

South Carolina EOC Survey Advisory Group

Duties, Scope, and Membership for a Standing Advisory Group of Stakeholders — June 6, 2023

Beginning with the 2022 School Report Cards, South Carolina has incorporated the SC School Climate Surveys in its statewide educational accountability system to meet both state and federal requirements. There are three versions of the SC School Climate Survey designed for different groups of stakeholders. The Student School Climate Survey (SSCS or “Student Survey”), the Teacher School Climate Survey (TSCS or “Teacher Survey”), and the Parent / Guardian School Climate Survey (PSCS or “Parent Survey”) may be referred to collectively as the “Climate Surveys.” The Climate Surveys were developed per the Educational Accountability Act of 1998 and the Parental Involvement in Their Children's Education Act of 2000 and have been administered annually to students in SC public schools, their teachers, and their parents or guardians. Prior to their use in accountability, the Climate Surveys were only given to students in the highest grade level at a school but are now administered to all students from Grade 3 through Grade 12 enrolled at any school in the state. All the Climate Surveys are currently administered electronically.

Given their broader use in the state, their administration to all students in all schools, and the higher stakes associated with their use in accountability, the SC Education Oversight Committee (EOC), in collaboration with the SC Department of Education (SCDE), has begun to explore ways to make the Climate Surveys more accessible and relevant to more stakeholders, to make the information that the Climate Surveys provide to school and district leaders clearer and more relevant to ongoing continuous improvement efforts, and to improve the quality of the scores that they produce for the state’s accountability system. In addition, the EOC has been tasked with additional responsibilities which require the development, administration, and analysis of additional surveys for which the input of relevant stakeholders would be valued.

To that end, the EOC has established the Survey Advisory Group (SAG), a special subcommittee of the EOC and also a standing advisory group of relevant stakeholders who provides input on work to improve Climate Surveys and their use, provides input on the development and use of other surveys related to the EOC’s work, advocates for the unique interests and needs of the stakeholders they represent on issues related to surveys, and advises on the development of relevant policies, procedures, and support documents related to surveys (e.g., survey administration manuals).

Goals and Objectives

The goals and objectives of SAG shall be:

- To represent the perspectives and interests of relevant stakeholder groups while providing input on survey-related projects conducted by the EOC, including but not limited to the Climate Surveys.
- To consult and advise on proposed modifications or revisions to surveys currently in use by the EOC, and to assist the EOC in setting priorities for future survey-related work.
- To provide insight on summaries, analyses, and visualizations of survey results and provide input on the utility of the information the surveys provide for relevant stakeholders
- Identify areas for possible improvements or modifications of surveys to better suit their purposes and/or to provide more actionable data to relevant stakeholders
- Provide input and/or feedback on relevant policies, procedures, and support documents or materials related to surveys
- Advise on communications strategies with relevant stakeholders concerning surveys
- Provide input on the use of surveys in the School Accountability System.

Membership

The SAG shall consist of 12 members, who shall be called Advisors, selected such that six of the initial Advisors shall be selected to serve for one year and the other six to serve two years. Thereafter, six new Advisors shall be selected annually to serve two-year terms to replace the current Advisors whose terms of service are expiring. Advisors may serve no more than two full, consecutive, two-year terms, to facilitate the regular inclusion of new perspectives on the SAG, though a former Advisor may serve again after a break in service.

Since the EOC uses surveys to understand the perspectives of several types of stakeholders, communicates the results of those surveys to a variety of stakeholders for multiple purposes, and analyzes and presents survey results using assorted methods and formats, the membership of the SAG should appropriately represent the breadth and diversity of stakeholders relevant to this work. The SAG should, to whatever extent is feasible, include Advisors who can adequately represent the perspectives and interests of as many as possible of the following stakeholder groups:

- Educators affiliated with Elementary Schools
- Educators affiliated with Middle Schools
- Educators affiliated with High Schools
- Educators affiliated with career and technical education (CTE) programs or centers
- Educators affiliated with online or virtual schools or programs
- Educators affiliated with traditional public schools
- Educators affiliated with charter schools
- Educators affiliated with centers or programs providing adult education, dropout recovery, or alternative educational services
- Educators who work with students with disabilities
- Educators who work with students identified as gifted and talented
- Educators who work with Multilingual Learners (MLs)
- Educators who work at the district level
- Educators affiliated with small schools
- Educators affiliated with large schools
- Educators affiliated with small districts
- Educators affiliated with large districts
- Educators affiliated with rural schools or districts
- Educators affiliated with urban schools or districts
- Educators affiliated with schools or districts serving a high proportion of pupils in poverty
- Educators affiliated with schools or districts serving a low proportion of pupils in poverty
- Parents or guardians of Elementary School students
- Parents or guardians of Middle School students
- Parents or guardians of High School students
- Parents or guardians of students with disabilities
- Parents or guardians of students identified as gifted and talented
- Parents or guardians of MLs (either current or former)
- Parents or guardians of students enrolled in traditional public schools
- Parents or guardians of students enrolled in charter schools
- Parents or guardians of students enrolled in online or virtual schools or programs
- Community leaders, business & industry leaders, and school board members

In the list above, the term “educators” is used broadly to include teachers, interventionists, instructional coaches, instructional leaders, instructional support personnel, counselors, school administrators, principals, district administrators, or district superintendents. Note that we expect that Advisors will each represent multiple stakeholder perspectives from the list above and wish to encourage their selection in a way that ensures that no one viewpoint is under- or over-represented on the SAG. Similarly, the educators selected for the SAG should represent the breadth and diversity with which we have defined this term and in a way that similarly does not over- or under-represent any subgroups of educators listed in this paragraph.

Selection of Members

SAG Advisors shall be selected by EOC Staff and approved by the current EOC Chair to represent various relevant stakeholder perspectives. Professional organizations and community organizations representing one or more of the stakeholder groups described in the previous section are encouraged to submit a slate of up to six nominees for Staff consideration for appointment to the SAG. Nominees are particularly encouraged from organizations which represent teachers (*e.g.*, the Palmetto State Teachers Association; PSTA), organizations which represent educational leaders (*e.g.*, the South Carolina Association of School Administrators; SCASA), and organizations which represent parents of school-aged children (*e.g.*, the South Carolina School Improvement Council; SCSIC). Note that the organizations listed here are examples and not an exclusive list.

Organizations are encouraged to select Advisor nominees using whatever methods are most appropriate given their organizational structure, governing documents, membership interests, and the purposes of the SAG as described in this document, as nominees submitted by an organization shall be considered to have the endorsement of that organization for service on the SAG. Individual stakeholders are also welcomed to submit self-nominations which will be considered based on the strength of the nomination materials alone.

Terms of Service

Advisors shall typically serve for two years from July until the end of the second June which follows it. For the first cohort, six Advisors shall serve for one year, from July 2023 through June 2024, and six Advisors shall serve for two years, from July 2023 through June 2025. Thereafter, six Advisors shall be selected annually to two-year terms (serving from July through the second June which follows it) to fill the positions of Advisors whose terms are expiring.

If an Advisor ends their service on the SAG prior to the end of the term for which they had been selected, then a replacement shall be named by EOC Staff as approved by the current EOC Chair within forty-five days to serve the remainder of the departing Advisor's term. If the departing Advisor had greater than one year remaining on their unexpired term, then the Advisor selected to serve the remainder of that term shall be named to serve only the remainder of the term. Otherwise, the replacement shall be selected to serve the remainder of the unexpired term as well as the full two-year term which follows it, which shall be considered a single term of service.

Duties and Responsibilities

Advisors shall be expected to participate in four Regular Meetings annually. These meetings shall consist of one Summer Meeting (which will typically occur in July or early August), one Fall Meeting (which will typically occur in early October), one Winter Meeting (which will typically occur either in early December or in January, depending on the nature of the work planned for this meeting), and one Spring meeting (which will typically occur in April). Specific dates, times, and locations shall be communicated to Advisors no less than 30 days prior to the Regular Meeting. Agendas for these meetings shall be sent electronically, along with any relevant materials Advisors may need to review in preparation for the meeting, not less than two weeks prior to the scheduled meeting date.

As necessary, at the discretion of EOC Staff, the Current Chair of the EOC, the current Chairperson of the SAG, or a simple majority of SAG Advisors, up to two Special Meetings of the SAG may be called per year. These meetings may be called to continue business that had not been completed within the time allocated for a Regular Meeting or to address new issues or emerging concerns. When called by EOC Staff and/or the Current Chair of the EOC, not less than 30 days' notice shall be provided to Advisors for the Special Meeting. When called by a simple majority of SAG Advisors, the Special Meeting must be called, and its date and location decided upon, during the conduct of business at a Regular Meeting and, thus, may be scheduled for anytime in the future that is mutually agreed upon by the parties present.

Both Regular Meetings and Special Meetings are typically expected to be held in person. Meetings shall be held in locations that enable same day travel to and return from the meeting, and these locations may change from meeting to meeting in consideration of the various distances traveled by the Advisors currently serving on the SAG. Regular Meetings and Special Meetings may also be held remotely via an online meeting platform when deemed appropriate by the EOC Staff, the Current Chair of the EOC, or the current Chairperson of the SAG in consultation with the Vice-Chair / Secretary of the SAG. Whenever feasible, no more than one Regular Meeting shall be held remotely per Fiscal Year.

Chairperson

EOC Staff and the current EOC Chair shall select a SAG Chair from among the currently serving 12 Advisors. The SAG Chair shall coordinate and communicate among Advisors, act as the primary point of contact between the SAG and the EOC Staff, help facilitate communication and logistics for regular SAG meetings, jointly develop the agenda for SAG meetings in collaboration with EOC Staff, be responsible for conducting and chairing SAG meetings, and ensuring that minutes and findings of meetings are summarized and disseminated to SAG Members and EOC Staff. The term of service as SAG Chair shall be one year and the SAG Chair may be reappointed annually to serve in the same role again, so long as that Advisor continues to serve on the SAG, at the discretion of the EOC Staff and current EOC Chair.

Vice-Chair / Secretary

EOC Staff and the current EOC Chair shall select a Vice-Chair / Secretary of the SAG to serve collaboratively with the Chairperson, to fill the duties of the Chairperson in their absence, and who shall be responsible for documenting the advice and recommendations of the SAG to the EOC on matters related to surveys. The term of service as SAG Vice-Chair / Secretary shall be one year and the SAG Vice-Chair / Secretary may be reappointed annually to serve in the same role again, so long as that Advisor continues to serve on the SAG, at the discretion of the EOC Staff and current EOC Chair.

Stipends and Reimbursements

Advisors shall be compensated with a stipend of \$225 per SAG Meeting (whether a Regular Meeting or a Special Meeting), which is based on a Daily Rate of \$150 per day and reflects 1 Day for the SAG Meeting itself and one Half Day for the preparations required for in advance of the meeting, not to exceed \$1350 per Advisor per Fiscal Year. The SAG Chairperson and the SAG Vice-Chair / Secretary shall also receive an additional Half Day stipend per SAG Meeting to reflect the time and effort involved with their additional duties both before and after the SAG Meeting with the total stipend for these Advisors not to exceed \$1800 per Fiscal Year. Advisors shall also be reimbursed for mileage between in-person SAG Meetings and their place of residence or employment (as appropriate) according to the current standard rate and procedures used by the State of South Carolina. In addition, either meals shall be provided to Advisors during in-person SAG Meetings, or per diem shall be provided to defray the cost of meals for the Advisor. Per diem and reimbursements for mileage shall not be provided for meetings held remotely via an online meeting platform.

Nominations / Self-Nominations

EOC Staff disseminate expectations for nomination or self-nominations in a Call for Nominations for SAG Advisors. The call shall describe what materials shall be submitted for the nomination, by what date and in what manner they must be delivered to the EOC Staff, and by what date and in what manner decisions on Advisor appointments shall be communicated to nominees and to the public. Nomination materials shall be due to the EOC Staff by the date and in the manner specified in the call, and decisions shall be made by the date specified in the call.