

# Cradle-to-Career Data System Community Engagement Subcommittee Meeting Agenda

## Meeting Information

**Date:** January 21, 2021  
**Time:** 9:30 a.m. to 12:30 p.m.  
**Location:** Online via Zoom

**URL/Watch Live:** <https://cadatasystem.wested.org/> (Note: The link to watch/listen to the meeting live will be posted on this website and will be active 15 minutes prior to the meeting).

## Contact Person

**Name:** Mansi Master  
**Address:** WestEd, 2470 Mariner Square Loop, 2<sup>nd</sup> Floor, Alameda, CA 94501  
**Phone Number:** 510.861.0204  
**E-mail Address:** [mmaster@wested.org](mailto:mmaster@wested.org)

## **AGENDA**

The first meeting of the Community Engagement Subcommittee is intended to provide an overview of the Cradle-to-Career Data System planning process and the user-centered design process and designing user personas.

1. Agenda Review
2. Public Comment
3. Cradle-to-Career Data System Planning Process
4. Designing User Personas
5. Next Steps

The order in which agenda items are considered is approximate and may be subject to change.

## MEETING MATERIALS

This Meeting Notice and Agenda and any supplemental meeting materials may be accessed at the following website address:

<https://cadatasystem.wested.org/>

## REASONABLE ACCOMMODATIONS

All meetings shall be accessible to Committee members with disabilities and members of the public with disabilities. To request accessible format materials, auxiliary aids/services, or sign language translation services to participate in the meeting, please contact Mansi Master, 510.861.0204, [mmaster@wested.org](mailto:mmaster@wested.org).

Providing your accommodation request at least **7 (seven)** business days before the meeting will help ensure availability of the requested accommodation. Any requests received after this date will be given prompt consideration, but logistical constraints may not allow for their fulfillment.

## ADDRESSING THE SUBCOMMITTEE

Efforts will be made to accommodate each individual who has signed up to speak. However, given time constraints, there is no guarantee that all who have signed up will be able to address the State body.

Each speaker is invited to speak for up to one minute, depending on the number of speakers. Three or more individuals who are present at the meeting may pool their time for one speaker.

The total time for public comment is 15 minutes.

The public can speak/participate at the meetings before items that involve decisions.

Individuals who wish to address the Community Engagement Subcommittee may either 1) Call Mansi Master at WestEd at 510.861.0204 by 5:00 p.m. on the day prior to the meeting and provide the subject they wish to address; 2) E-mail Mansi Master at [mmaster@wested.org](mailto:mmaster@wested.org) with the agenda item identified in the subject line; or 3) Send a comment through Zoom during the meeting.

## WRITTEN COMMENTS

Written comments should be submitted 24 hours in advance to Mansi Master, [mmaster@wested.org](mailto:mmaster@wested.org). The letter or e-mail must clearly identify the agenda item being addressed. Each communication should include a subject line identifying the specific agenda item being addressed; failure to do so could prevent delivery of your comments. Such materials will be distributed to members of the advisory group, prior to the beginning of the meeting.