

Technical Advisory Panel for Longitudinal Growth (TAP)

Operating Procedures

May 8, 2013

Prepared by:
Accountability & Data Analysis Unit
Colorado Department of Education



COLORADO DEPARTMENT of EDUCATION

Table of Contents

Article I.	Name	3
Article II.	Role of the Technical Advisory Panel.....	3
Article III.	Composition of the Technical Advisory Panel.....	4
Article IV.	Meetings.....	6
Article V.	Policies.....	7
Article VI.	Panel Committees/Commissions/Task Forces.....	7
Article VII.	Enactment, Amendment or Repeal.	7

OPERATING PROCEDURES

The following procedures shall govern and control all actions of the Technical Advisory Panel for Longitudinal Growth and its committees.

Article I. Name. We shall be called the

Technical Advisory Panel for Longitudinal Growth

Article II. Role of the Technical Advisory Panel

Charged by the General Assembly of the State of Colorado,

22-11-202. (1) (a) The State Board, by rule, shall adopt, and revise as necessary, the Colorado growth model, which shall be a student longitudinal academic growth model that is available in the public domain. In adopting and revising the Colorado growth model, the state board shall consider recommendations from the technical advisory panel convened pursuant to subsection (2) of this section.

(2) (a) To assist the department in implementing the Colorado growth model, the commissioner shall appoint a technical advisory panel of state and national experts on the longitudinal measurement of academic growth for accountability purposes. The members of the technical advisory panel shall serve at the will of the commissioner and shall not receive compensation or reimbursement for expenses.

(b) The department shall convene meetings of the technical advisory panel as necessary and within existing appropriations to review the Colorado growth model and make recommendations to the State Board. All meetings of the technical advisory panel shall be open.

(c) The department and the State Board shall consult with the technical advisory panel concerning:

(I) The scores on the kindergarten and first, second, and third grade reading assessments approved pursuant to section 22-7-1209 (1) (B) that will identify, as required in section 22-7-1209(1) (A), the minimum reading competency skill levels in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, including oral skills, and reading comprehension for kindergarten and first, second, and third grades;

(II) The amount of additional credit toward accreditation that each local education provider may receive pursuant to section 22-11-204 (3) (B); and

(III) Methods of including in the accreditation process consideration of student progress in attaining reading competency, as defined in section 22-7-1208 (10), in kindergarten and first and second grade.

Article III. Composition of the Technical Advisory Panel.

- A. Composition. The composition of the TAP, as specified in section 22-11-102, assigns membership at the discretion of the commissioner, based on recognized state and national expertise regarding longitudinal growth. The number of appointees has not been assigned in legislation. In order to facilitate panel actions and discourse the Colorado Department of Education has opted to limit formal membership to nine members with the recognition that all meetings are open to the public with a comment session included in all meeting agendas.
- B. Term. Members of the Technical Advisory Panel for Longitudinal Growth shall serve three year terms, with reappointment at the Commissioners discretion.
- C. Requirements. Candidates for the Technical Advisory Panel for Longitudinal Growth shall meet the requirement as designated in section 22-11-202. (1) (a) Identifying membership being based on expertise regarding longitudinal growth.
- D. Vacancy. A vacancy may occur by reason of death, removal, or resignation from office. All vacancies shall be filled by Commissioner appointment. Any member selected to fill a vacancy shall be appointed for the full three year term.
- E. Compensation. All panel members serve without compensation and without reimbursement for expenses. Upon request of the TAP Chair, the Department, to the extent possible within existing resources shall provide meeting space, equipment, and staff services for the panel to carry out its work.
- F. Officers.
 - 1) Elected Officers. The TAP shall elect from its own membership a chair and a vice chair. The officers will remain in these positions for one year after which time the vice-chair will transition to the role of chair and a new vice-chair will be elected from the TAP.
 - 2) Appointed Officers. A member of the Accountability and Data Analysis Unit or other Department representative shall act as secretary to the TAP.
 - 3) Election of Officers
 - a. Date. The election of officers shall occur at the first meeting. The immediate past chairperson, or in the instance of the initial meeting the Panel shall elect from its members a chair pro tem to conduct the meeting until a chairperson is elected. During the initial election a separate appointment will be made for both the chair and vice-chair.
 - b. Nominations. Nominations shall be made from the floor. Each nomination shall require a second. A nominee must be present or have given written consent to his/her candidacy. No member may make more than one nomination nor second more than one nomination for each office unless the chair reopens the nomination process. No member may both nominate and second any individual candidate. Individuals are allowed to self-nominate.
 - c. Election Procedure. Elections shall be by ballot, except in the case of a single nominee for an office, when election may be by voice.

1. Balloting for each office shall immediately follow the nominations from the floor for that office. Each member may vote for no more than one nominee on each ballot. A majority vote shall determine the appointment.
 2. If there is not an initial majority vote additional balloting will occur until a chairperson is elected. The same procedure shall be followed for the election of the vice chair.
- d. Assumption of Duties. Officers shall assume their duties immediately upon election.

4) Vacancies.

- a. Chair. A vacancy in the office of chair shall be filled immediately by the vice chair. An election to select a new vice chair shall be held at the next regularly scheduled meeting.
- b. Vice Chair. A vacancy in the office of vice chair shall be filled by election at the next regular meeting.
- c. If the vacancy in the office of chair or vice chair simultaneously creates a vacancy on the panel, the panel vacancy shall be filled prior to selecting a new vice chair.

5) Duties of Officers

- a. Chair. The chair is the presiding officer of the Technical Advisory Panel. The presiding officer shall perform the following duties:
 - 1) Call the meeting to order.
 - 2) Announce the sequence of the agenda, including omissions or additions to the agenda.
 - 3) Recognize panel members, staff, and visitors who are entitled to the floor.
 - 4) Protect the body from obvious frivolous or dilatory dialogue and debate in order to maintain decorum within the meeting.
 - 5) Ensure that Board meetings follow Robert's Rules of Order (when necessary).
 - 6) Respond to inquiries of members relating to parliamentary procedure factual information or business of the body.
 - 7) Decide all questions of order subject to appeal.
 - 8) Authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the Technical Advisory Panel.
 - 9) Serve as official spokesperson for the Technical Advisory Panel.
 - 10) Declare meeting adjourned.
 - 11) Perform other duties as delegated by the Technical Advisory Panel.

- b. Vice Chair. The vice chair shall perform the following duties:
 - 1) Act as presiding officer in the absence of the chair.
 - 2) Perform duties as designated by law, by the chair, or by the Technical Advisory Panel.
 - c. Chair Pro Tem. In the absence of the chair and vice chair, a Department representative shall call the meeting to order, and the Panel shall immediately elect one of its members a chair pro tem to preside for that session. This temporary chair's office is terminated by the entrance of the chair or vice chair, or by adjournment.
- 6) Duties of Individual Members
- a. Attend meetings of the Technical Advisory Panel, enter into discussion, and vote on items coming before the Panel for decision.
 - b. Recognize that he or she, as an individual Panel member, has no authority to bind, to speak or to act for the Technical Advisory Panel, except as authorized by the TAP. If acting as an individual, a member has the ability to state his or her position on a given issue. However, the member has an obligation to work to make the Panel effective.
 - c. Keep fellow Panel members, and the Accountability and Data Analysis Unit apprised of issues.
 - d. Keep current on educational issues and programs.
 - e. Refer significant educational issues and policy recommendation to the Accountability & Data Analysis Unit of CDE for investigation, interpretation, or presentation to the TAP.
 - f. Participate in official TAP functions, activities, meetings, and events.
 - g. Represent the best interests of students throughout the State of Colorado.

Article IV. Meetings

A. Regular Meetings

- 1) Time, Date. The Technical Advisory Panel shall meet at least quarterly and at other times as may be necessary.
- 2) Notice. Full and timely public notice shall be provided for each meeting.

B. Agenda.

- 1) The proposed agenda and related materials will be prepared under the supervision of the Accountability & Data Analysis Unit.
- 2) The chair and vice-chair shall be responsible for reviewing and providing input regarding the proposed agenda.
- 3) A standard agenda format shall be followed for all regular meetings.
- 4) Panel members may submit items for inclusion on the agenda up until 48 hours prior to a regular meeting.
- 5) The agenda will be provided to all TAP members at least three days prior to the regular meeting date.
- 6) The agenda shall be subject to revision by the TAP at the meeting and becomes

official upon approval at the beginning of each meeting.

- 7) Every regular meeting should provide time for citizens to address the TAP.

C. Conduct of Meeting

- 1) The order of business for a regular meeting of the Technical Advisory Panel shall be at the discretion of the chair.
- 2) Voting. All formal actions shall be accomplished by a motion, a second, and voting, which shall be by roll call. The names of the TAP members shall be called alphabetically and each member shall vote “yes” or “no” upon each question. There shall be no voting by secret ballot, except in the election of the panel’s own officers. All motions shall be declared lost unless approved by a majority vote of the members present. Panel members cannot abstain from voting.
- 3) Proxies. There shall be no provision for proxy voting on any matter to come before the Panel, nor any provision for absentee voting.
- 4) Quorum. A quorum shall consist of a majority of the TAP. A quorum shall be required for all official Board meetings and for all official actions of the Technical Advisory Panel.
- 5) Authority of Procedure. Rules for conducting meetings for the Technical Advisory Panel shall be the rules contained in the current edition of Robert's Rules of Order. Newly Revised, which shall govern in all cases to which they are applicable, necessary, and in which they are not inconsistent with these Operating Procedures or special rules of the TAP.

Article V. Policies.

- A. Definition. Policies of the Technical Advisory Panel shall be those philosophies or parameters within which decisions are considered. The Panel is responsible for establishing policies for the efficient and effective management and operation of the Technical Advisory Panel.
- B. Technical Advisory Panel Operating Procedures establish the procedural operation for the Panel's self-governance.

Article VI. Panel Committees/Commissions/Task Forces.

- A. Committees. In order to accomplish its mission, the TAP may appoint advisory and working committees in order to receive and consider public input to its decision-making process. Committees of the TAP shall be formed by motion of the TAP based on need. The TAP shall choose to continue or dissolve a committee following the completion and reporting of the designated charge and timeline.

Article VII. Enactment, Amendment or Repeal.

- A. Vote. Amendments, additions, and/or deletions to this manual shall be made as needed by the Panel.
- B. Regular Review. There shall be a review of this operations manual in odd-numbered years. In addition, TAP procedures shall be amended when necessary.