

National Initiative for Cybersecurity Education (NICE) Community Coordinating Council Working Group Charter: Transform Learning Process

1. Purpose

This Working Group will focus on the NICE Strategic Plan goal to *Transform Learning to Build and Sustain a Diverse and Skilled Workforce*. The group will contribute to the development of an overall Implementation Plan that addresses this particular goal and associated objectives that are contained in the [NICE Strategic Plan](#).

2. Working Group Objectives

- a. To conduct an ongoing environmental scan of programs, projects, initiatives, and plans related to this strategic plan's goal and objectives
- b. To assess the scope and sufficiency of efforts
- c. To identify gaps where more attention and effort is needed
- d. To identify strategies and tactics to implement the corresponding objectives to this goal
- e. To develop corresponding metrics to measure progress and success

3. Working Group Deliverables

- a. Establishment of a **Program and Activity Directory**
- b. Development of an **Implementation Plan** to include:
 - i. Strategies or tactics to realize NICE Strategic Plan Objectives
 - ii. Metrics of progress towards Goal and Objectives
- c. Ongoing updates to Program and Activity Directory and Implementation Plan

4. Organization and Operation

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

4.1 Structure

Working Groups are topical groups within the NICE Community Coordinating Council groups established by the NICE Program office that are focused on developing implementation plans

for the NICE Strategic Plan. Working Groups are led by co-chairs from academia, industry, and government.

Working Groups will meet, at minimum, on a monthly basis and may choose to hold additional meetings when needed.

Working Groups align to a goal of the NICE Strategic Plan. As such, Working Groups will be reviewed and renewed every five years when new strategic plans are announced.

4.2 Membership Functions

4.2.1 *Working Group Co-Chairs*

Co-chairs will serve 2-year terms with a possibility of renewal for an additional 2 years.

Working Group Co-Chairs have the following responsibilities:

- a. Complete requested tasks towards the development of the NICE Working Group deliverables
- b. Attend and actively participate in meetings of the NICE Community
- c. Provide input on meeting agendas and minutes
- d. Preside over Working Group meetings
- e. Create deliverables that are aligned to NICE Strategic Plan or in response to NICE Community requests or, when necessary, refer them to another appropriate Working Group or Community of Interest.
- f. Provide updates on the Working Group during NICE Community Coordinating Council monthly meetings
- g. Provide input into the NICE Community Coordinating Council meeting standing agenda items
- h. In consultation with the NICE Community Co-Chairs, review, deliberate on, and revise or adopt any recommendations of the Working Group prior to forwarding or presenting to the full NICE Community membership.
- i. Abide by the [mailing list etiquette](#)

4.2.2 *Working Group Members*

Working Group members have the following responsibilities:

- a. Complete requested tasks towards the goals of the Working Groups
- b. Attend and actively participate in group meetings as necessary
- c. Contribute input to group project(s)
- d. Serve as Subject Matter Experts to the group co-chairs
- e. Abide by the [mailing list etiquette](#)

4.3 Meeting Times and Locations

This group meets twice per month via telephone or videoconference on the second Wednesday and fourth Thursday from 3-4 pm ET.

The Blue Jeans platform will be used for virtual meetings. If you are new to Blue Jeans, [here](#) are some support training videos. You can test your video connection [here](#).

4.4 New Member Acceptance Process

To join this Working Group, email nicelearning+subscribe@list.nist.gov. Members of this Working Group are part of the broader NICE Community Coordinating Council and will be added to it automatically.