



Indiana Early Learning Advisory Committee

Roles & Responsibilities

This document summarizes both statutory and agreed-upon roles and responsibilities for all parties involved in the work of the Early Learning Advisory Committee (ELAC) or referred to below as the Committee. Items that are specified in statute are indicated with an asterisk (*). The remainder of the document has been agreed upon and approved by a majority vote of the members of the Committee.

- A. Committee as a Body
 - B. Committee Members
 - C. Committee Chair
 - D. Director
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- A. Committee as a body
 - a. Study and evaluate issues related to B-8 and their families
 - b. Establish child developmental and educational goals for Indiana's early learning system, including the development of standards and objectives for early education programs that receive state or federal funds*
 - c. Design and maintain an approach to measuring progress toward the goals established that include objective measures of academic quality*
 - d. Assess the attainment of the goals established and evaluate the efficacy of state and federal spending on Indiana's early learning system*
 - e. Assess whether the requirements for early education program licensure:
 - i. create an equitable standard for health and safety across all early education program types;
 - ii. reinforce the goals established; and
 - iii. support the sustainability of Indiana's early learning system.
 - f. Conduct periodic statewide needs assessments concerning the quality and availability of early education programs for children from birth to the age of school entry, including the availability of high-quality prekindergarten education for low-income children in Indiana*



Indiana Early Learning Advisory Committee

- g. Identify opportunities for, and barriers to, collaboration and coordination among federally and state funded child development, child care, and early childhood education programs and services, including governmental agencies that administer the programs and services*
- h. Design early education workforce strategies, including recommendations on how to advance professional development*
- i. Assess the capacity and effectiveness of pathways to support training and recruitment of early educators*
- j. Recognize system components and how they will work together to create alignment throughout the state to improve the status of children

B. Committee Members

- a. Make every effort to attend all meetings in person; open door law requires _____
- b. Make every effort to review provided materials in advance of the meeting
- c. Act in the best interests of young children in Indiana
- d. Be open minded and willing to embrace change and innovation

C. Committee Chair

- a. Determines agenda for Committee meetings, with assistance from director
- b. Chairs/facilitates Committee meetings. In case of unavoidable absence, designates another member of the Committee to chair the meeting.
- c. Provides guidance to the director
- d. Reviews and approves Committee communications

D. Director

- a. Tracks state and federal legislation related to early learning
- b. With the consent of the Committee, speaks for and works on behalf of the Committee by providing information to members of the General Assembly, attending meetings and other events concerning legislation related to early learning, and testifying on behalf of the committee
- c. Assists the Committee in managing its administrative needs, including scheduling, technology, and logistics of events
- d. Assists the Committee in the development and implementation of strategic goals, objectives, policies, and procedures



Indiana Early Learning Advisory Committee

- e. Serves as liaison to ELAC members in response to subject matter inquiries in consultation with the IDOE and OECOSL offices
 - f. Not later than November 30 of each year, coordinate all recommendations of ELAC and report in electronic format under [IC 5-14-6](#), to the legislative council and Governor
 - g. Manages sub-committees, task forces and special projects assigned to ELAC
 - h. Promotes best practices, policies, and programs throughout the state
 - i. Develop and manage a process to help the committee create topic specific sub-committees and task forces
- E. Sub-Committees & Task Forces
- a. Coming soon

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