



# ACCOUNTABILITY. TRANSPARENCY. SIMPLICITY.

## South Central Coast Regional Consortium

### REGIONAL K12 STRONG WORKFORCE PROGRAM REVIEW TEAM AND SELECTION COMMITTEE GUIDANCE FOR K12 SWP ROUND 4 - FY 2021/2022

**NOTE: All Review Team and Selection Committee Members will be required to complete a Conflict of Interest Form.**

#### **REGIONAL REVIEW TEAM**

Review Team members review a new round of Regional K12 Selection Committee applications to fill vacancies and identify new members and alternates.

#### **Review Team and Selection Committee Composition**

In January 2018 the region's community college district CEOs determined the composition of the K12 SWP Review Team and Selection Committee.

#### **1. Review Team:**

- a. One representative from each college district by an individual designated by the district CEO
- b. One K12 representative from each community college district area of the region determined by the County Office or District leadership:
  - Antelope Valley area
  - Santa Clarita Valley area
  - Ventura County
  - Santa Barbara County - South
  - Santa Barbara County - North
  - San Luis Obispo County
- c. While serving on the Regional Review Team, members may not apply to be on the K-12 Selection Committee

#### **2. Selection Committee**

- a. Selection Committee members that served for all three previous rounds will need to reapply. If they have served for one or two rounds, they will be asked if they would like to continue.
- b. Alternates that had been previously approved will become members in the next round, if they so choose.
- c. The Review Team shall review, rank, and choose Selection Committee representatives and alternates using the following criteria:
  - If possible, each of the three sub-regions shall be represented equally, and always with a focus on the most qualified applicants.
  - If possible, community college representatives from each of the 8 colleges.
  - K12 representation from County Offices of Education as well as K12 Districts.
  - Charter school and counselor representation.





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- Industry representation.
- While community college and business must be represented on the Selection Committee, the majority of members must be from K12.
- Ability to see the big picture and be fair and equitable.
- Ideal to have career technical education and pathway experience.
- Members will not vote on any applicant from their own organization.

### **3. Other Guidance to the Review Team and Selection Committee:**

- a. The South Central Coast Regional Consortium Chairs convene the Review Team based on timelines provided from the Chancellor's Office. The K14 Technical Assistance Provider (TAP) will attend all Review Team meetings as the liaison to the Selection Committee.
- b. While serving on the Regional Review Team, members may not apply to be on the K12 SWP Selection Committee.
- c. Review Team members will not vote on any Selection Committee applicant from their own organization.
- d. Regional Directors Employer Engagement, K14 TAP, K12 PCs and K12 SWP project leads on existing grants or planned grant submissions cannot serve on the Review Team.

### **Review Team Responsibilities**

#### Choosing Selection Committee Representatives:

1. Evaluate all K12 Selection Committee (SC) applications using the established criteria above and make recommendations for appointment, with the following notes:
  - a. K14 Technical Assistance Provider (TAP) may not serve on the Review Team. The K14 TAP is responsible for coordinating all K12 SWP Selection committee meetings.
  - b. Regional Directors Employer Engagement and K12 Pathway Coordinators (PC's) may not serve on the Selection Committee.
2. The Regional Chair shall convene the Regional Review Team to vote on SC membership.
3. A simple majority vote is required for any action.
4. The Regional Chairs will forward the Regional Review Team's final Selection Committee member and alternate list to CCCCCO/CDE.

#### Providing Selection Committee Guidance:

The Review Team will provide guidance as needed to the Selection Committee regarding:

- Conflict(s) of interest,
- Sub-regional and/or district representation in grants funded,
- Fair distribution of funding,
- Adjudication of grant appeals.





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### **REGIONAL K12 SWP SELECTION COMMITTEE**

**Selection Committee members will review and score applications, and determine funding for each grantee, and the Selection Committee Chair will enter the award amount of each grant into NOVA.**

*[Reference Ed Code 88829\(c\)\(1\)](#) Decisions governing, or relating to, the distribution of fiscal resources for the K-12 component [of Strong Workforce] shall be made exclusively by the K-12 Selection Committee, including selection of grant recipients and specific funding amounts for each grant.*

1. Individuals wishing to serve on the Selection Committee must complete an application and agree to serve the minimal two-round term and are able to apply again for future service.
2. Selection Committee members must commit to attending the mandatory regional onboarding and training meeting(s) and any other Chancellor's Office mandated training in order to serve and score applications.
3. Selection Committee members elect a Chair and possible co-chair(s) whose responsibilities are to:
  - a. Lead and guide the Selection Committee.
  - b. Manage application reviewers and reviews in NOVA by checking application reviewers generated by NOVA in order to determine possible conflicts of interest and then re-assign readers accordingly.
  - c. Communicate with the Selection Committee and the Regional Chairs regarding the status of reviews and other relevant information to support the review process.
  - d. Working in consultation with the K14 TAP and Regional Chairs, convene and facilitate (either completely or in part) in-person and/or via Zoom meetings and deliberation meetings with Selection Committee members.
  - e. In consultation with the K14 TAP and Regional Chairs, monitor and review submission status, variances in scores, and lock reviewers' scores into NOVA when all of the reviews have been submitted and finalized. (All scores submitted in NOVA are final.)

**Note:** While the previous RFAs for K12 SWP funding specified a minimum score of 75 for an application to be eligible for funding (and that minimum score of 75 is expected to continue to future rounds), [Section 88830 of the CA Education Code \(K12 SWP\)](#) lists considerations for funding and the South Central Coast Regional Consortium also notes considerations for funding as detailed above. Therefore, in order to ensure fairness, robust conversations must occur prior to the review of any applications with agreement on regional funding criteria and the final decision-making process, and prior to locking of final application review scores in NOVA.

- f. Submit final funding amounts determined by the Selection Committee in NOVA.





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### **OTHER CONSIDERATIONS REGARDING THE SELECTION COMMITTEE AND THEIR ROLE**

1. If an approved Selection Committee member cannot attend the mandatory onboarding and training meeting for the respective round of funding, they cannot serve for that round.
2. Five reviewers will be assigned to each application in an attempt to minimize variation of scores.
3. Once scores are submitted and locked in NOVA, the Selection Committee will not revisit scoring. As noted above, robust conversation and deliberation must be held prior to locking scores in NOVA.
4. Deliberation regarding funding levels for applications above the cut score of 75 must occur with the entire Selection Committee as facilitated by the Selection Committee Chair and/or co-chair(s).

### **REFERENCES:**

**California Community College Chancellor's Office K12 SWP WEBPAGE**

**SCCRC K12 SWP WEBPAGE**

Reference California Community College Chancellor's Office (CCCCO) and California Department of Education's (CDE) joint guidance memo issued 11/1/2019: [Revised – Guidance on K12 SWP Selection Committees – 2019-20 K12 SWP 11-1-2019](#)

