

## DRAFT Charter: 2023 Strategic Planning Ad Hoc Committee

### Purpose

The 2023 Strategic Planning Ad Hoc Committee shall assist the Cradle-to-Career (C2C) Governing Board by working with the C2C Office staff to meet the following requirement of Education Code 10866 (d): "The governing board shall provide oversight of the data system and operational direction to the managing entity to ensure the data system is serving its intended purpose. This may include, but is not limited to, all of the following activities: (1) Adopting an annual strategic plan and reviewing and revising that plan as needed."

### Membership

The 2023 Strategic Planning Ad Hoc Committee shall consist of C2C Governing Board members. The C2C Governing Board Chair Elect will chair the committee or select another member to chair and serve as liaison to the C2C Staff.

### Background

The C2C 5-Year Projected Timeline defines high-level objectives. In order to assure alignment and accountability between the Governing Board and executive director and staff, those objectives need a complementary set of key results that define specifically what is to be achieved by whom and by when.

In creating the ad hoc committee, the Governing Board recognizes the importance of providing this level of specificity in assuring strong lines of communication and accountability between the Board and executive director and Office staff.

In creating the ad hoc committee, the Governing Board also recognizes its delegations to the executive director, and that the work of the ad hoc shall focus on defining results, not on defining how those results are to be achieved.

### Scope of Work

The ad hoc will work with Leading Resources Inc. (LRI) to achieve the goals laid out in this charter. The goal of the ad hoc is to:

- 1) Review and refine the objectives defined in the 5-year projected timeline;
- 2) Define key results/measures of success tied to objectives in the 5-year projected timeline;
- 3) Assess the capacity of C2C to achieve the key results with existing resources. If they are not achievable with existing resources, the ad hoc shall either adjust the key results or consult with the executive director on whether additional resources are needed;
- 4) Develop recommendations for the Governing Board to consider and decide.

The timeline of this work is to develop a set of proposed updates to the 5-year plan prior to the August 2023 Governing Board meeting.

Once the Strategic Planning Ad Hoc Committee is appointed, LRI will, in consultation with the ad hoc chair and executive director, develop a timeline for accomplishing the committee's goals.

### Meetings

The Strategic Planning Ad Hoc Committee will meet as needed. LRI will be responsible for facilitating the work of the ad hoc. This includes the preparation of meeting materials and the facilitation of ad hoc meetings.

### Decision-making and Voting

- Committee members can vote to approve a motion using one of two options: agree or agree with reservations. Any reservations will be entered into the record.
- Committee members can vote against a motion by disagreeing. Reasons for disagreeing will be entered into the record.
- Committee members can also abstain.

A majority of the committee members shall constitute a quorum. A majority vote of the ad hoc committee members present at the ad hoc committee meeting may decide on what recommendations are taken to a future Governing Board meeting for votes or action by the Governing Board.

### Review

This charter 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.

### Committee Creation and Scope of Work Review Dates

Committee established on: February 8, 2023.

# Cradle-to-Career 5-Year Projected Timeline DRAFT Revised 08.03.2022

	Year 1	Year 2: FY 2022-23	Year 3: FY 2023-24	Year 4: FY 2024-25	Year 5: FY 2025-26
Strategy and Operations	<ul style="list-style-type: none"> <li>Seated Governing Board</li> <li>Signed legal agreements</li> <li>Appointed Executive Director</li> <li>Defined leadership positions &amp; initial staff recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Recruit leadership and build staff team</li> <li>Secure and prepare physical space for office and community engagement</li> <li>Define brand identity and communications strategy</li> <li>Establish office procedures within GovOps</li> </ul>	<ul style="list-style-type: none"> <li>Ensure sustainability of efforts</li> <li>Continuous improvement on office operational metrics and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Plan for external evaluation</li> <li>Review externally facing tools and resources for user experience and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Review technology infrastructure to ensure it continues to meet expectations</li> <li>Plan for further expansion in future years</li> </ul>
Engagement	<ul style="list-style-type: none"> <li>Launched "Community Conversations"</li> <li>Continued holding meetings open to public input</li> </ul>	<ul style="list-style-type: none"> <li>Seat Advisory Boards</li> <li>Launch annual student experience audit</li> <li>Continued community engagement and feedback</li> </ul>	<ul style="list-style-type: none"> <li>Annual student experience audit</li> <li>Provide public trainings on using data tools</li> </ul>	<ul style="list-style-type: none"> <li>Annual student experience audit</li> <li>Continued user centered design approach</li> </ul>	<ul style="list-style-type: none"> <li>Annual student experience audit</li> <li>Continuous improvement based on input and engagement</li> </ul>
Analytical Tools	<ul style="list-style-type: none"> <li>Defined procurement and implementation plans for technology products.</li> <li>Issued RFP for data warehouse</li> <li>Completed Stages 1 and 2 of CDT's "Project Approval Lifecycle" for IT projects</li> <li>Review of data point definitions identified during planning process</li> </ul>	<ul style="list-style-type: none"> <li>Build technical infrastructure</li> <li>Data providers transfer initial data sets</li> <li>Design an initial dashboard and query builder interface</li> <li>Complete Stages 3 and 4 of CDT's "Project Approval Lifecycle" for IT projects</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement research data request process</li> <li>Expand analytical data set to include independent colleges</li> <li>Expand teacher credentialing analytical data set</li> </ul>	<ul style="list-style-type: none"> <li>Expand analytical data set to include private colleges</li> <li>Expand analytical data set to include additional early learning and care information</li> </ul>	<ul style="list-style-type: none"> <li>Expand analytical data set to include additional social service, health, and workforce information.</li> </ul>
Operational Tools	<ul style="list-style-type: none"> <li>Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure</li> <li>Assess possibilities for postsecondary electronic transcripts and eTranscript infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure</li> <li>Assess possibilities for integrating artifacts for competency-based education into eTranscript infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure</li> <li>Assess possibilities for integrated social service applications</li> </ul>	<ul style="list-style-type: none"> <li>Complete state-wide scaling of californiacolleges.edu</li> </ul>