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

Date Report Issued: July 1, 2024

Attention: Members of Data and Tools Advisory Board

Subject: **Formation of a Data and Tools Ad Hoc Committee**

Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the members of the Data and Tools Advisory Board (DTAB) will have the opportunity to determine if an ad hoc committee to prioritize DTAB member proposals is needed and should convene. The Ad Hoc Committee for Proposal Prioritization (Ad Hoc Committee) will be responsible for reviewing all proposals submitted by DTAB members and drafting a report with a top three recommended prioritization of the proposal forms.

Requested Action:

After review and consideration of the Ad Hoc Committee charter, including the activities and proposed schedule, Staff recommends that the DTAB approve the Ad Hoc Committee charter and designate up to five members of the DTAB to form an Ad Hoc Committee.

❖ Move to approve the Ad Hoc Committee charter, designate up to five DTAB members to form an Ad Hoc Committee, and authorize the Ad Hoc Committee to prioritize three top proposals in a written report to provide as a resource to DTAB members to aid the prioritization process members perform individually.

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."

The charter, Attachment A, sets forth the purpose, duration, membership, scope of work, activities, and proposed schedule of the Ad Hoc Committee. If the charter is approved by the DTAB, the work of the Ad Hoc Committee should begin during the summer to have the report completed and posted on the C2C website at least one week prior to the pre-meeting survey.

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.