

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

Date Report Issued: March 10, 2025
Attention: Members of Data and Tools Advisory Board
Subject: **Demographic Survey and Language Access Plan
(Agenda Item Six)**
Staff Contact: Shannon Serrato, Director of Engagement

At this meeting, the Data and Tools Advisory Board (DTAB) will learn about equity efforts related to the Office of Cradle-to-Career Data's (Office) Governing Board and Advisory Boards. Members will review the results of the 2025 DTAB demographic survey and receive an overview of Cradle-to-Career Data's (C2C) draft Language Access Plan (LAP).

Requested Action:

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

Demographic Survey

Background:

As [written in statute](#), C2C's Governing Board is intended to reflect the cultural, racial, geographical, economic, and social diversity of California.

In 2022, the Office received a request seeking the demographic information of C2C's leadership, and following approval from its Governing Board, the Office facilitated the collection of Governing Board demographic information. All responses were self-reported and collected anonymously via survey. The information included was aggregated for purposes of equity and transparency and posted to the [C2C website](#). The Office committed to conducting a demographic survey annually. At the October 2023 DTAB meeting, members agreed to expand the survey's scope to include the DTAB.

Overview:

DTAB members received the demographic survey on February 6, 2025, which asked members to self-report information on race/ethnicity and gender, with an opportunity to share additional information on lived experiences.

Results will be posted to the C2C website upon completion of the survey by C2C's Governing Board, Community Engagement Advisory Board, and DTAB.

Language Access Plan (LAP)

Background:

To ensure meaningful access to C2C's public tools and resources, C2C has created a Language Access Plan (LAP). The LAP highlights C2C's current and future work in ensuring persons with limited English proficiency (LEP) have meaningful access to C2C's public tools and information, and that language is not a barrier. Equity is at the forefront of C2C's work as we strive towards ensuring equitable access to actionable information to the public, as outlined in C2C's statute ([Ed. Code Sec. 10865\(b\)\(1\)\(B\)](#)).

Overview:

DTAB members will review the [draft Language Access Plan](#) and provide feedback before the LAP goes to the Governing Board for final review during the May 9, 2025 Governing Board meeting.