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## Action

### *Executive Committee*

#### **Proposed 2022 and 2023 Commission Meeting Schedules**

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**Executive Summary:** This agenda item presents proposed meeting schedules for 2022 and 2023. 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 2022 and 2023

**Presenter:** Hai Jue Theriault, Program Analyst, Executive Office

#### **Strategic Plan Goal**

##### ***III. Communication and Engagement***

- a) Maintain and strengthen working relationships with the Commission's diverse stakeholder community.
- b) Maintain effective communication and coordination between Commissioners and staff in carrying out the Commission's duties, roles and responsibilities.

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# Proposed 2022 and 2023 Commission Meeting Schedules

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## Introduction

The Commission meeting schedule is reviewed and approved biennially. This item presents a proposed schedule for 2022 and 2023 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

When developing a meeting schedule, the Executive Director and Senior staff review the Commission's workload to determine the sufficient number of meetings needed to meet the Commission's strategic priorities. During the planning process, it is also important to allow adequate 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 propose six 2-day meetings annually in 2022 and 2023.

## Proposed Schedules for 2022 and 2023

To maximize attendance by all members, Commission staff considers major 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: 1) early to mid August – when instruction begins for many schools; and 2) late May to early June – when many schools are completing their school year or conducting finals.

The proposed 2022 and 2023 schedules have meetings in February, April, June, August, October, and December; and continue the practice 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 schedules proposed for 2022 and 2023 will avoid conflicts with the following annual educational conferences:

### American Association of Colleges for Teacher Education (AACTE)

- March 4-6, 2022
- February 25-27, 2023

### American Educational Research Association (AERA)

- April 22-25, 2022
- April 13-16, 2023

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

- June 12-14, 2022
- Anticipate early June 2023

Credential Counselors and Analyst of California (CCAC)

- November 2-4, 2022
- November 1-3, 2023

California Council on Teacher Education (CCTE)

- March 17-18, 2022 and October 20-22, 2022
- Anticipate mid-March and mid-October 2023

Based on the above considerations, staff proposes the following Commission meeting schedules for 2022 and 2023.

<b>2022</b>	<b>2023</b>
February 10-11 (Thursday-Friday)	February 9-10 (Thursday-Friday)
April 7-8 (Thursday-Friday)	April 20-21 (Thursday-Friday)
June 16-17 (Thursday-Friday)	June 15-16 (Thursday-Friday)
August 25-26 (Thursday-Friday)	August 24-25 (Thursday-Friday)
October 13-14 (Thursday-Friday)	October 12-13 (Thursday-Friday)
December 8-9 (Thursday-Friday)	December 7-8 (Thursday-Friday)

**Staff 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 2022 and 2023.