

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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INFORMATION TECHNOLOGY  
Procedure No. 15-01 (M)  
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Effective August 29, 2012

In compliance with the Information Technology Policy the college establishes an Information Security Committee to develop and maintain a campus wide Information Security Program.

(1) **Purpose of the Committee**

The Information Security Committee is to develop and maintain an Information Security Program that will ensure standards, practices, processes, guidelines, and audit programs are in place that assists the college to monitor information environments and systems and prevent intrusion, misuse, and any other problems. The Information Security committee will also actively pursue audits of information systems and environments, and provide training and other educational activities to raise the campus community's awareness regarding protection of information and its resources.

(2) **The Information Security Committee Responsibilities**

The committee shall:

- (a) Investigate every security incident to ensure that policies, procedures, standards, practices, and other related topics or systems are updated or corrected to prevent repetitive incidents.
- (b) Make policy, procedural and administrative recommendations to the Information Technology Division and/or the college administration.
- (c) Receive briefings after a security incident in order to provide communication and reporting to the college administration.
- (d) Enhance the college experience for students, faculty and staff by facilitating a more secure information environment.
- (e) Keep current on information security topics and training.
- (f) Ensure the integrity and enforcement of the college Information Security Program.
- (g) Interface with all the college's managers, directly or through their security representatives, on matters of security that relate to or are unique to their areas.

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- (h) Verify that implemented administrative and technical safeguards are operationally adequate.
- (i) Maintain quality control over certain security features and compliance.
- (j) Alert the college community and administration of likely information threats via all methods deemed necessary.

(3) **Committee Structure**

The committee shall be comprised of liaisons from all college divisions. The committee shall be chaired by the Vice-President for Information Technology or his/her designee.

(4) **Committee Meeting Frequency**

The committee shall meet semester or more as needed to ensure all components of the Information Security Program are current.

*Last Effective Date: December 1, 2007 (New Procedure)*