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

Date Report Issued: March 5, 2025

Attention: Members of Data and Tools Advisory Board

Subject: **2025 Advisory Board Recommendation Process (Agenda Item 11)**

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 have the opportunity to review and discuss the 2025 Advisory Board recommendation process, with a focus on member responsibilities and key process milestones.

Requested Action:

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

Background:

Education Code 10865 (b)(1)(A) established the DTAB "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". As outlined in the Governance Manual, "when there are significant gaps regarding whether the data system is providing access to actionable information, the [DTAB] may develop recommendations for the Governing Board on which tools to provide or which data points to include in centralized data sets" (page 33). 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 practical tools, c) additional data points to the P20W Data System.

As specified in the Governance Manual, the Fall DTAB meeting will focus on the discussion of the Cradle-to-Career Data Proposal Forms submitted by DTAB

members. Each member (or team of members) will present their proposal, followed by a discussion on how the proposals complement or contrast with one another. Members may share their perspectives on which proposals best enhance C2C's ability to provide actionable information. The Governing Board Liaison to the DTAB will attend the Fall meeting to observe and learn from the discussion.

Between the Fall and Spring meetings, the Office will conduct a light-touch feasibility study of the proposals. In addition, before the Spring meeting, the Governing Board Liaison to the DTAB and up to two DTAB members will draft a report that includes links to all submitted proposals, summarizes the Fall meeting discussion, and incorporates the Office's light-touch feasibility studies. Proposal authors may refine or clarify their proposals based on the feasibility review, and the Office will update the linked proposals accordingly. During the Spring meeting, members will review and discuss the draft report, providing comments and reflections. If necessary, the Governing Board Liaison to the DTAB may revise the draft report based on the discussion.

At the Governing Board's May meeting, the Governing Board to the DTAB and up to two DTAB members will present the report. The report may support the Governing Board's work by informing decisions, guiding actions throughout the year, and shaping its guidance to the Office in the annual work plans. For any additional data points for the P20W data set where the Governing Board would like to take action, the Governing Board could ask the Office to resolve any open feasibility questions with the data provider and work on file upload specifications in preparation for formal Governing Board action.

Recognizing the complexity and nuances of the Advisory Board recommendation process, Attachment A provides a detailed breakdown of the recommendation process, outlining key member responsibilities and critical milestones.

DTAB Proposal Form and Rubric:

DTAB members will use a proposal form to submit their proposals, accompanied by a proposal rubric designed to guide authors in developing their proposal. The 2025 DTAB Proposal Form can be found in Attachment B and the 2025 DTAB Proposal Rubric can be found in Attachment C. Proposal Forms must be submitted no later than six weeks before the Fall DTAB meeting. As specified in the Governance Manual, "members may choose to submit their own proposal form, sponsor a proposal form that a member of the public submitted, or further refine concepts from ideas submitted by the public or proposed in prior years" (page 34). Additionally, up to five DTAB members may collaborate together on a joint proposal. The Office will post all the proposals submitted by DTAB members to the C2C website two weeks prior to the Fall meeting.

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, page 29)
- ❖ 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 1) to ask the Office and data providers about specific data tools or data points and 2) dedicated time to publicly discuss the ideation of recommendations received from the public

Data and Tools Member Proposal Process Member Responsibility

- Responsibility refers to items that need to be completed by Data and Tools Advisory Board members.
- Milestone refers to parts of the process that involve the public or the Office that Data and Tools Advisory Board members should be aware of, but do not have associated responsibilities.

For Members:

	Breakdown of the Proposal Process	Completed Task
Spring		
Responsibility	Review and discuss the proposal form and rubric. Deadline: **Wednesday, March 19, 2025** • *This will be an agenda item at the Data and Tools Advisory Board meeting on March 19, 2025.*	☐
Milestone	Data and Tools 2025 proposal form will be live on the C2C website, enabling members of the public to submit their ideas. Deadline: **Thursday, March 20, 2025**	
Summer		
Milestone	2025 proposal forms are due from the public. Deadline: **Thursday, May 1, 2025**	
Milestone	The C2C website will be updated with forms received. Deadline: **Thursday, May 8, 2025**	
Responsibility	1. Review proposal forms submitted by the public; 2. Be prepared to publicly discuss the ideation of public proposal forms; 3. Draft questions related to the P20W data set. Deadline: **Friday, July 11, 2025** • *This will be an agenda item at the joint*	☐

	Advisory Boards meeting on July 11, 2025.	
Responsibility	Members submit proposal form(s). Members can submit their own ideas, submit a joint proposal with no more than five members, consider proposal sponsorship, and/or refine proposal concepts. <u>Deadline</u>: **Friday, August 22, 2025**	☐
Fall		
Milestone	The Office will post all proposals submitted by Data and Tools Advisory Board members to the [C2C website](#). <u>Deadline</u>: **Friday, September 19, 2025**	
Responsibility	Members who submitted a proposal will meet with the Office for a pre-meeting briefing, prior to the Fall meeting proposal presentation. <u>Deadline</u>: **The proposed timing is Tuesday, September 19 to 25, 2025**	☐
Responsibility	1. Review member proposals using the proposal rubric to examine potential impact and alignment with the C2C vision, mission, and authority; 2. Be prepared to publicly discuss the ideation of member proposals, including how proposals may complement or contrast; 3. Determine if you would like to volunteer to work with the Governing Board Liaison to the Advisory Board to draft the Advisory Board proposal's report. <u>Deadline</u>: **Friday, October 3, 2025** ● *This will be an agenda item at the Data and Tools Advisory Board meeting on October 3, 2025.*	☐
Winter and Early Spring		
Milestone	The Office will conduct light-touch feasibility studies of proposals. <u>Deadline</u>: **Early Spring 2026**	
Responsibility	Proposal authors will review the Office's light-touch	☐

	feasibility studies and may choose to update or clarify their ideas. <u>Deadline</u>: **Early Spring 2026**	
	Below is a breakdown of responsibilities and deadlines for the two Data and Tools Advisory Board members who will work with the Governing Board Liaison to the Advisory Board to draft the Data and Tools Advisory Board proposal's report.	
Responsibility	Work offline to draft a report that links to all proposals members submitted, summarizes the discussion at the Fall meeting, and includes the Office's light-touch feasibility studies. <u>Deadline</u>: **Spring 2026** ● *This will be an agenda item at the Data and Tools Advisory Board spring 2026 meeting.*	☐
	**Spring**	
Responsibility	1. Review the draft Data and Tools Advisory Board proposal report; 2. Be prepared to publicly discuss the ideation of the draft report. <u>Deadline</u>: **Spring 2026** ● *This will be an agenda item at the Data and Tools Advisory Board spring 2026 meeting.*	☐

Cradle-to-Career Data and Tools Advisory Board Proposal Form

Instructions:

Per the Governance Manual proposal forms submitted will 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: *no more than 50 characters*

> [ ]

☐ By checking this box, I understand that I will be presenting my recommendation at the Fall Advisory Board meeting.

Type of Proposal[1]:

☐ Changes to practical tools for students *(Complete section one)*
☐ Adding data points not available through the P20W data set or adjusting (including the removal of) 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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[1] 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 version of this form.

Section One: Changes to Practical Tools

1.What is the nature of the gap regarding access to actionable information?

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2. What type of tool should be developed?

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3. How would a tool address the gap?

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4. Who would be the likely user(s) of the tool?

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5. How does the tool relate to the mission and vision of C2C?

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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.

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2. How does this research question relate to the mission and vision of C2C?

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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. If 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. If 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 and why they are not sufficient to answer the proposed research question.

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 related feasibility studies. 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.

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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.

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

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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.

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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.

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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 use the Proposal Rubric in their review of the proposals to examine potential impact and alignment with the C2C vision, mission, and authority.

Criteria	Marginal Recommendation	Moderate Recommendation	Strong Recommendation
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
Mission and Vision	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
Authority	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 the scope of authority of C2C
Likelihood of Success	Proposed recommendation has low likelihood of success due to data availability, validity, compliance, or cost concerns	Proposed recommendation has moderate likelihood of success with some issues related to data availability, validity, compliance, or cost concerns	Proposed recommendation has high likelihood of success with minor issues concerning data availability, validity, compliance, or cost concerns