Cradle-to-Career Governing Board Staff Report

Date Report Issued: July 26, 2023

Attention: Members of Cradle-to-Career Governing Board

Subject: **Update from the June 6, Joint Advisory Boards Meeting**

Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Governing Board (Board) will have the opportunity to learn updates regarding the most recent Data and Tools and Community Engagement joint Advisory Boards meeting.

Requested Action:

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

Background:

The Governance Manual states that before the Fall Advisory Boards meetings, the Office of Cradle-to-Career Data (Office) will convene a public meeting where Advisory Board members can learn from and ask questions of the data providers about data points in the P20W data set. This meeting is a unique opportunity for Advisory Board members and data providers to share information relevant to the work of the Office.

On June 6, 2023 both the Data and Tools and Community Engagement Advisory Boards convened for their first joint meeting; also in attendance at this meeting were data provider subject matter experts (SMEs). During this session, the Office provided a presentation on the P20W data set, including the 20 new data points that were approved by the Board at the May 10th Board meeting. After the presentation, there was an open forum, allowing SMEs the opportunity to provide more information, insight, and clarity, and also provided a space for the Advisory Board members to ask questions of the SMEs or the Office.

The Office reviewed the data proposal process with Advisory Board members.

During this meeting, both Advisory Boards reviewed and discussed the proposal forms as well as the rubrics. Advisory Board members will use the form to submit the data proposal and the rubric to determine which proposals should be advanced to the next stage of the process. The Data and Tools proposal form can be found in Attachment A, the Data and Tools rubric can be found in Attachment B, the Community Engagement proposal form can be found in Attachment C, and the Community Engagement rubric can be found in Attachment D. As the authority for each Advisory Board is different, so too is the scope of request for the data proposal.

Authority for Data and Tools Advisory Board:

The responsibility of the Data and Tools Advisory Board is to examine whether the data system is providing actionable information and identifying ways to improve access to that information.

Scope of Request for Data and Tools Advisory Board:

Advisory Board members may bring forward proposals for ways to address a significant gap. This includes changes to the data request process, changes to tools such as dashboards or practical (operational) tools, adding data points to the P20W data set, or adjusting existing P20W data points.

Authority for Community Engagement Advisory Board:

The responsibility of the Community Engagement Advisory Board is to examine whether the Office is creating strong feedback loops with data users, supporting evidence-based decision making and analytical capacity, and ensuring equitable access to actionable information.

Scope of Request for Community Engagement Advisory Board:

Advisory Board members may bring forward proposals for ways to amend the community engagement framework to address significant gaps, including

feedback loops with data users, evidence-based decision making and analytical capacity, and equitable access to actionable information.

Next Steps in the Data Proposal Process:

The proposal form must be submitted one month before the Fall Advisory Boards meetings and posted on the Cradle-to-Career (C2C) website. Using a pre-meeting survey, Advisory Board members will rank order proposals. Advisory Board members will use a rubric developed by the Office to evaluate the proposals to examine potential impact and to align it with the C2C vision, mission, and authority. The next Data and Tools Advisory Board meeting will be held on October 12, 2023 and the next Community Engagement Advisory Board meeting will be held on September 12, 2023.

At the Fall Advisory Boards meetings, up to three proposals prioritized in the pre-meeting survey will be considered. The Advisory Board member who submitted the proposal will present the idea to the Advisory Board, followed by public comment. Then the Advisory Board members will discuss the proposal to evaluate whether the proposal would effectively address the issue being flagged and would meaningfully advance the work of C2C. Advisory Board members may make amendments to the proposal. Additionally, at the Fall meeting, Advisory Board members will 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. Before voting, there will be another period of public comment.

At the Spring Advisory Boards meetings, the Office will present on the feasibility studies. The Advisory Boards 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.

Data and Tools Advisory Board Proposal Form

CALIFORNIA CRADLE TO CAREER DATA SYSTEM | Connecting Data and Insights to Advance Equitable Futures

Instructions:

Per the Governance Manual Section "Member Expectations and Responsibilities" Data and Tools Advisory Board members can submit a proposal form, which must be submitted to the Office one month prior to the Fall Advisory Board meeting, to 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:

Type of Proposal:

☐ Changes to the data request process *(Complete section one)* [Note for 2023: the data request process has not yet been implemented. The recommendation from the planning process provides an outline of the proposed process.]

☐ Changes to tools such as dashboards or practical (operational) tools for students *(Complete section two)*

☐ Adding data points not available through the P20W data set or adjusting the existing P20W data points *(Complete section three)*

Section One: Changes to the Data Request Process

1. What is the nature of the issue with the data request process?

2. What action should be taken to address the issue?

[ ]

3. Who could benefit from this action?

[ ]

4. Who would implement this action?

[ ]

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

[ ]

Section Two: Changes to Tools Such as Dashboards or Practical (Operational) Tools

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

[ ]

2. What type of tool should be developed?

[ ]

3. How would a tool address the gap?

[ ]

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

[ ]

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

[ ]

Section Three: Adding Data Points Not Available Through the P20W Data Set or Adjusting the Existing P20W Data Points

1.What data point should be added or changed?

[ ]

2. Who would use the data point?

[ ]

3. How would the data point be used?

[ ]

4. Who would provide the data point?

[ ]

5. Does the data point already exist in a state-level data set or would it need to be collected by local institutions and reported to state agencies?

[ ]

6. Which population(s) should be included in the data point? (such as K-12 students or workforce development participants)

[ ]

7. How does the data point relate to the mission and vision of C2C?

[ ]

Presentation Notice:

☐ By checking this box, I understand that if my proposal is one of top proposals identified by the Advisory Board, I will be presenting my idea at the Fall Advisory Board meeting.

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 complete a pre-meeting survey to rank the order of proposals. Members will use the rubric to evaluate the proposals to examine potential impact and to align it with the C2C vision, mission, and authority.

Criteria	1 point	3 points	5 points
Impact and Benefit	No description or explanation included to demonstrate the impact and benefit relevant to C2C or proposed recommendation is of low data quality that would not have a positive impact or benefit	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
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 in the scope of authority of C2C

Community Engagement Advisory Board Proposal Form

Instructions:

Per the Governance Manual Section "Member Expectations and Responsibilities" Community Engagement Advisory Board members can submit a proposal form, which must be submitted to the Office one month prior to the Fall Advisory Board meeting, to address significant gaps regarding feedback loops with data users, evidence-based decision making and analytical capacity, and equitable access to actionable information. These proposals provide specific recommendations to amend the community engagement framework. Please note there should only be one proposal per form.

Name:

Nature of Proposal:
- ☐ Feedback loops with data users
- ☐ Evidence-based decision making and analytical capacity
- ☐ Equitable access to actionable information

What action should be taken to address the issue?

Who could benefit from this action?

Who would implement this action?

How does the action relate to the mission and vision of C2C?

☐ By checking this box, I understand that if my proposal is one of top proposals identified by the Advisory Board, I will be presenting my idea at the Fall Advisory Board meeting.

Cradle-to-Career Community Engagement 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 complete a pre-meeting survey to rank the order of proposals. Members will use the rubric to evaluate the proposals to examine potential impact and to align it with the C2C vision, mission, and authority.

Criteria	1 point	3 points	5 points
Impact and Benefit	No description or explanation included to demonstrate the impact and benefit relevant to C2C	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
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 in the scope of authority of C2C