

**CITADEL CYBER AND COMPUTER SCIENCES ADVISORY BOARD (C3-SAB)
FOR THE
DEPARTMENT OF CYBER AND COMPUTER SCIENCES (CCS) AT THE CITADEL**

I. PREFACE

The Department of Cyber and Computer Sciences (CCS) at The Citadel recognizes the need for a high degree of interaction between the department and professionals who are involved with computer science and cybersecurity. To encourage and enhance the interaction, the department hereby establishes the Citadel Cyber and Computer Sciences Advisory Board (C3-SAB).

II. NAME

The organization shall be called the **Citadel Cyber and Computer Sciences Advisory Board** (abbreviated as C3-SAB).

III. PURPOSE

Generally, the Board shall be concerned with advising the department on curricular and co-curricular matters related to computer science and cybersecurity programs offered by The Citadel. The Board shall have, as a specific charge, the responsibility of making recommendations that will enhance the computer science and cybersecurity educational programs of the department.

IV. MEMBERSHIP

Membership on the Board shall consist of alumni/friends of the Department of Cyber and Computer Sciences selected from professional leaders in cyber and computer sciences, industry, education or government and certain Citadel personnel as specified below. The C3-SAB values diversity among its members and will strive to maintain a diverse representation on the Board.

The Board shall consist of a minimum of 15 and a maximum of 20 members. The members shall be appointed by the Head of the Department with advice from the Dean of Swain Family School of Science and Mathematics and majority consent of the current members of the Board and nominations solicited from various computer science and cybersecurity industries. Individuals nominated for membership should have distinguished and continuing records of noteworthy contribution and leadership in computer science and/or cybersecurity industry or government.

Members shall serve for three years. Reappointments may be made, if deemed appropriate, for additional terms.

Members are expected to attend at least one meeting a year.

Faculty from Department of Cyber and Computer Sciences are members of the Board.

Criteria for membership on the C3-SAB include:

- Being recognized by peers for leadership and demonstrated excellence in a profession and/or discipline relevant to Cyber and Computer Sciences including, but not limited to, research, education, industry, government, technology development, discovery, and/or military service;
- Deeds and actions that demonstrate an interest in and support for the Department of Cyber and Computer Sciences and The Citadel and their missions; AND
- Exhibiting integrity and a demonstrated commitment to community service by bettering the lives of others.

All C3-SAB members are required to demonstrate mature judgment, a balanced perspective, objectivity, reliability, especially as related to participation in C3-SAB functions (e.g., attending meetings, Annual Department Banquet, participation on committees), the ability to work effectively in a group, commitment to accomplish work assignments, and avoidance of conflict(s) of interest.

Alumni, members of the C3-SAB and the CCS faculty and staff may submit nominations for membership on the board to the Head of the Department of Cyber and Computer Sciences. Nominations should include: (1) a letter explaining why the individual is being nominated, including an overview of their contributions to their profession, The Citadel, and CCS; and (2) a 1-2 page resume or complete Curriculum Vitae. Following an initial screening by the Department Head, of Cyber and Computer Sciences nominations will be forwarded to the C3-SAB Executive Committee for review and evaluation followed by ratification by the majority of C3-SAB via e-mail or at the next meeting.

Removal or cessation of C3-SAB membership is by mutual agreement of the departing member and the Head of CCS, and should be submitted in writing to the Chair.

V. RESPONSIBILITIES

Members have certain responsibilities to fulfill with respect to the C3-SAB:

- The Members will annually review the department's activities related to computer science and cybersecurity to identify the strength, weakness and effectiveness of the programs.
- The Members will act as a communication bridge between the department and other professional organizations in the local community, state, region and nation which work on computer science and cybersecurity.
- The Members will advise and assist the department in the development of resources for computer science and cybersecurity education and research.

- The Members will advocate for the computer science and cybersecurity programs being offered at The Citadel.
- The Members will serve in an advisory capacity and will not exercise any executive authority.

VI. MEETINGS

The Board shall conduct at least two meetings per year. Meetings will typically be held at The Citadel or virtually during the Fall and Spring semesters. In addition, the Board may hold a meeting/gathering during summer to provide opportunities for social interactions, networking and information exchange. The Chair of the Board may also call special meetings with adequate notice to the C3-SAB membership.

VII. OFFICERS

At the fall meeting, members of the Board will elect a Chair and Chair-elect from non-Citadel members to serve two-year terms. After a term of two years the Chair becomes Past Chair, the Chair-elect becomes the Board Chair and a new Chair-elect is elected. Duties of the officers shall include:

- A. Chair
 1. Preside at Board meetings
 2. Represent the Board at appropriate functions
 3. Appoint committees of the Board
 4. Chair the C3-SAB Executive Committee

- B. Chair-elect
 1. Serve as Chair in the absence of the Chair
 2. Serve on the C3-SAB Executive Committee
 3. Succeed the Chair and complete the unexpired term of the Chair should the office of Chair be vacated for any reason

- C. Past Chair
 1. Serve in an advisory role to the Chair
 2. Serve on the C3-SAB Executive Committee

VIII. STANDING COMMITTEES

The Board shall have four standing committees, each consisting of at least three members:

- A. Executive Committee

The C3-SAB Chair, Chair-elect, Chairs of the other standing committees and the Head of Department of Cyber and Computer Sciences shall comprise the Executive Committee. It will prepare and distribute agenda for C3-SAB meetings and determine dates, times and venues of C3-SAB meetings. The Executive Committee will transact business as may be necessary between regular meetings of the Board. The C3-SAB Chair will chair the Executive Committee. The Executive Committee will review and recommend changes to

the C3-SAB charter every 2-3 years. Periodically, the Executive Committee will meet, when necessary.

B. Curriculum and Skillset Development Committee

This committee will review curriculum and identify the skillset that are needed by the industry and government agencies. They will suggest the knowledge unit / topics / tools that might be included in the curriculum offered by the Department of Cyber and Computer Sciences. The Chair of the Curriculum and Skillset Development committee will be a member of the Executive Committee.

C. Marketing and Recruitment Committee

This committee will review and suggest areas for improvement in the Department with regards to marketing of The Citadel Cyber and Computer Science programs and the recruitment and retention of strong faculty and student candidates. The Chair of the Marketing and Recruitment committee will be a member of the Executive Committee.

D. Industry Engagement Committee

The Industry Engagement Committee will help the Department of Cyber and Computer Sciences build the relationship with local Cyber and Computer Science Industries. The committee will also help the department with collaborative projects from the industry/government agencies that can be used for Capstone courses for Cyber and Computer Sciences.

IX. OTHER COMMITTEES

The Executive Committee may appoint *ad hoc* committees as deemed appropriate to accomplish the work of the Board.