



# California Community Colleges

## MEMORANDUM

November 1, 2019

19-022 | Via Email

TO: K-12 Local Education Agencies  
California Community College Regional Consortia

FROM: Sheneui Weber, Vice Chancellor  
Workforce and Economic Development Division

CC: Matthew Roberts, Ed.D., Dean of Field Operations  
Workforce and Economic Development Division

Michelle McIntosh, Education Administrator  
California Department of Education

CCCCO Staff  
Chief Executive Officers  
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CTE Deans  
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Regional Directors, Employer Engagement  
Technical Assistance Providers  
ASCCC

RE: **Revised** - Guidance on K12 SWP Selection Committees —2019-20 K12 Strong  
Workforce Program

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The California Community Colleges Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE), is pleased to present field guidance on the K12 Selection Committee process for 2019–20. The memo contains a revised timeline.

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**Chancellor's Office, Workforce and Economic Development**

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## Guidance on K12 SWP Selection Committees —2019-20 K12 Strong Workforce Program

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Beginning in 2018–2019, Education Code §§ 88827 established the K12 component of the Strong Workforce Program appropriating \$150,000,000 in annual ongoing career technical education funding to strengthen the programs and programs of study for students from secondary to postsecondary education and career. K12 SWP intends to create, support, and/or expand high-quality career education programs at the K12 level that are aligned with the regional priorities of the community college workforce development efforts occurring through the Strong Workforce Program. In 2018-2019, each of California’s eight community college Regional Consortia convened a Selection Committee (to serve for two years) to review applications and make final recommendations for K12 SWP awards.

The tasks of the Selection Committee include:

- review regional applications, select grant recipients, and determine funding amount for each grant using the rubrics provided; and,
- report on the amount awarded to the Superintendent of Public Instruction, State Board of Education, and Department of Finance.

Each K12 Selection Committee membership shall be composed of all of the following:

- (1) Current or former K–12 career technical education teachers and administrators.
- (2) Charter school representatives, including representatives of charter schools operating pursuant to subdivision (a) of Section 47612.1.
- (3) Career guidance counselors.
- (4) Representatives of industries that are prioritized by the consortium.
- (5) At least one community college faculty or administrator.
- (6) Other K–12 education stakeholders, or other stakeholders, as determined by the consortium.

The Chancellor’s office is recommending the following guidelines for application review:

- 1) A minimum of 12–18 highly qualified members (2–3 from each membership category) to provide a large enough Selection Committee to handle the volume of applications and to represent the different voices of its region.

- 2) Selection Committee Members must disclose any potential conflict of interest to their Regional Consortia Chairs. A transparent selection process to avoid reading, scoring, or otherwise, being involved in any grant application for which a perceived conflict of interest might arise is important to ensure integrity of the scoring and selection process.
- 3) It is important for the Selection Committee to reflect the geographic sub-regions and diversity as the region's student population.
- 4) A region should increase the number of members on its Selection Committee to best meet its needs to complete the Selection Committee tasks. If a Selection Committee needs to augment or add new members due to attrition from the previous year, please use the following process for nominating new members.

### **Regional Review Team for Selection Committee Member Process**

For any region that is adding new members to its Selection Committee, Regional Consortium (RC) leadership will convene a Regional Review Team to review applications submitted by individuals wishing to serve on that region's K12 Selection Committee. Please note that while serving on the Regional Review Team, members may not apply to be on the K12 Selection Committee. Members of the Review Team shall recuse themselves from weighing in on any Selection Committee member application that might be seen as a conflict of interest. The RC Chair will submit the Regional Review Team's recommendations to the CCCCO and CDE.

On October 23, 2019, announcements soliciting online applications for K12 Selection Committee members will be posted on the Strong Workforce Program website, the California Department of Education website, and all Regional Consortia. Additional announcements will be made through electronic listservs including the K12 SWP listserv.

Each Regional Review Team will nominate the number of individuals they require to re-populate or augment their Selection Committees, plus any new alternates in the event of additional attrition. The total number of Selection Committee members, excluding alternates, should not exceed 24. The CCCCO, in collaboration with CDE, will make the final decision on the composition of each region's K12 Selection Committee.

### **Training Selection Committee Members**

Each Regional Consortium will provide training to inform the Selection Committee members of its priority areas and annual plan as it relates to K12 SWP.

K12 Selection Committee members will not receive compensation for their work on the Committee; however, approved travel costs incurred for training and Committee work are reimbursable through each region.

The proposed timeline for applications and selection of new Selection Committee members is as follows:

<b>Date</b>	<b>Task</b>
October 23, 2019	Selection Committee applications available online
November 22, 2019	Selection Committee Applications due to Regional Consortium Chairs to share with Regional Review Team
November 22- December 6, 2019	Regional Consortium Review Teams review and rate applications
December 6, 2019	Regional Consortium Review Team submit final Selection Committee nominations to CCCCCO and CDE.
December 6-13, 2019	CCCCCO and CDE reviews final nominations
December 18	CCCCCO and CDE announce final membership selection on all Selection Committees
December 19, 2019	Regional Consortium Leads notify Selection Committee Members
January 6, 2020	Selection Committee training begins for each region

**Guidance on K12 SWP Selection Committees –2019-20 K12 Strong Workforce Program** November 1, 2019

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To apply, please use the [\*2019–20 Application to Serve on the K12 SWP Selection Committee\*](#). If you have questions, please contact Alejandro Sandoval at [asandoval@cccco.edu](mailto:asandoval@cccco.edu).