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Action

Executive Committee

Proposed 2016 and 2017 Commission Meeting Schedules

Executive Summary: This agenda item presents proposed meeting schedules for 2016 and 2017. 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 2016 and 2017.

Presenter: Rhonda Brown, Staff Services Manager, Executive Office

Strategic Plan Goal

III. Communication and Engagement

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

June 2015

Proposed 2016 and 2017 Commission Meeting Schedules

Introduction

The Commission meeting schedule is reviewed and approved biennially. This item presents a possible schedule for 2016 and 2017 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

The 2014 and 2015 Commission meeting schedules include six 2-day meetings annually. This format was adopted in June 2013 based on available resources and the implementation activities of the Commission. When developing a meeting schedule, staff reviews the Commission's workload and consults with the Commission Chair to discuss the number of meetings needed annually to meet the Commission's strategic priorities. During the planning process, 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. Based on the current workload, staff levels and goals set by the Commission, the meeting schedules presented in this agenda continue with the format of six 2-day meetings annually in 2016 and 2017.

Proposed Schedules for 2016 and 2017

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:

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

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)

- February 23-25, 2016
- March 2-4, 2017

American Educational Research Association (AERA)

- April 8-12, 2016
- April 27-May 1, 2017

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

- June 5-7, 2016
- Anticipate early June 2017

Credential Counselors and Analyst of California (CCAC)

- Anticipate October 12-14, 2016
- Anticipate October 11-13, 2017

California Council on Teacher Education (CCTE)

- March 31-April 2, 2016 and October 20-22, 2016
- Anticipate late March and late October 2017

Based on the above considerations, staff proposes the following Commission meeting schedules for 2016 and 2017.

2016	2017
February 11-12 (Thursday-Friday)	February 9-10 (Thursday-Friday)
April 14-15 (Thursday-Friday)	April 6-7 (Thursday-Friday)
June 16-17 (Thursday-Friday)	June 15-16 (Thursday-Friday)
September 8-9 (Thursday-Friday)	September 7-8 (Thursday-Friday)
October 27-28 (Thursday-Friday)	October 26-27 (Thursday-Friday)
December 8-9 (Thursday-Friday)	December 7-8 (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 2016 and 2017.