

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

Date Report Issued: September 17, 2024
Attention: Members of Data and Tools Advisory Board
Subject: **Overview of the Proposal Process (Agenda Item Three)**
Staff Contact: Ryan Estrellado, Director of Data Programs and
Stephanie Gutierrez-Valdez, Board Liaison and
Governance Specialist

At this meeting, the Data and Tools Advisory Board (DTAB) will be provided the opportunity to learn more about the proposal process.

Requested Action:

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

Background:

Page 33 of the [Governance Manual](#) states that the Office of Cradle-to-Career Data (Office) "will convene a summer meeting where Advisory Board members can learn more about available data points and ask questions of the data providers about additional information that might be useful to access through Cradle-to-Career Data (C2C). This meeting would help share information about data that are only available through C2C's data providers." The DTAB and Community Engagement Advisory Board (CEAB) convened for their joint, summer, public meeting on July 10, 2024. Also in attendance were data provider subject matter experts (SMEs).

During the Summer joint Advisory Boards meeting, the Office provided a high-level overview of the P20W data set, which laid the foundation for the question and answer session with SMEs. The question and answer session allowed SMEs the opportunity to provide more information, insight, and clarity, and also provided a space for the DTAB and CEAB members to ask questions of the SMEs or the Office. The Office also provided a high-level overview of the Community

Engagement Framework, providing members the opportunity for further discussion and the development of proposal topics. Afterward, the Office reviewed the proposal process, providing key [resources](#) to DTAB and CEAB members.

Ad Hoc Committee:

The Governance Manual states that at the summer meeting, “members will 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” (pg. 33). At the July 10 meeting, the DTAB voted to establish an Ad Hoc Committee that met on July 31 to identify the top three proposals and related reasonings and delegate two members to work offline to draft a report reflecting the Ad Hoc Committee proposal prioritization. The Ad Hoc Committee subsequently met on August 20 to approve the [proposal prioritization report](#) that was shared with DTAB members as a resource with the pre-meeting survey.

Amendment Process:

Amended proposal forms were due to the Office one month before the Fall DTAB meeting and were posted on the [Cradle-to-Career \(C2C\) website](#). As the Office received more than three proposals, DTAB members participated in a pre-meeting survey, to rank order proposals, utilizing the [rubric](#) developed by the Office to evaluate the proposals to examine potential impact and to align it with the C2C vision, mission, and authority.

Beginning 2024, in order to bring more structure and efficiency to the amendment process, the Office developed an [amendment form](#) as a resource to help DTAB members deliberate and clarify their thoughts so that the Office can capture the amendments as the author(s) intend. The submission window for all amendments is from September 17-23, 2024. An amendment is defined as a clarification to the proposal.

Fall DTAB Meeting:

At the October 1 DTAB meeting, DTAB will receive a presentation from the members who submitted the top three ranking proposals, followed by public comment. Then Advisory Board members will discuss each proposal and evaluate whether they would effectively address the issues being flagged and would meaningfully advance the work of C2C. Advisory Board members will also be asked to vote on whether the proposal should be advanced to the Office, so that it can conduct a feasibility study regarding data availability, reliability, and validity; legal requirements; startup and ongoing costs to the Office and to the data providers; potential approaches for collecting the information; and any political or other implications that would jeopardize the neutrality of the Office. Feasibility studies are integral to the recommendation process, ensuring that any proposed changes or additions are viable, sustainable, and align with the overarching goals of the C2C system. Examples of prior feasibility studies can be found on the [C2C website](#), and components of the feasibility study are broken down in Attachment A.

Next Steps:

Per the Governance Manual, “at the spring Advisory Board meeting, the Office will present on the feasibility study. 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” (pg. 34).

Data Considerations:

Data Availability, Reliability, and Validity:

- **Availability:** The study will determine if the necessary data for the proposal is readily accessible or if new data collection methods are required.
- **Reliability:** The consistency of the data will be assessed to ensure that it provides a stable and consistent foundation for the proposal.
- **Validity:** The study will evaluate if the data accurately represents what it is supposed to and if it is relevant to the proposal's objectives.

Data Collection Methodologies:

If the proposal requires new data, the study will explore potential methodologies to collect it. This includes considering new technologies, survey methods, or collaborations with other data providers.

Cost Considerations:

- **Startup Costs:** Initial costs required to kickstart the proposal will be estimated.
- **Ongoing Costs:** Recurring costs, such as maintenance, data updates, and support, will be evaluated to ensure the sustainability of the proposal.
- **Efficiency Costs:** The study will also explore whether or not there are simpler and more efficient ways of conducting the same proposal.

Compliance Considerations:

Legal Requirements: The feasibility study will assess any potential legal hurdles or considerations related to the proposal. This includes ensuring compliance with privacy laws, intellectual property rights, and any other relevant regulations.

Scope: The study will gauge whether the proposal is consistent with the scope of work that is described in the [Cradle-to-Career Act](#).

Neutrality of the Office:The feasibility study will assess if the proposal might jeopardize the Office's neutral stance in any way.

Conclusion:

The feasibility studies are a vital step in the recommendation process, ensuring that every proposal is thoroughly vetted and aligns with the mission and vision of C2C. Through these studies, the Data and Tools Advisory Board and the Office can make informed decisions that benefit the entire C2C system and its stakeholders.