Hoc Committee as a resource as they individually complete the proposal prioritization process.

Duration:

This will be a short-term Ad Hoc Committee that will sunset after the report is approved by the Ad Hoc Committee and posted on the C2C website.

Membership:

The Ad Hoc Committee shall consist of up to five DTAB members. The Ad Hoc Committee cannot convene if it consists of less than three DTAB members.

Scope of Work:

The Ad Hoc Committee would be tasked with drafting a report noting the top three proposals that the Ad Hoc Committee consider to be priorities, along with reasoning for the selection. Other activities may include:

- Publicly discussing the weaknesses and strengths of proposals submitted by DTAB members and narrowing in on a top three;
- As there is not enough time to draft the report with a top three prioritization and reasoning in a public session, two members of the Ad Hoc Committee will be tasked with this effort. The report will be drafted offline by two Ad Hoc Committee members and the report will be based

off of the decisions made by the Ad Hoc Committee that took place during the public meeting;
- In the second Ad Hoc Committee meeting, the Ad Hoc Committee will review and approve the draft report;
- The final report will be due and posted on the C2C website at least one week prior to the pre-meeting survey.

Activities and Proposed Schedule:

The activities and proposed schedule for the Ad Hoc Committee is as follows:
- July 10, 2024: At the summer joint Advisory Board meeting, DTAB members will determine if they would like to form an Ad Hoc Committee of up to five members.
- July 31, 2024: Ad Hoc Committee members will convene in a public meeting to publicly discuss the recommendations received from the public and will prioritize the top three proposals and reasoning at this first meeting. Two Ad Hoc Committee members will be chosen to work offline to draft the report based off of the deliberation that takes place at the Ad Hoc Committee meeting.
- August 20, 2024: Ad Hoc Committee members will convene for a second public meeting to review the draft report, deliberate, make any necessary revisions, and approve the report.
- August 23, 2024: Final report with the Ad Hoc Committee's recommended prioritization of the proposal forms due to the Office from the Ad Hoc Committee.

Review:

This information sheet captures information about the Ad Hoc Committee and its creation. The Ad Hoc Committee retains operational flexibility in completing its scope of work and may introduce updates as needed during the review process.