

# California State University Long Beach

## Information Security Steering Committee Charter

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### **Purpose and Charge**

The Information Security Steering Committee (“Committee”) is charged with evaluating CSULB’s information security and privacy policies, procedures, and operations to identify potential areas of vulnerability and risk and assist with the strategic direction for campus information security.

### **Responsibilities**

The Committee is responsible for the following, including but not limited to:

- Assessing inventory of high-risk information assets (paper and electronic) and supporting plans to address information security weaknesses.
- Reviewing information security policies and standards and recommending improvements and revisions, as appropriate.
- Reviewing specific information security breaches and the related breach notification process.
- Serving as a liaison for the campus information security issues and help to make information security more visible within the university.
- Evaluating information security training needs.

### **Governance**

- The information security steering committee reports to Campus IT Council (being established).
- The committee will meet every quarter or more frequently, as required.
- A majority of members must be present to conduct a meeting.
- Committee members have delegated authority from their division executives to act in the interest of the university on behalf of the units from which they are drawn.
- Committee members are expected to share information with their units and others, where appropriate.

## **Membership**

Members of the Committee shall represent all divisions of the university, including its student government and its auxiliary organizations, as follows:

1. Vice President, Division of Information Technology/Chief Information Officer
2. Chief of Staff, Office of the President
3. Associate Vice President, Academic Technology, Division of Academic Affairs
4. Campus Information Security Officer, Division of Information Technology
5. Public Records and Audit Liaison, Division of Administration and Finance
6. Chief of Staff, Division of Student Affairs
7. Director of Advancement Services, Division of University Relations and Development (also presents the 49er Foundation)
8. Senior Associate Athletics Director/SWA,
9. Director of Administrative Services, Associated Students, Inc.
10. Controller, Forty-Niner Shops, Inc.
11. Chief Operating Officer, Research Foundation
12. ASI Government Student Representative