NICE Working Group

July 9, 2015 Meeting Notes

**Participants:**

Cicio, Frank

Manson, Dan

Newhouse, Bill

Petersen, Rodney

Portillo, Jo

Pruitt-Mentle, Davina

Qayoumi, Mo

Santos, Danielle

Snowdon, Jane

Sutton, Michael

**Welcome and Opening Remarks**

**CIPAC Open**

Michael opened the meeting with explaining his role as the CIPAC Compliance Liaison Officer (CLO) and read the CIPAC Opening statement.

**Update on NICE Working Group Transition Plan**

Rodney provided an update on the vision for the transition of the NICE Working Group. NIST currently has several Public Working Groups. Rodney’s vision is for the NICEWG to follow a similar structure to the Public WGs.

**Subgroup Purpose and Outcomes**

As groups formalize it is asked the subgroup leads report on their mission and goals. Frank mentioned to extend reporting on mission and goals to explain what the group’s objectives are for the next 12 months and how those objectives align to the purpose in the NICEWG Charter.

There was also discussion around implementing the Framework. Implementation should be worked on from everyone and there should be consistent dialog and participation from Academic, Industry, and Government subject matter experts.

**Subgroup Formation and Membership Selection**

Rodney advised the subgroup leads to consider identifying a co-lead to add perspective and balance to the group. A co-lead would additionally be beneficial in the event that a subgroup lead is not able to attend a NICEWG meeting.

As a reminder, it is asked that in considering members for each subgroup, leads keep in mind the inclusion of ethnic, gender, and geographical diversity. To further keep balance in the groups, it is also asked that there be a diverse mix of Academic, Industry, and Government producers, consumers, and employers.

The charter states a minimum of 4 sub-committee members. Sub-committees are defined as the “Education and Training Sub-Committee” and “Professional Development Sub-committee”. There are no restrictions in the charter for the amount of subgroup members under these two sub-committees.

Danielle will share the current NICEWG member list with the subgroup leads so that leads may pull from the “At Large Member List” for additional subgroup participants.

**Subgroup Meeting Logistics and Support**

Rodney mentioned that support for meeting moving forward would include some coordination on NIST’s end to obtain possible physical meeting spaces, and webinar capabilities.

With the prospective transition of the NICE Working Group, Rodney foresees support being able to come from NIST - Rodney/NICE plans to be hiring on support. In the interim, please coordinate with Danielle and Michael for meetings.

In closing, the NICE Conference 2015 was announced. The Conference will take place November 3-4 in San Diego, CA. Bill Newhouse mentioned that NICE will be asking for suggestions for keynote speakers and a call for papers will be sent later this month. There will be three tracks for the conference: Accelerate Learning and Skills Development Establish a Diverse Learning Community, and Workforce Development and Career Planning. Sessions will be confirmed in early August.

**CIPAC Close**

Michael closed the meeting with the CIPAC Closing statement.