



Statewide Training and Education Committee—STEC

Charter – July, 2007



Goals of the Charter:

This charter reflects the current status of STEC, and will be adapted as the work of the committee moves forward. It is designed to:

- Clarify membership and roles
- Clarify decision-making process, so that decisions can be made and hold for future planning
- Clarify relationship to other groups and organizations

Participating Organizations:

- California Department of Social Services (CDSS)
- California Social Work Education Center (CalSWEC), University of California, Berkeley
- County Welfare Director's Association (CWDA) Children's Committee
- Regional Training Academies (RTAs)
- Inter-University Consortium (IUC)/ Los Angeles Department of Family and Children's Services (LA DCFS) Training Unit
- Child and Family Policy Institute of California (CFPIC)
- Title IV-E Stipend Program representatives
- Resource Center for Family Focused Practice (RCFFP), Center for Human Services, UC Davis Extension
- County Staff Development
- Judicial Council of California, Administrative Office of the Courts
- Tribal representatives
- Union representatives

Mission Statement:

On behalf of, and in consultation with, CalSWEC/CDSS/CWDA/the RTAs and IUC/LA DCFS Training Unit/RCFFP, the Statewide Training and Education Committee will develop and/or recommend standards for statewide public child welfare training and coordinate their implementation.

Guiding Principles:

- Driven by the Child and Family Services Reviews, AB 636, and other CWS improvement efforts.
- Informed by research and evidence-based practices.
- Integrates fairness and equity principles.
- Considers implementation throughout the planning process.
- Based on collaboration among all of the parties.
- Gathers information from, and includes other stakeholders as needed.

Meeting Logistics:

- CalSWEC convenes and facilitates STEC quarterly.
- CDSS co-chairs with CalSWEC.

- STEC may meet more frequently as necessary.
- When initiatives arise that might involve statewide training efforts, these will be referred to STEC to determine how best to address them.
- Smaller topical workgroups may operate for a particular topic area, and report back to STEC for approval (see subgroups and committees).
- Recommendations are then forwarded to CDSS and CWDA.
- STEC reports out monthly at CWDA Children’s Operations Committee.

Type of Representatives and Roles

The chart below describes the type of representative and the role of all of the participating organizations

Organization	Type of Representative(s)	Role
CWDA	Regional Representative, designated by CWDA Children’s regional committees	Provide ongoing communication between the CWDA Regional Committee and STEC; Advocate for all of the counties in the region/state
CDSS	Co-chair from Training & Resource Development Branch, other reps as needed from other branches	Co-chair meeting; Provide ongoing communication between CDSS and STEC
CalSWEC (In-Service Training)	Co-chair from RTA Coordination Project, 2 staff reps (chairs of the Content Development Oversight Group and the Macro Evaluation Team)	Co-Chair meeting; Produce meeting documents and summaries; Provide support for travel and meeting space; Provide a statewide perspective on training
CalSWEC (Title IV-E Stipend Program)	CalSWEC Director, Project Coordinator Representatives from the regions, Research Specialist	Provide Title IV-E perspective; provide ongoing communication between Title IV-E Project Coordinators and STEC.
RTAs/IUC	Director or designee. Other staff as needed for specific projects	Provide RTA/IUC perspective; provide ongoing communication between RTA/IUC trainers and staff and STEC.
County Staff Development	County reps approved by CWDA Regional Committees	Provide county staff development perspective.
Judicial Council, Administrative Office of the Courts	Judicial Council designee	Provide perspective of Judicial Council and courts; provide ongoing communication between Center for Families, Children and the Courts and STEC
Child & Family Policy Institute	Executive Director or designee	Provide perspective of CFPIC; provide link to CFPIC training & research initiatives
Union	SEIU or other designated	Provide perspective of organized labor; provide

	union representative	ongoing communication between the unions and STEC.
Tribal Representatives	Designated by CDSS ICWA Committee, in consultation with the tribes	Provide perspective of Indian tribes; provide ongoing communication between the tribes and STEC.

Committees and subgroups

Content Development Oversight Group (CDOG):

- This group is responsible for oversight of curriculum development projects, including the common core for supervisors and line workers.
- CalSWEC convenes and facilitates CDOG.
- CDOG representatives are drawn from the STEC membership, with regional, county and RTA/IUC representatives.

Macro Evaluation Team

- This committee provides oversight and review for the implementation of the Framework for Training Evaluation.
- CalSWEC convenes and facilitates the Macro Evaluation Team, and provides statewide and national experts as needed to assist with evaluation projects.
- Macro Evaluation Team members are drawn from the STEC membership, with regional, county and RTA/IUC representatives.

Legislative/Policy Change Committee

- When legislative or policy changes occur, these are referred to this committee to determine what an appropriate training response might be.
- If a curriculum response is required, this is referred to CDOG.

Ad hoc work groups

- STEC convenes ad hoc work groups for specific projects. These primarily meet via conference call between meetings, and make recommendations to CDOG, the Macro Evaluation Team, or to STEC directly.
- Regional representatives are sought for each of these groups. Content or subject-matter experts may participate in these groups.

Participation and Decision-making

Participation

- STEC welcomes active participation by all of the organizations outlined in the chart above.
- The co-chairs may also designate additional participants.
- The CWDA Regional Children’s committees designate one regional representatives (more than one representative may attend, but only one representative votes per region).
- CWDA Regional Children’s Committees also approve staff development representatives from their regions (more than one representative may attend, but only one representative votes per region).

Decision-making

- STEC attempts to build consensus for decisions whenever possible.
- When consensus is not possible, the following voting structure is used:
 - Each RTA region gets 3 total votes: one for the RTA, one for the CWDA Regional Committee representative, and one for a regional staff development representative.
 - CalSWEC, CFPIC and Judicial Council get one vote each. The CalSWEC Project Coordinators have one vote, and shall designate a representative. The tribal representative and the union representative also have one vote each.
 - Since STEC serves an advisory function to CDSS, CDSS does not vote.
- Votes are utilized when requested by the co-chairs.
- Decisions are posted with the meeting summary on the CalSWEC website; if a member of STEC wishes to revisit a decision, they must request that this be included in the next meeting's agenda.
- Decisions about specific curricula content and development are referred to CDOG.
- STEC provides CDOG feedback on and approval for learning objectives and competencies for statewide training products and curricula.
- Decisions about evaluation of statewide training are referred to the Macro Evaluation Committee
- When decisions involve larger policy or resource questions, these are referred to CDSS and CWDA with STEC's recommendations.
- Refer to the STEC Decision-Making Chart.

Ongoing Projects:

Below are the projects that STEC has focused on. Additional projects may be identified via CDSS and CWDA as needed

- Recommending the optimal level of statewide standardization for given training initiatives.
- Coordinating the training response to the federal Child and Family Services Review, as designated by CDSS.
- Coordinating the development of statewide Common Core for supervisors and line workers.
- Reviewing statewide legislative and policy changes, and overseeing the development of curricular tools and training strategies that are designed to implement legislative and policy changes at the state level.
- Coordinating the implementation of statewide training projects developed by STEC.

STEC Decisionmaking Chart

