

# National Initiative for Cybersecurity Education (NICE) Community Coordinating Council Community of Interest Charter K12 Cybersecurity Education

## 1. Description

This Community of Interest is a forum for K12 teachers, school administrators, local and state education agencies, non-profit organizations, federal agencies, institutions of higher education, researchers, and others who are interested in learning and sharing evidence-based strategies and recommendations to grow cybersecurity informed citizens and attract, develop, and grow the next generation of students pursuing cybersecurity careers.

## 2. Goals and Objectives

This forum provides a mechanism by which public and private sector participants can:

- develop concepts, design strategies, and pursue actions that advance K12 cybersecurity education, training, and workforce development
- exchange ideas among interested stakeholders (e.g., practitioners, researchers, educators, scholars, content developers, school administrators, district and state level Dept. of Education and students) to attract, develop, and grow the next generation of cybersecurity workers
- converse on educational aspects of current, emerging, and at times novel K12 cybersecurity paradigms, frameworks, and standards through an open process for multiple stakeholders to provide input to coordinate, revise, accelerate, and harmonize national K-12 cybersecurity education initiatives
- foster activities to advance K-12 cybersecurity education and highlight strategies that address the goals of the NICE Strategic Plan through a National K12 Cybersecurity Education Roadmap.

## 3. Organization and Operation

The following sections describe the K12 Community of Interest structure, membership functions, meeting times and locations, and new member acceptance.

### 3.1 Structure

The K12 Cybersecurity Education Community of Interest is a constituent or topical group within

the NICE Community Coordinating Council.

The K12 Community of Interest group is made up of co-chairs, an optional executive secretary, project team leads, project teams, and members. Co-chairs will serve two-year terms, with the possibility of renewal for an additional two years. Membership is open to all stakeholders who are interested in sharing and learning how to inform, develop, and grow students pursuing a cybersecurity career. Members may join or leave the community at any time.

## 3.2 Membership Functions

### 3.2.1 *NICE K12 Cybersecurity Education Community of Interest Co-Chairs*

The K12 Community of Interest Co-Chair role entails providing leadership, stewardship, and oversight of the interest group to help the community achieve its mission.

K12 Community of Interest Co-Chairs have the following responsibilities:

- a. Advocate for and advance the mission of the NICE Community Coordinating Council and NICE Strategic Plan.
- b. Ensure communication between the NICE Community Coordinating Council, NICE staff, NICE working groups, NICE communities of interest, and K12 community of interest project teams.
- c. Stay informed on issues relevant to the K12 cybersecurity education Community of Interest (e.g., K12 cybersecurity education resources and programs, relevant educator training, research, funding opportunities).
- d. Ensure community representation is incorporated into the work of the Community of Interest.
- e. Maintain the integrity and trust of the community, assuring that contributors can effectively participate and that all voices are being heard.
- f. Provide thought leadership to help divergent participants, organizations, and perspectives come together, seeking a consensus whenever possible, on effective work products that advance the mission consistent with the Community of Interest charter.
- g. Facilitate meetings of the Community of Interest, including providing input, developing and reviewing agendas and minutes, and presiding over monthly meetings. The NICE liaison may be designated to preside over meetings during the absence of the appointed Co-Chairs.
- h. Ensure coordination and communication with the NICE liaison.
- i. Determine how Co-Chair responsibilities shall be shared between Co-Chairs.
- j. Support all attendees' adherence to respectful engagement at all times; encourage and provide opportunities for all attendees to participate.
- k. Support completion of requested tasks towards the development of the NICE Community Coordinating Council and Community of Interest deliverables.
- l. Create deliverables that are aligned with the NICE Strategic Plan or in response to NICE Community Coordinating Council requests or, when necessary, refer them to another

appropriate working group, community of interest, or project team.

- m. In consultation with the NICE Community Coordinating Council Co-Chairs, review, deliberate on, and revise or adopt any recommendations of working groups and communities of interest prior to forwarding or presenting to the full NICE Community Coordinating Council membership.

### *3.2.2 NICE K12 Community of Interest Executive Secretary*

The K12 Community of Interest Executive Secretary supports the Co-Chairs in ensuring the smooth functioning of the K12 Community of Interest.

- a. Advocate for and advance the mission of the NICE Community Coordinating Council and NICE Strategic Plan.
- b. Stay informed on issues relevant to the K12 cybersecurity education community of education (e.g., K12 cybersecurity education resources and programs, relevant educator training, research, and funding opportunities).
- c. Promote community representation into the work of the Community of Interest.
- d. Maintain the integrity and trust of the community, assuring that contributors can effectively participate and that all voices are being heard.
- e. Provide input in developing and reviewing agendas and minutes.
- f. Ensure that notice of the meeting is given, suitable accommodation is arranged and confirmed, and an agenda is prepared.
- g. Ensure the circulation of any papers to be discussed at the upcoming meeting and a copy of the agenda to all members.
- h. Ensure coordination and communication with K12 Community of Interest Co-Chairs and NICE liaison.
- i. Support all attendees' adherence to respectful engagement at all times; encourage and provide opportunity for all attendees to participate
- j. Make notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out.
- k. Support administrative activities to support the needs of the Community of Interest.
- l. Track the schedules and agendas for all related Community of Interest meetings, noting any coordination needed.
- m. Tracks and ensures follow-up on action items.

### *3.2.3 NICE K12 Community of Interest Members*

K12 Community of Interest members have the following responsibilities:

- a. Complete requested tasks towards the goals of the K12 Community of Interest
- b. Attend and actively participate in K12 Community of Interest meetings as necessary
- c. Contribute input to K12 Community of Interest project(s)
- d. Serve as Subject Matter Experts to the K12 Community of Interest co-chairs

### 3.2.4 NICE K12 Community of Interest Project Team Leads

K12 Community of Interest Project Team Leads have the following responsibilities:

- a. Complete requested tasks towards the development of the NICE K12 Community of Interest project plans, timelines, and deliverables
- b. Facilitate NICE K12 Project meetings as necessary for providing direction and leadership for project timelines and deliverables
- c. Attend and actively participate in meetings of the K12 Community of Interest
- d. Review and provide comments on deliverables prepared by project team members or presented to the K12 Community of Interest
- e. Provide project status updates, obtain input, or present final results to the K12 Community of Interest
- f. Participate in the presentation of recommendations to the NICE Community Coordinating Council when invited

## 3.3 Meeting Times and Locations

This group will determine the most appropriate day and time monthly that best meets the members' schedule. Meeting details will be provided in advance of the meeting date.

## 3.4 New Member Acceptance Process

To join this group, email [nicewg.k12+subscribe@list.nist.gov](mailto:nicewg.k12+subscribe@list.nist.gov) with the subject line: "NICE K12 COI Subscribe", and with your full name and email address in the body of the message.