DoD: Cyber Service Academy (CSA)
Meeting's Agenda on August 28, 2024

Announcements:

1. Congratulations to all the selected scholarship recipients: Evan, Jared, Thomas, Julia, Noah O., James, Noah G., Shari, Nicholas, Logan, Allison, Dylan, and Carina.

2. We are seeking a volunteer to record minutes from meetings.

3. I would like to thank all NEW students for attending the required boot camp in GWU in Washington, DC last July.

4. Official grant was received by IUP last Friday at 4:15 PM. It will take few days to issue this award internally at IUP and set up the needed project account number.

5. Over the past few weeks, the grant PI, Dr. Farag, have met and collaborated with several offices at IUP, to ensure that all scholarship recipients receive the scholarship benefits in spite of the fact that, the grant has just been received.

    - We have requested the establishment of cost centers for the grant (in preparation for the official receipt of the fully executed grant).

    - I will submit your tuition/fees waiver for each one of you, as soon as possible but do not worry because I contacted FA and other IUP offices to ensure that there will be NO late fees on delayed tuition/fees payment for you.

    - The waiver form will be based on the number of credits you are registered for this fall. Every one of you is asked to confirm this number in this meeting and confirm that there is NO plan to change this number until add/drop is over.

    - The PI will hold this week a grant kick-off meeting with representatives from the IUP Research Institute (RI) and the Grant Accounting.

    - I have worked with the IUP bookstore to create special accounts for you as communicated to all of you in my email dated 8/20/2024. Below are the instructions on how to obtain your textbooks. Each of you should have a semester-based allowance of $500 for required textbooks. If you still have questions about textbooks ordering, **please contact Ms. Breanne Donahue bdonahue@iup.edu directly**.

        - Students should go to the IUP bookstore (Coop) website www.iupstore.com and order their books online. They need to go through the textbook ordering process and then select "scholarship" as their payment type. Please use the drop-down box that appears to select the appropriate scholarship (Department of Defense). Their credit balance will then be used to allow for purchase.

        - You may also stop by the bookstore and let them know that you are a recipient of the DoD CSA Scholarship.

- We had many discussions regarding financial aid to make sure that all of you receive your complete scholarship benefits. In summary:

  - All of you should receive complete DoD Scholarship benefits.
  - IUP FA office communicated to me that "in most cases, the CSA awards are well in excess of a student's cost of attendance at IUP and they generally have to cancel (or greatly reduce) any IUP scholarships awarded."
  - **If you still have any questions about your Financial Aid (FA)/other eligibility to receive any other scholarships/awards, please contact IUP FA office.**

- I have created the DoD CSA scholarship on the NextGen system and will assign $14,500 to each student in each semester very soon.

- *All CSA recipients are reminded that the scholarship ONLY covers your academic semester courses (fall and spring). No winter NOR summer courses are covered. Please make sure you ALWAYS consider this when registering for your courses and planning your graduation date.*

- *If anyone of you has questions, you need to raise them during our meetings or email the Project PI. You should NOT contact the CSA Program Manager without copying the PI. Please note that, the above does NOT apply to your communications with your agency PoC unless you are advised to do so by your agency PoC.*

- Each **NEW** student needs to work on identifying the desired specs for his/her laptop/PC. Please email me a link to your choice for approval. Once the grant will be set up, I will ask each new student to go ahead and purchase your machine and you *will be reimbursed for up-to $1,650*.

- I have contacted all of you during the grant negotiation phase regarding the potential for health insurance coverage and ALL of you had declined that.

Students' Responsibilities:

1. Maintain your eligibility throughout AY 2024-25. GPA above 3.2, on-time graduation based on your signed contract, actively participating in the program and in all mandatory activities, etc. Please refer to the project website at www.iup.edu/DoDScholarship for the complete list of scholarship rules and requirements.

2. Participate in the DoD internship (if requested).

3. You might be able to work provided that all the following conditions are satisfied:

   - The number of work hours does not exceed 20 hours per week.
   - Work will not impact your academic study and plan for on-time graduation.
   - Inform the PI and commit to fulfill IUP scholarship program requirements such as peer-mentoring, promoting the program, and other activities, see below.

4. Peer-mentoring. In order to help new students know more about the program and get the experience form returning students, please note the following proposed assignments that consider your DoD agency and other factors.

   o Julia, Noah O., and Evan will be the peer-mentors for Alison, Dylan and Carina.
   o James will be the peer-mentors for Logan.
   o Thomas will be the peer-mentor for Noah G. and Shari.
   o Jared will be the peer-mentor for Nicholas.

5. You MUST abide with the project requirements listed below:

   A. Attend ALL monthly meetings and respond promptly to all email correspondences and/or requested information from the project PI, and funding agency.

   B. Promote the CSA & cybersecurity among other students, in our department.

   C. Participate in extracurricular activities, such as, Cybersecurity Club, cyber competitions, IUP Cybersecurity Day (Oct. 29), etc.

   D. Update the PI and Co-PI with grades, progress, and any outstanding issues that might affect your academic performance.

   E. Work with the project PIs on the assigned cybersecurity research projects, peer-mentoring activities and/or other assigned tasks intended to enhance the CSA at IUP.

   F. Submit a portfolio of your involvement in cybersecurity-related activities. This portfolio needs to have documentation of activities, such as, club meetings, colloquia, workshops, conferences, etc. These portfolios will be reviewed and assessed. ***Is there any returning student who is willing to share her/his portfolio with newer students?***

Renewal:

It will be mainly based on your performance in this program, recommendation letter from the PI, and fulfillment of the obligations listed above.

Next Meeting Time??

Questions??