Minutes of the PC4A Biweekly Meeting

Held virtually on January 23, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Jamie Bretz, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Ute Lowry, Sherri Mack, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the January 9, 2023 meeting was made by Leisa Zuccolotto and seconded by Greg Paonessa. The motion was approved unanimously.
2. Invoice templates were sent to all partners prior to the meeting.
3. Tutoring session information and workshop flyers were sent to all partners prior to the meeting.
4. All partners have submitted the required IRB documents, and the Army OHRO approved our project as exempt on January 19, 2023. We are now permitted to begin analyzing baseline data.
   a. Partners were reminded that we may be required to update our IRB depending on the collected data throughout the project.
5. The PI is currently working with Cengage and TestOut to purchase vouchers for hands-on lab access.
   a. Licenses will be provided for a limited number of students at each campus.
   b. The PI or PM will distribute access codes, and it is the responsibility of each partner to record and track which students receive which code.
   c. Partners should expect 15-20 licenses per school and are encouraged to use funds from their own budget to supplement the purchasing of access codes to help their students and best serve the project objectives.
6. Partners were updated with the status of tutoring sessions provided by the IUP Writing Center.
   a. The tutoring form is now live, students can begin to schedule appointments via the online form.
   b. Appointments must be made a minimum of three hours in advance.
   c. Tutoring reports can be sent to instructors, but only if the student requests it. Confirmation of attendance can be provided instead if instructors provide a class roster.
      i. After discussion with partners, a disclaimer will be added to the form so students can provide written permission for their information to be shared with a third party (IUP WC).
   d. All partners confirmed that their previously submitted estimates for number of students using the service is accurate.
7. Partners were provided with a reminder regarding invoices:
   a. The RI requires partners to keep copies of receipts or other proof of payment with a copy of each submitted invoice in case the RI needs access to the information. Receipts and proof of payment are not required to be submitted with the invoice; they just need to be readily available.
8. Partners were reminded to please share all activities and marketing materials with the PI/PM so this information can be posted on the website and shared on our social media sites.
9. Each partner provided an update regarding their activities:

a. **MCCC**: Code breakers event held over the winter session for 45 students. A similar camp is planned for math courses.
b. **PHCC**: A project to determine two presentations for the upcoming Cybersecurity Community Event was assigned to students in the network admin project course. Staff is also working on determining local businesses to invite to the event. The Linux+ workshop will be held in April, and the Security+ workshop will be held in February.
c. **WCCC**: Asked for feedback and curriculum for coding camps this summer. Arduino kits will be offered to participants. WCCC also asked for advice on tracking certification rates.
    i. PI shared IUP GenCyber curriculum
    ii. CompTIA offers a verification tool for all academic partners to track certification rates. WCCC was also encouraged to stay in touch with students as sometimes they will provide the information themselves.
d. **BUCKS**: Instructors have determined a training plan for professional development. They are also making progress on curriculum changes. There have been some employee changes that are causing delays across a few departments. Bucks is also interested in starting the CAE application process.
e. **BC3**: Two of the participants of the winter CompTIA bootcamp have passed their certifications. Also, a news release regarding the project was published on BC3 News.
f. **NCC**: An NCC networking student was chosen (only 6 accepted in the country) to work on a project for the NFL.
10. Partners were reminded to begin thinking about 2 by 2 agreements as they are a part of our planned activities and main objectives.
    a. Agreements are not limited to institutions in PA.
11. After the submission of the first quarterly report, the LO will focus on professional development activities. All partners will be contacted soon regarding specific dates and other details.
12. The next scheduled meeting will be on Monday, February 6, 2023 at 3:30 pm EST.
13. With no further business, the meeting concluded at 4:25 pm EST.

Item	Person Responsible
Provide any requested information for quarterly report	All partners
Update tutoring jotform to include disclaimer.	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag