

National Initiative for Cybersecurity Education (NICE) Sub Working Group Charter: **Collegiate**

1. Description

Focuses on topics pertaining to the burgeoning Information Security discipline, including guiding curricular standards, aligning academic pathways to the National Cybersecurity Workforce Framework functional roles, and stimulating the development of approaches and techniques that can more rapidly increase the supply of qualified cybersecurity workers.

2. Goals and Objectives

- NICE Strategic Plan review
- Project Charter
- Decision on focus areas
- Survey and information gathering on potential projects
- Subgroup mission review

3. Organization and Operation

The following sections describe the subgroup structure, membership functions, meeting times and locations, and new member acceptance.

3.1 Structure

Subgroups are constituent or topical groups within the NICE Working Group (NICEWG) that are designated, reviewed, and renewed annually by the NICE Working Group Leadership Team.

Subgroups are made up of co-chairs and members. Subgroup co-chairs will serve 2-year terms with a possibility of renewal for an additional 2 years. Subgroup members will serve 2-year terms with a possibility of renewal for an additional 2 years.

3.2 Membership Functions

3.2.1 *NICE Working Group Subgroup Co-Chairs*

Subgroup Co-Chairs have the following responsibilities:

- a. Provide input to all subgroup meeting agendas and minutes
- b. Preside over subgroup meetings

- c. Complete requested tasks towards the development of the NICEWG and subgroup deliverables
- d. Attend and actively participate in meetings of the NICEWG
- e. Create deliverables that are aligned to NICE Strategic Plan or in response to NICEWG requests or, when necessary, refer them to another appropriate subgroup or project team
- f. In consultation with the NICEWG co-chairs, review, deliberate on, and revise or adopt any recommendations of subgroups prior to forwarding or presenting to the full NICEWG membership
- g. Provide input into the NICEWG meeting standing items

3.2.2 *NICE Working Group Subgroup Members*

Subgroup members have the following responsibilities:

- a. Complete requested tasks towards the goals of the subgroup
- b. Attend and actively participate in subgroup meetings as necessary
- c. Contribute input to subgroup project(s)
- d. Serve as Subject Matter Experts to the subgroup co-chairs

3.2.3 *NICE Working Group Subgroup Project Team Leads*

Subgroup Project Team Leads have the following responsibilities:

- a. Complete requested tasks towards the development of the NICE Collegiate subgroup deliverables
- b. Attend NICE Collegiate Project meetings as necessary for providing project status updates, obtaining input, or presenting final results
- c. Review and provide comments on deliverables prepared by or presented to the subgroup
- d. Attend and actively participate in meetings of the subgroup
- e. Participate in presentation of recommendations to NICEWG when invited

3.3 Meeting Times and Locations

This group meets virtually on the second Tuesday of every month at 2:30 pm Eastern Time. Meeting details will be provided in advance of the meeting date.

3.4 New Member Acceptance Process

To join this group, email nicewg.collegiate@nist.gov with the subject line: "Collegiate Subscribe", and with your full name and email address in the body of the message.

3.5 NICE Collegiate Draft Meeting Agenda

NICE Collegiate Subgroup

Meeting Agenda

Date: Time:

SharePoint: <https://nistgov.sharepoint.com/sites/NICEProgram/NICEWG/Collegiate>

Strategic Plan: <https://www.nist.gov/itl/applied-cybersecurity/nice/about/strategic-plan>

- I. Roll Call
- II. Opening Remarks
- III. Projects Discussion
 - a. Academic Pathways
 - b. Tools, Technologies and Skill Sets
- IV. Final Comments
- V. Summary of Action Items
- VI. Next Meeting Reminder
 - a. NICEWG
 - b. Collegiate