

Eastern New Mexico University-Ruidoso Branch Community College Computer Information Systems and Cybersecurity Advisory Committee Charter as of 2023



CAE/C

Name:

This advisory committee shall be known as the “ENMU-Ruidoso Computer Information Systems Cybersecurity Advisory Committee” or the “CISC Advisory Committee” for short.

Status:

This advisory committee shall exist only during such time as the VP Student Learning, Eastern New Mexico University-Ruidoso Branch Community College (ENMU-Ruidoso), authorizes it. The advisory committee is to function in an advisory capacity only.

Purpose:

This committee's primary purpose is to advise the ENMU-Ruidoso Information Systems Cybersecurity Center of Excellence Department (UCYB) faculty on the teaching of computer technology, commonly referred to as Computer Information Systems and Cybersecurity, to help ensure the curriculum as taught maintains its relevance to careers, program outcomes, and further education.

Functions:

This committee shall have the following functions:

1. To advise the UCYB faculty at ENMU-Ruidoso on how to best meet the various educational needs of the student population.
2. To assist the UCYB Faculty, program coordinator and college administrators with activities specifically related to the UCYBS program's educational mission and Cybersecurity Center of Excellence.
3. To assist the UCYB Faculty, program coordinator and college administrators with activities specifically related to the college's educational mission.
4. To promote the UCYB curriculum throughout the college district.

Membership and Terms of Members:

This advisory committee shall be composed of area and national citizens with knowledge and experience in the Information Systems (IS) and cybersecurity field who want to serve the purpose of the committee. Application for membership is open to all interested persons, and by invitation

Additionally, one student representative may be selected from current students working towards a IS degree from ENMU-Ruidoso. Student representatives shall serve for one year, providing current enrollment in a IS program(s) during their term.

Non-student members of this committee shall serve for a three-year term and may serve for two consecutive terms. If there is an insufficient number of community members available to constitute an effective advisory group, members who have already served two terms and are interested in continuing with the committee may serve additional terms with a majority consent of the other committee members.

Committee members shall, if possible, encourage others within the local and national IS and Cybersecurity community to participate on the committee and share their expertise and knowledge to strengthen the IS and cybersecurity programs.

Advisor Committee meeting agree to list name and industry category on the ENMU-Ruidoso Cybersecurity Center of Excellence Webpage, required by the NAS/DHS CAE/Cyber Defense Designation criteria.

Officers and Their Duties:

The officers of this committee shall be a chairperson, vice-chairperson, and secretary.

Officers shall be elected annually by a majority vote of committee members at the Spring semester meeting.

The chairperson's responsibilities shall be:

1. Preside at advisory committee meetings.
2. Monitor the progress of any special sub-committees instituted by the full committee. The chairperson may also chair special committees when appropriate.
3. Initiate special committee meetings when deemed necessary. (Regular meetings are initiated by the UCYB faculty.)
4. Set the agenda for committee meetings, including items provided by the faculty and by committee members.

The vice-chairperson shall assume the duties of the chairperson when the chairperson is unable to fulfill their duties for whatever reason. Should the chairperson leave the committee permanently, the vice chairperson will assume the role of chairperson. Under such circumstances, the full committee shall elect a new vice-chairperson.

The secretary's responsibilities shall be:

1. Taking minutes of all meetings.
2. Providing the minutes to the IS faculty and all committee members promptly after each meeting.

Meetings:

The advisory committee shall meet online twice per calendar year, once during the Fall semester and again during the Spring semester. Exact meeting dates and times shall be arranged to best fit the needs and schedules of the committee members, IS faculty, Department Chair, and VP Student Learning.

Special meetings may be called if deemed necessary by the college staff and/or committee members.

Written notices of the agenda for regular meetings shall be emailed to all advisory committee members at least one week prior to the scheduled meeting.

The full minutes shall be emailed to each committee member in a timely manner after the meeting. Committee members shall review the minutes and submit any corrections they may have soon thereafter.

Committees:

The full advisory committee shall be the only permanent committee. Temporary sub-committees shall be formed at the request of the full committee when needed to work on special projects. Such committees shall have their own chairperson and sub-chairperson, subject to approval of the full committee. Such committees shall complete their assigned tasks between full committee meetings and shall be prepared to present their findings and recommendations at the next full committee meeting. Such committees may be extended for additional periods at the discretion of the full committee.

Parliamentary Authority:

Any recommendations or resolutions shall be confirmed by a majority vote of the committee. The full-time IS faculty, Department Chair, and VP Student learning are not voting members of the committee.

Amendments to Charter:

This charter may be amended by a majority vote of the full membership of the committee to adopt proposed amendment(s). Any member of the committee may suggest changes to the charter. All members of the committee and faculty are to be notified of proposed changes at least one week prior to the meeting at which the changes will be voted upon.