
1A

Action

Executive Committee

Proposed 2014 and 2015 Commission Meeting Schedules

Executive Summary: The agenda item presents proposed meeting schedules for 2014 and 2015. The Executive Committee will consider and recommend a schedule of meetings to the full Commission for approval.

Recommended Action: To approve a schedule of meetings for 2014 and 2015.

Presenter: Rhonda Brown, Staff Services Manager, Executive Office

Strategic Plan Goal

III. Communication and Engagement

- ◆ Maintain and strengthen working relationships with the Commission's diverse stakeholder community.

June 2013

Proposed 2014 and 2015 Commission Meeting Schedules

Introduction

The Commission meeting schedule is reviewed and approved biennially. This item presents a possible schedule for 2014 and 2015 for consideration by the Executive Committee. The Executive Committee will recommend a schedule of meetings for the next two years to the full Commission for approval.

Background

In April 2011, the Commission originally approved an annual meeting format that included four 2-day meetings and four 1-day meetings in 2012 and 2013. The Commission also approved one offsite meeting as part of the 2012 meeting schedule. Based on the adopted Strategic Plan and implementation activities of the Commission, the meeting schedules for 2012 and 2013 were later modified to seven 2-day meetings each year. Additionally, due to fiscal constraints and a shift in resources, the Executive Director in consultation with the Commission Chair agreed that all meetings in 2012 would be held in Sacramento.

Proposed Schedule for 2014 and 2015

In developing a proposed schedule for consideration by the Committee, staff consulted with the Commission Chair to discuss the number of meetings needed annually to meet the Commission's strategic priorities. When planning a schedule, it is also important to allow sufficient time between meetings to ensure that staff is able to collect the required information, hold appropriate stakeholder meetings, and develop quality agenda items that will facilitate the work of the Commission. As a result, the meeting schedules presented in this agenda item propose six 2-day meetings annually in 2014 and 2015.

To maximize attendance by all members, Commission staff considers state and religious holidays, the timing of spring break for K-12 and higher education institutions, and major state and national educational conferences. In addition, to accommodate the K-12 community as much as possible, Commission staff tries to avoid periods of time that would make it difficult for teachers and administrators who are Commission members to participate in meetings. This is a difficult task given the varying schedules of K-12 schools. However, the major time periods considered are:

- Late August to early September – when instruction begins for many schools
- Late May to early June – when many schools are completing their school year or conducting finals

April and May dates are difficult for the K-12 community due to the number of examinations given to students during this time period. While staff is mindful of these examination pressures, it would be unlikely that the development of any schedule could eliminate these conflicts entirely.

The proposed schedules continue the current pattern of holding meetings on Thursdays and Fridays. Although an optimal schedule would have the meetings at a common time in the month they are held, the proposed dates will avoid conflicts with the following annual educational conferences:

American Association of Colleges for Teacher Education (AACTE)

- March 1-3, 2014
- February 27-March 1, 2015

American Educational Research Association (AERA)

- April 3-7, 2014
- April 16-20, 2015

National Association of State Directors of Teacher Education and Certification (NASDTEC)

- June 8-10, 2014
- June 7-9, 2015

Credential Counselors and Analyst of California (CCAC)

- Anticipate October 15-17, 2014
- Anticipate October 14-16, 2015

California Council on Teacher Education (CCTE)

- March 27-28, 2014 and October 23-25, 2014
- Anticipate late March and late October 2015

Based on the above considerations, staff proposes the following Commission meeting schedules for 2014 and 2015.

2014	2015
February 13-14 (Thursday-Friday)	February 12-13 (Thursday-Friday)
April 10-11 (Thursday-Friday)	April 23-24 (Thursday-Friday)
June 19-20 (Thursday-Friday)	June 18-19 (Thursday-Friday)
August 14-15 (Thursday-Friday)	August 13-14 (Thursday-Friday)
October 9-10 (Thursday-Friday)	October 8-9 (Thursday-Friday)
December 11-12 (Thursday-Friday)	December 3-4 (Thursday-Friday)

Recommendation

The Executive Director and Senior staff have determined that the proposed calendars will meet the anticipated workload, goals and implementation activities of the Commission. Staff recommends that the Executive Committee approve the proposed Commission meeting schedules for 2014 and 2015.