

# Minutes of the PC4A Biweekly Meeting

Held virtually on January 9, 2023 at 3:30pm

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

## Meeting Information

1. Motion to approve the minutes from the December 12, 2022 meeting was made by Leisa Zuccolotto and seconded by Greg Paonessa. The motion was approved unanimously.
2. Dr. Farag provided an update on the progress with all IRB determinations for each partner. All except WCCC have been sent to the OHRO for approval.
  - a. WCCC provided an update regarding their IRB determination, which is expected by Wednesday, January 11, 2023.
3. Partners were reminded that all meeting agendas and minutes are available on the [PC4A website](#).
4. Partners were provided an update on the status of tutoring sessions and workshops offered by the IUP Writing Center:
  - a. Tutoring scheduling is expected to open January 22, 2023.
    - i. Reports are created for each tutoring session and can be provided to instructors if requested.
  - b. Partners were reminded of the soft skills workshops for the Spring 2023 semester.
    - i. All partners are asked to please begin publicizing these services at their schools.
  - c. At the request of partners, a flyer and email blurb will be sent to all partners to use for marketing of the offered Writing Center services.
  - d. [A soft skills services page](#) was created on the project site to showcase services hosted by the LO.
5. Partners were reminded of the upcoming deadlines for important project data:
  - a. First Quarterly Report is **due no later than Friday, January 13, 2023**.
    - i. Partners are asked to include as much information as possible, however many sections of the report template are expected to have little or no info because this is the first report and many activities are still in the initiation phases.
  - b. All invoices from the first quarter are **due no later than Friday, January 13, 2023**.
    - i. Hardware purchased with grant funds must be tagged as purchased with federal dollars, and a list must be maintained including the item, serial number, value, and location.
    - ii. Partners are to contact Lydia Taylor or Ute Lowry with any questions regarding invoices.
6. Partners were reminded to notify the PM with any upcoming events or activities for publication on the project website and social media.
7. Partners were provided with a review of all active social media accounts for the project and were encouraged to share, comment, like, follow, etc.
8. Faculty Development Survey results were shared with partners.

- a. Partners are encouraged to invite all faculty, including adjuncts, to any LO offered professional development activities.
  - b. As requested by a partner, high school teachers may be included if their attendance helps reach stated objectives.
9. Partners were updated on recent partnership activities:
- a. The PM attended meetings with CyberBits and CyberTalents to pursue platforms for cyber competitions. Demos will be scheduled with both companies and partners will be updated as details are available.
  - b. BotsIQ is hosting battle robot competitions at WCCC and PennWest California. Events are free and open to the public. Volunteers are also needed. More information will be shared with partners as details are available.
10. Partners were asked to share any events that have taken place since our last meeting:
- a. **PHCC**: Met with CTC partner and are currently working toward more collaboration.
  - b. **BC3**: First bootcamp held for CompTIA Net+. Five students were eligible, two successfully completed the workshop.
    - i. Bucks asked BC3 to share tips on the workshop offering as they are planning their own.
  - c. **MC3**: Code breakers bootcamp is currently running during the winter session. The bootcamp is taught by two female students, and participants are then given an opportunity to come to campus to meet with CompSci faculty.
  - d. **NCC**: Science Olympiad is scheduled for March, and the PC4A project will be showcased during the event. Recruitment events for the summer camp are also being planned.
  - e. **Bucks**: Current focus is working with administrators and faculty to develop curriculum, assist faculty with various DoD approved certifications, and begin the process of setting up procedures for bootcamps.
  - f. **WCCC**: Currently working on hiring the department intern and beginning the process of planning for summer cybersecurity camps, and potentially a coding class.
11. Partners asked for clarification on providing funds for CompTIA Linux+ certification, as this cert is not approved by the DoD:
- a. Partners were encouraged to focus on certifications that are approved but can include this certification along with others if they determine it is important in reaching stated objectives.
12. At the request of partners, the deadline for the Year 2 budget will be included as an agenda item in an upcoming meeting.
13. Partners were reminded that the next scheduled meeting will be on Monday, January 23, 2023 at 3:30 pm EST.
14. With no further business, the meeting concluded at 4:20 pm EST.

Item	Person Responsible
Send invoice templates to partners	Lydia Taylor
Send tutoring flyer to partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag