Membership
The voting members will include one faculty member from each COE academic department (11): Aerospace Engineering, Architectural Engineering, Biomedical Engineering, Chemical Engineering, Civil & Environmental Engineering, Computer Science and Engineering, Electrical Engineering, Engineering Science & Mechanics, Industrial & Manufacturing Engineering, Mechanical & Nuclear Engineering and the School of Engineering Design, Technology, and Professional Programs. The representative from each department/program will be appointed by the respective department head. The term of appointment will be one academic year, beginning in the fall semester. Reappointment in successive years is at the discretion of the department head.

One of the voting members will serve as the committee chair. The primary responsibility of the chair is to convene meetings with appropriate frequency, and to chair the meetings. The position of chair will rotate at the beginning of each academic year. Volunteers will be solicited, and preference will be given to members from a department that has not chaired the committee previously.

In addition to the voting members, the committee includes the following ex officio members:
- COE Associate Dean for Research
- COE IT Director
- RCCI Senior Advisor for Research Computing and Cyberinfrastructure

Other individuals may be invited to participate, at the discretion of the voting members. These may include, but are not limited to:
- RCCI Advisory Council and/or Executive Committee Members from COE
- A faculty representative from Agricultural and Biological Engineering
- A representative from ICS-ACI

Meeting frequency
Meetings should be scheduled at least once every two months through the academic year. Additional meetings may be scheduled as needed to deal with any special issues that arise.

Dissemination of information
Meeting minutes will be taken by the Assistant to the Associate Deans for Research and Innovation. The approved minutes from each meeting will be sent to COE department heads, and will be made available to COE faculty via inclusion in the weekly update from the Dean’s office.