DoD: Cyber Service Academy (CSA)

Meeting Agenda on March 24, 2025

Minutes Approval

- Approval of the minutes of last meeting held 1/272025.

Announcements:

- Dr. Farag worked with all returning students to ensure they properly complete their renewal applications. All six returning applications were submitted via the tools. Actual grant proposal for 2025-26 has a deadline on 3/28/2025 and will be submitted this week.

- Dr. Farag submitted scholarship tuition waiver forms for all 13 students right after Add/Drop and they should have been processed and credited to your account a while ago and all issues some of you had have been promptly addressed. **Please confirm**.

- Ensured that the Next Gen System (IUP scholarship management system) assigns a $14,500 stipend to each one of you in Spring 2025. **Please confirm the receipt of your spring stipend**.

- On Feb. 15, 2025, the IUP Cyber team participated in the NCAE-C NE Regional Hackathon and IUP team came first on CTF but ninth overall. Thanks to all of you who helped in such an effort. See news release at https://www.iup.edu/cybersecurity/news/2025/02/iup-cae-ne-hackathon-2025.html .

- As discussed in our first meeting this academic year, each one of you is eligible for reimbursement to attend an approved cybersecurity a conference. If any one of you plan to use that fund before the end of this AY, please let me know ASAP.

Discussions:

1. For all graduating students, did you receive any communication regarding your graduation and work start status?
2. If you have not submitted your Cybersecurity Portfolio, you must do that by March 28. Thanks to nine of you who already submitted their portfolios.

Program Evaluation:

- Unless something urgent necessitates a whole group meeting, this will be our last meeting this academic year and all of you need to complete the end-of-year survey.

Students' Reports:

- Any outstanding issues that might affect your academic performance or approved graduation date?? Please also report on your portfolio and contributions to the program.

Questions??

DOD Cybersecurity Service Academy (CSA) Scholarship Meeting

CSA Minutes 3/24/2025

Meeting Start 11:21AM

Meeting End: 11:50AM

Minutes for Jan 27th approved by Thomas McGillan and Seconded by Jared Giesen

Present members:

Allison Stiteler, Carina Warr, Dylan Timbrook, Jared Giesen, Julia O'Brien, Logan Reddinger, Nick K, Noah Grattan, Shari Hoch, Thomas McGillan, Noah O, James Saylor, and Evan Crooks

Announcements

Dr. Farag worked with returning students to ensure they completed renewal applications. All six returning students submitted applications in the Avue tool.

Students should have been credited with the tuition waiver. All students who were present confirmed that there were no issues with receiving their tuition waiver and stipend.

Honorable mentions for the **NCAE Cyber Competition** members from Cybersecurity Club were made

Security Conferences are funded by the CSA scholarships and students are encouraged to try and find time to visit one throughout the semester. Students present did not state any interest in utilizing this travel money for the remaining semester.

Discussion

- Discussions were had regarding the status of student's job offers following graduation.
- Because of the hiring freeze, students are hearing that they are unable to start their official employment, and a variety of extenuating circumstances were stated.
- Students are encouraged to remain in contact with Dr. Farag and their point of contact at their hiring agency to stay up to speed with the current state of the hiring freeze etc.
- Students who have money within a book account will have the ability to partially cover/fully cover an e-reader
  - Dr. Farag is awaiting confirmation regarding account status from the CSA accountants that this money is available for use for this purpose

- Students also were instructed to complete a [survey](#) regarding the program that was sent in the chat during the meeting

Respectfully submitted by Evan Crooks and Dr. Waleed Farag on 3/24/2025

DoD: Cybersecurity Service Academy (CSA)

Meeting's Agenda on January 27, 2025

Minutes Approval

- Approval of the minutes of the last meeting held Nov. 6, 2024.

Announcements:

- As announced during our last meeting, a new solicitation for the 2025-26 CSA was released and all of you were notified back in November 2024.

- Thanks to those of you who helped recruit promising candidates to the IUP CSA.

- **All six CSA returning students, please confirm that you will submit your renewal application via AVUE tool by the Feb. 1st deadline. The grant PI reminded all students with the following and also sent several email reminders.**

  - Part of returning application is a required Letter of Support (LoS) that will be written by me. *If you have not email me your updated resume, please do so ASAP so I'll be able to complete this letter and send it to you before the deadline*.
  - Please remember that the deadline is Feb. 1.
  - *You will be using the same tool you used last year, make sure you have access to it and start your application ASAP.*
  - Complete info and instructions on how to apply can be found on our project website at www.iup.edu/DoDScholarship

- **The other SEVEN graduating students, please confirm that ALL your graduation requirements will be fulfilled this semester, and you will be able to graduate this May.**

- *All students, please confirm the exact # of credits you registered for this spring and confirm that no changes to these figures will happen*. Dr. Farag will then submit scholarship tuition waiver forms for all students to the Bursar's Office. Credits should be reflected on your Easy Pay accounts once these forms are processed which can take some time.

- As announced before, you should be able to use the created IUP bookstore accounts at the Co-op for Spring 2025 required textbooks up to your $500 allowance.

- After about one month into the spring, these accounts will be closed so that we can assess if the leftover balance for each one may be used or not. We will discuss updates at the next meeting.

- The PI has used the Next Gen System (IUP scholarship management system) to assign a $14,500 stipend to each one of you in Spring 2025. Please confirm the receipt of your spring stipend.

Discussions:

- For returning students, any questions regarding your returning applications??
- Letters of support for returning students who sent Dr. Farag, the program director, their resumes will be emailed to each student before the end of this week.
- Updates on participation in the Cybersecurity club and other Cybersecurity related activities.
- Forming our Cyber Team to participate in the spring 2025 CAE NE Hackathon. Site, https://www.ncaecybergames.org/. **Feb. 15 or March 15??** We need CSA students to take the lead in this effort as has been the case in the past. Please coordinate with Thomas, CS Club president, and keep Dr. Farag posted.

Students' Responsibilities:

- As a kind reminder, all student awardees need to maintain their eligibility throughout the AY 2024-25 including GPA, on-time graduation, etc. Check the project website at www.iup.edu/DoDScholarship for a complete list of eligibility criteria.

- Awardees are also reminded that they need to abide with all project requirements including attending all monthly meetings, respond promptly to all emails, promote the scholarship and cybersecurity programs across IUP, participate in extracurricular activities such as Cyber Security Club and cybersecurity events, update the PI and Co-PI with grades, progress, and any outstanding issues, work with the project PIs on the assigned research project and produce a technical report, and maintain an up-to-date portfolio of cybersecurity-related activities.

- **Student performance:** please be aware that each year a comprehensive report outlining the performance of each CSA recipient and her/his contribution to the program is authored by the PI and submitted to the funding agency. Any questions??

- *I have not yet received Cybersecurity Portfolios from 8 of you. You need to email me your portfolio no later than Feb 7, 2025, at 4 PM.*

Students' Reports:

- Any outstanding issues that might affect your academic performance or graduation plans. Also, please report on your portfolio and contributions to the program.

Next Meeting: end of Feb. or beginning of March 2025 during the common hour. Please be tuned.

Questions??

DOD Cybersecurity Service Academy (CSA) Scholarship Meeting

CSA Minutes 1/27/2025

Meeting Start 11:26AM

Minutes for November 26th approved by Thomas McGillan and Seconded by Jared Giesen

All members were present except:

> *Noah O.*

Announcements

1. All six CSA returning students (students returning to IUP in the following AY) confirmed they will submit renewal applications via AVUE tool by the Feb 1st deadline.
   a. A LoS will be supplied by our PI (Dr. Farag) to assist in the process
      i. Students were advised to provide an updated resume and correspond with Dr. Farag regarding this
2. The remaining 7 graduating students confirmed graduation requirements will be completed this semester
   a. All graduating students in attendance confirmed that they have the required credits, and all other requirements needed to **graduate on time in May 2025**.
3. Students in attendance stated their confirmed credits for the semester
   a. *Thomas – 11 Credits*
   b. *Evan – 6 credits*
   c. *Jared – 9 credits*
   d. *Logan – 6 credits*
   e. *Dylan – 12 credits*
   f. *Carina – 13 credits*
   g. *Julia – 14 credits*
   h. *Nick – 14 credits*
   i. *Noah G – 14 credits*
   j. *Shari – 17 credits*
   k. *Allison - 16 credits*
   l. *James – 12 credits*

Regarding the Scholarship

1. Money has been deposited for the stipend into students' IUP easypay accounts and will be distributed following the add drop period
    a. Students confirmed that they have all received their stipend into their IUP easypay accounts
2. Students have been made aware that they are able to use money from the scholarship that was allocated for books at the Co-op store in the same manner they did in the previous semester.
3. Regarding participation in Cybersecurity activities during the semester
    a. The cybersecurity team has confirmed that they have one full team, and many students present at the meeting are actively involved in club activities
    b. Students should make time to actively participate in the program and promote cybersecurity across campus during the semester
4. Regarding the cybersecurity portfolio
    a. 5/13 students submitted a portfolio
    b. Students who have not submitted a portfolio should do so as soon as possible to Dr. Farag (No later than Feb 7, 2025)
5. Students were made aware that Student performance is evaluated every year regarding each individual CSA student by the PI, measuring the contribution to the program each year.
6. **Students who received a communication from AVUE must return a response either reapplying for another year, or responding that they will not need further support in the coming academic year if they are graduating and will no longer need funding**

Next CSA meeting at the end of February or beginning of March 2025 during the common hour. Students should expect an email from Dr. Farag regarding the specific date & time

Respectfully submitted by Evan Crooks and Dr. Waleed Farag on 1/27/2025

DoD: Cybersecurity Service Academy (CSA)
Meeting's Agenda on November 6, 2024

Minutes Approval

- Approval of the minutes of the last meeting held Oct. 4, 2024.

Renewal:

- Some of you might already know by now that the application for the new CSA cycle (AY 2025-26) has recently opened and details you need to apply can be found on the project website at https://www.iup.edu/cybersecurity/grants/dod-cyber-scholarship-program/index.html.

  - Application deadline for new and returning students is on Feb. 1, 2025.

  - Returning students (including those considering graduate programs) will need to submit an online application via the AVUE tool used in their last year application.

  - A Zoom information session is scheduled on Monday, 11/18, at 11:15 AM. **Any questions???**

  - See previous meetings agendas and minutes for additional details regarding renewal requirements.

Announcements:

- Thanks for all CSA recipients who helped during the 17th Annual Cybersecurity Day held on Oct. 29, 2024.

- Scholarship tuition waivers and stipends for fall 2024. **Any problems???**

- Laptop/computer reimbursement status. Dr. Farag has promptly submitted all reimbursement forms and documentation so that CSA students can get reimbursed for expenses they paid. Only one student did not send yet computer purchase documents to me for reimbursement, **All students, please report on your reimbursement status.**

- Status of fall 2024 book allowance use. Please report.

- On Nov. 13, 2024, a number of representatives from NAVSUP will visit IUP and deliver a presentation at 11 AM in 327 Str. Hall that all of you are strongly encouraged to attend. Also, CSA students who will join NAVSUP will briefly meet with the team at 10:30 AM in the same room. Lastly, if anyone of you is interested in joining us for lunch on that day, please confirm with me now.

Spring course registration:

- **_Each of the SEVEN CSA students who will be graduating this May needs to confirm that her/his graduation plan is going well and there are no problems that may prevent him/her from graduating on-time_**.

- All 13 CSA students, please report the exact number of credits that you registered or plan to register for coming spring.

- As discussed several times before, the scholarship will ONLY pay for academic year courses (fall/spring). If you have any questions regarding this, please contact Dr. Farag.

Discussions:

- Forming our Cyber Team to participate in the spring 2025 CAE NE Hackathon. Site, https://www.ncaecybergames.org . We need CSA students to take the lead on this effort as has been the case in the past. Please coordinate with Thomas, CS Club president, and keep Dr. Farag posted.

- *New this year*. The scholarship can support travel expenses for ONE cybersecurity conference for each of you. ***You need to identify a cybersecurity conference, get the approval of the PI, then you can go ahead and make travel arrangements and pay from your expenses***. After attending the conference, you will need to submit a travel voucher to Dr. Farag along with ALL receipts to get reimbursed for your expenses. Each of you may be reimbursed for up to $1,750.

- Cybersecurity Club updates: meetings topics, website, etc.

- Cybersecurity portfolio status.

Students' Reports:

- Any outstanding issues that might affect your academic performance and report on the contributions to the program.

Questions??

11/6/2024 CSA Meeting

Meeting Start 11:21 AM

All students were in attendance for the meeting

- **Short recap on the October Cybersecurity Day**
  - Short thanks to those who participated and attended
  - Request for photos that were taken to be posted/provided
- **October 4th meeting minutes approved**
  - Moved by: Jared Giesen
  - Seconded by: Thomas McGillan
- **Discussion about the application portal for the DoD application:**
  - Returning students should have the access required to complete the reapplication process
  - Applications opened officially at the beginning of the month
  - The official CSA solicitation is expected December 2024
    - Typically the solicitation is processed around the time the application opens, but this year is unique in this circumstance
  - Students that are planning to graduate this spring and continue to a graduate program should begin their applications promptly
  - A zoom information session is scheduled on Monday, 11/18 at 11:15am to provide
- **Housekeeping:**
  - All students confirmed that there were no issues with receiving their stipend for the Fall 2024 cycle
  - New Scholars:
    - New scholars that ordered laptops/desktops confirmed that they received reimbursement for their purchases
    - *Dylan Timbrook has not yet received reimbursement for his laptop purchase*
  - All students were given an opportunity to raise concerns about their book allowance for the fall 2024 cycle
    - No students raised concerns
- **NAVSUP upcoming recruitment meeting (Wednesday, Nov 13th):**
  - The agenda was covered
    - Beginning at 9:30 am – 10:20 am in Stright 327
    - Until 12:00 pm
    - Lunch provided in North Dining until 1:00 pm

- o A general request was made to invite friends and fellow computer science students looking for internship/job opportunities
  - o Recorded names that plan to join for lunch at the NAVSUP conference:
    - **Jared Giesen**
    - **Julia O'Brien**
    - **Nick Kuech**
    - **Noah Oberholtzer**
    - **Evan Crooks**
    - **Dylan Timbrook**
- Graduating Seniors confirmed they are on track to graduate and got the classes they need:
  - o Thomas McGillan: Good Status
  - o Dylan Timbrook: Good Status
  - o Evan Crooks: Good Status
  - o James Saylor: Good Status
  - o Jared Giesen: Good Status
  - o Noah Oberholtzer: Good Status
  - o Logan Reddinger: Good Status
- **Students confirmed their schedules for Spring by listing credits:**
  - o Dylan Timbrook: 12 credits
  - o Jared Giesen: 9 credits
  - o Logan Reddinger: 6 credits
  - o James Saylor: 12 credits
  - o Noah Grattan: 12 credits (14 with COSC 380)
  - o Nick Kuech: 12 credits
  - o Noah O: 13 credits
  - o Carina Warr: 13 credits
  - o Allison Stiteler: 16 credits
  - o Thomas McGillan: 11 credits
  - o Shari Hoch: 17 credits
  - o Evan Crooks: 6 credits
  - o Julia O'Brien: 13 credits
  - o All students confirmed they had no issues with their current classes besides Noah Grattan, who is waitlisted for COSC 380
- **NCAE Cybergames announcements/recruitment was carried out briefly:**
  - o Many students in attendance are confirmed to have already signed up to participate in the NCAE games

- o Those in attendance who are not currently signed up were offered a chance to attend and sign up for the competition with the Cybersecurity Club
- **New CSA funds to attend the cybersecurity conference have been allocated for students**
  - o Approval for the specific conference needs to be made by the PI
  - o Documentation of all purchases for reimbursement need to be recorded and provided to the PI prior to travel and after travel to confirm expenditure
  - o The limit of the funds is **$1,750.00**
  - o The grant ends in August, and so the money would need to be reimbursed before that time
    - ▪ Students are advised to choose conferences that will occur before May (before the end of the academic semester)
  - o Currently, the grant is available for a single-use/year
    - ▪ Would need approved as well for the following year in order to be used next year
- **Students were given an opportunity to ask questions regarding the scholarship**
  - o Full-time status is required to get funding by the DoD for returning scholars
    - ▪ Students that are not going to be graduating this spring need to continue to be enrolled full-time
    - ▪ Was previously confirmed in the meeting by all students that have this requirement
  - o Using book funds
    - ▪ Book funds can be allocated in the spring towards paying for exams
      - • However, students must pay for the material and exam vouchers themselves
      - • Pass the exam
      - • And only then will they be reimbursed
    - ▪ E-readers can also be purchased with this money at the end of the spring
      - • Will be discussed further on a later date
  - o Letters of Recommendation are required by the PI for returning scholars
- **Students should anticipate a deadline on the CSA portfolio, and should begin compiling their works for the semester**
  - o Deadline will be announced around the time of the next meeting

Respectfully submitted by Evan Crooks and Dr. Farag on November 6th, 2024

DoD: Cyber Service Academy (CSA)

Meeting's Agenda on October 4, 2024

Minutes Approval

- Approval of minutes of the last meeting held 8/28/2024 (minutes file was shared by email and also posted on the project website at www.iup.edu/DoDScholarship).

Announcements:

- The fully executed grant was received by end of August and then internally awarded by IUP.

- Despite that delay, I have worked with various IUP administrators to submit the scholarship tuition waiver forms for all students immediately after the grant was awarded.

- Tuition/fees waivers were submitted on 9/4/2024 and should have been processed by the Bursar's Office a while ago. **All, please confirm.**

- Students have been using the Coop Accounts set by the PI to buy their academic books this semester. If you still need to purchase any other books from the COOP, you need to do that ASAP.

- Also, right after the award of the grant, the PI submitted requests to disburse scholarship stipends on the NextGen System ($14,500 to each student for each semester). These requests should had been processed a while ago and each of you should had received her/his stipend. **All, please confirm.**

- Regarding the computer purchase and as we agreed, the best and fastest way to acquire these is for NEW CSA recipients to purchase her/his favorite laptop/desktop then we will reimburse you for your expenses (up to $1,650). **The following information** (sent to you before by email) needs to be submitted to me to initiate the processing of your reimbursement. So far, Carina, Logan, Noah, Nicholas, and Dylan are the new students who had sent me required documents and I had approved them and submitted individual requests for reimbursements. ***Please confirm if you received your reimbursement or not yet***. Other NEW students, please do that ASAP. **Any questions??**
  - **Name of person to be reimbursed**
  - **Address to which check should be mailed**
  - **Proof of purchase (invoice with payment method shown)**

- There is one upcoming major cybersecurity event at IUP. So far, we have four-five personnel from the DoD who will be presenting at this event including the Program Lead, DoD Cyber Workforce Development Branch at the DoD CIO and the technical advisor for C5ISRT for the U.S. Air Force and Space Force. **ALL CSA recipients are strongly encouraged and expected to participate in this event**:

- o The 17th annual Cybersecurity Day on Oct. 29th. Website is https://www.iup.edu/cybersecurity/activities/cyber-security-day/index.html. Speaker info will be posted soon on the website. We need to recruit helpers to manage this event, see also the following discussion section.

- Notification about the new CSA cycle for AY 2025-26 is expected to go live in early November with a submission deadline of Feb. 1st, 2025. In addition, the AVUE tool should have a list of those schools planning to participate in the program.

Discussion on Promoting the CySP program at IUP:

- Every CSA recipient is expected to continue promoting the program and participate at satisfactory levels on various selected and/or assigned activities to achieve this goal.

- So far, most of you are helping with the cybersecurity club and activities but those who are not are strongly encouraged to contribute to the program.

- Opportunities for all CSA students include:
  - o Signing up to help with the upcoming CSD on Oct. 29. **Please contact Thomas for detailed assignments.**
  - o Actively participating and playing leading roles in the Cybersecurity Club.
  - o Participating in the upcoming CAE NE Hackathon in early spring 2025.
  - o Participating in Cyber Competition and/or Hackathon such as the CAE NCX, NSA Code Breaker, etc.
  - o Involvement into research projects with project Co-PIs.
  - o Actively participating in the peer-mentoring program, see also below.

Registration for Spring Courses:

- o All CSA recipients are reminded with our previous discussion last meeting. The scholarship is ONLY covering your academic semester courses (fall and spring). No winter nor summer courses are covered. If you have any special situation, make sure you discuss this with the PI ASAP.

Peer-mentoring Updates:

Below are the assignments shared with you last meeting. All students please report on any updates regarding this initiative.

- 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.

Students' Reports:

- Everyone, please quickly report on: academic progress, outstanding issues that might affect your academic performance, and cybersecurity portfolio.

Renewal:

- It will be mainly based on your performance in this program, fulfillment of the obligations discussed before, and recommendation letter by the PI, see also agenda of last meeting.

Next Meeting is Schedule on Wednesday, Nov. 6 at 11:15 AM. All confirm availability.

Questions??

10 / 4 / 2024 CSA Meeting
Meeting Start: **11:15 AM**

- August 28 Meeting Minutes **Approved**
  - **Moved by Thomas McGillan**
  - **Seconded by James Saylor**
- Announcements
  - Grant officially received and rewarded by IUP
  - Tuition/Fees Waivers were submitted and received - **confirmed by each Scholar**
  - Co-Op fund allowance allotment - if you do not expect to use Co-Op funds, contact Dr. Farag to benefit from those funds still
  - Scholarship stipends received - **if you have not received the full balance of your stipend, contact Dr. Farag**
  - For first year recipients, provide computer purchase information to Dr. Farag **ASAP**
    - Name of person to be reimbursed
    - Address to which check should be mailed
    - Proof of purchase (invoice with payment shown)
  - 17th Annual Cybersecurity Day coming up October 29th
    - **CSA students strongly encouraged to participate**
    - **See Thomas McGillan for detailed assignments**
  - New CSA application cycle for AY 25-26 starts early November with a submission deadline of February 1st, 2025
- Promoting CSA Program at IUP
  - CSA scholars expected to promote the program to peers and participate in assigned activities
  - Participation in Cybersecurity Club encouraged
  - CSA scholars encouraged to participate in different opportunities i.e. Cybersecurity Day, research, NCAE Hackathon, etc.
- Class Registration
  - Scholarship **ONLY** covers Fall and Spring semesters
  - If there's any special circumstances, contact Dr. Farag
- Peer-Mentoring
  - Continue reaching out to your assigned peers if you have any questions
  - Assigned peers listed on Meeting Agenda
- Student Reports / Portfolios
  - Report on academic progress, outstanding issues that might impact performance, and cybersecurity portfolio
- Renewal
  - Based on performance in program, fulfillment of obligations, recommendation letter by PI - see agenda of last meeting for more information
- Next Meeting scheduled on **Wednesday, November 6 at 11:15 AM**

Meeting End: **12:03 PM**

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:

  o All of you should receive complete DoD Scholarship benefits.
  o 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."
  o **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:

   o The number of work hours does not exceed 20 hours per week.
   o Work will not impact your academic study and plan for on-time graduation.
   o 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??

IUP Department of Defense Cyber Service Academy Program Meeting Minutes August 28th, 2024 - 11:15 AM

Attendance:

- Meeting began at 11:15am
- Attended By: Dr. Waleed Farag (PI), Dr. Soundararajan Ezekiel, Jared Giesen, Noah Oberholtzer, Evan Crooks, Julia O'Brien, Thomas McGillan, Carina Warr, Dylan Timbrook, Noah Grattan, Allison Stiteler, James Saylor, Logan Reddinger, Shari Hoch, and Nicholas Kuech

Announcements:

- Confirmed that scholarship recipients received email regarding status of the official award
- Announced that the official award has been received by the college
- Confirmed that the tuition waiver will be submitted following the add/drop period, which includes the stipend and tuition cost

Discussion:

- Confirmed the following students have x credits (maintaining full-time status):

  Thomas McGillan – 13

  Nicholas Kuech – 16

  Noah Oberholtzer – 14

  Carina Warr – 17

  Allison Stiteler – 15

  Logan Reddinger – 12

  Dylan Timbrook – 13

  James Saylor – 12

  Noah Grattan-- 13

  Evan Crooks – 13

  Shari Hoch – 16

  Jared Giesen—13

  Julia O'Brien – 12

- Returning scholars and new scholars were paired together to handle peer-mentoring for the program

- Acknowledged new book allowance of $500 per semester
  - Scholars can use the book money by designating co-op store purchases as 'scholarship' and selecting 'DoD' as the funding source
- New Scholars should email Dr. Farag a link to their desired PC specs for official approval
  - After approval and purchasing, keep receipts to be reimbursed up to $1650
- Confirmation that the deadline for health insurance coverage has passed and every scholar declined
- Scholars are to email Dr. Farag with their hours if they are actively employed somewhere during the school term and comply with the 20-hour limit.

Conclusion:

- The next meeting is scheduled for 11:15am on Monday, September 30th
- Meeting concluded at 12:16pm

Respectfully Submitted by Evan Crooks and Dr. Waleed Farag