

Cradle-to-Career Data Governing Board Staff Report

Date Report Issued: April 25, 2025
Attention: Members of Cradle-to-Career Data Governing Board
Subject: **2025 Governing Board Demographic Survey and Language Access Plan (Agenda Item Eight)**
Staff Contact: Shannon Serrato, Director of Engagement

At this meeting, the Governing Board will review the results of the 2025 demographic survey and receive an overview of Cradle-to-Career Data's (C2C) Language Access Plan (LAP).

Requested Action:

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

Background of the Demographic Survey:

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 of Cradle-to-Career Data (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 [Cradle-to-Career website](#).

The Office committed to conducting a demographic survey annually.

Overview of the Demographic Survey:

Both Governing and Advisory Board 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 Cradle-to-Career Data's website upon completion of the survey by C2C's Governing Board, Community Engagement Advisory Board, and Data and Tools Advisory Board.

Background of Language Access Plan (LAP):

To ensure meaningful access to C2C's public tools and resources, C2C has created a LAP. The LAP highlights C2C's current and future work in ensuring persons with limited English proficiency 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 of Language Access Plan:

Governing Board members will receive an overview of the Office's language access efforts and the final LAP. A draft version of this plan can be found in Attachment A. Additionally, in an effort to leverage and best utilize Community Engagement Advisory Board member expertise, Marissa Johnson is the Language Access primary Liaison, and Lorenzo Gambo is the Language Access secondary Liaison, who will work in conjunction with the Office on this project.

To facilitate Governing Board member's deliberation and discussion, the Office has compiled some questions for members to consider:

- ❖ Are there other additions to be considered to the LAP?
- ❖ What other criteria should be considered for the translation of documents to other languages?
- ❖ What could be considered a successful implementation as we continue refining and begin the first stages of implementing the LAP?

Language Access Plan



April 2025

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Introduction

As part of ensuring meaningful access to the California Cradle-to-Career Data System's (C2C's) public tools and resources, C2C has created a Language Access Plan (LAP or Plan). The purpose of this Plan is to highlight 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 ensure 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\(b\)\(1\)\(B\)](#)).

In developing this Plan, C2C has reviewed its resources for the public, the ways it communicates with members of the public and the people served by the entity, and how it currently provides information on its resources in languages other than English. C2C remains committed to serving all Californians who use our information and have LEP. This Plan covers C2C's existing systems and services as well as addresses those that will be implemented in the future. This Plan is an evolving document, which will be continuously updated as we gather more responses to C2C's [language access survey](#) in order to better serve the community.

We invite any questions or suggestions to this Plan in order to better serve you.

For anyone who has questions about this Plan, or needs help with Spanish translation, you may direct them to our Language Access Coordinator at info@c2c.ca.gov.

Program Mission and Services

C2C strives to be California's source of actionable data and research on education, economic, and health outcomes for individuals, families, and communities; to expand access to tools and services to navigate the education to employment pipeline. C2C's vision connects individuals and organizations with trusted information and resources, providing insights into critical milestones in the pipeline from early care to K-12 to higher education, skills training, and employment. The data system empowers individuals to reach their full potential and fosters evidence-based decision-making to help California build a more equitable future.

C2C's program and services include:

- **Analytical tools** that provide insights on trends and comparisons between groups.
 - Streamline access to information and data sets for research and evaluation.
 - Data dashboards on education pathways, early education, primary school, college and career readiness, transfer outcomes, financial aid, employment outcomes, and teacher training and retention.
 - Query builders that would allow the public to generate their own tables that allows for the data to be disaggregated.
 - Researchers can request access to the underlying data through the research request process.
 - Help advocates and researchers analyze data collected from multiple sources to shape policy and advance educational equity.
 - Data stories that paint a holistic picture of the analytical dashboards.
 - The Data and Tools Advisory Board helps ensure that the data tools provide actionable information.
- **Operational tools** to support college planning and transition. This includes:
 - C2C's partnership with the California College Guidance Initiative (CCGI), which manages CaliforniaColleges.edu. CaliforniaColleges.edu is the State of California's official college and career planning platform, as well as a crucial component of the C2C Data System tools for students, parents, and educators.
 - C2C's partnership with the Chancellor's Office for the California Community Colleges to help scale their eTranscript California tool.
- **Community engagement** to ensure the public is a partner in our process.
 - C2C engages the public through interactive webinars, known as Community Conversations, to inform development, interpretation, and awareness of the data system, and foster an environment and culture of collaboration.
 - Provide resources, training, and technical assistance to the public that builds data literacy and ensure the public is engaged with C2C and its tools.

- C2C provides resources, materials, and communication in plain language and in multiple languages to engage the public and foster data literacy.
- The Community Engagement Advisory Board creates strong feedback loops with data users to support evidence-based decision making, analytical capacity, and equitable access to actionable information.

Interpretation Services

C2C provides interpretation and translation language services at no charge to individuals with LEP through its contracted services with qualified and certified interpreters available to assist in multiple languages, including American Sign Language (ASL).

C2C incorporates interpretation services for most of its public meetings that take place virtually, including:

- Quarterly Governing Board Meetings that include Spanish and ASL interpreters. All meetings are recorded and can be found on the C2C website in Spanish and ASL interpretations.
- Advisory Board Meetings, which are recorded and interpreted in Spanish.
- Community Conversations that are recorded and interpreted in Spanish.

Please see all Governing Board and Advisory Board meetings and virtual Community Conversations [here](#) including Spanish and ASL interpretations.

As C2C develops its data system further and builds out its resources, it plans to have interpreters for the following:

- In-person tabling and community events, which includes outreach to inform communities about the C2C data system and training sessions for community members to use C2C's public tools.
- Committee meetings, which include the Governance Manual, Executive Director, Strategic Planning, and Selection for Advisory Boards Committee meetings.
- In-person Community Conversations, which would include two interpreters.

Translation Services

C2C provides interpretation and translation language services at no charge to individuals with LEP through its contracted services with qualified and certified interpreters available to assist in multiple languages, including American Sign Language (ASL).

C2C incorporates translated materials, including the following that can be found on our public website:

- Agendas for public meetings (Spanish).
- Advisory Board member application (Spanish).
- Public proposal form (Spanish).
- Evergreen materials (Spanish, Simplified Chinese, Tagalog, and Vietnamese).
 - [Infographic](#) about C2C
 - [Infographic](#) about the Student Pathways Data Story
 - [Tutorials](#) for the Student Pathways Data Story

Language Access Survey

C2C offers a [Language Access Survey](#) for any members of the public to fill out at their leisure with the goal of providing C2C users with the appropriate language services.

- C2C, generally, does not receive calls for or provide direct service like other state agencies. In order to collect information to better serve those who are using the data system, C2C created a Language Access Survey.
- Dissemination of the survey includes linking to the survey in listserv emails, as well as to community-based organizations helping to connect C2C with those who speak a language other than English as their primary language.
- C2C will track changes to the number of limited English proficient individuals who access our website or participate in our meetings and other events, and fill out the survey to add more languages to our website and translation services for meetings and materials. The state of California follows a 5% threshold, meaning that if 5% of people need access to C2C resources in languages other than

Attachment A

English, C2C must provide those resources in the languages of those individuals.

*Bilingual services act: [California Government Code Section 7290 Et Seq.](#)