Minutes of the PC4A Biweekly Meeting

Held virtually on October 17, 2022 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Tracey Johnson, Pamela Mowrer, Greg Paonessa, Michelle Robinson, Christie Sever, Lydia Taylor, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the October 3, 2022 meeting with a correction to the date was made by Dr. Farah Bennani and seconded by Dr. Rory Butler. Motion was approved unanimously.
2. Members reviewed action items from the previous meeting:
    a. Dr. Bretz will put the PowerPoint of his presentation into the OneDrive folder
    b. Dr. Farag provided that all SoW's have been submitted and are currently being reviewed. Feedback will be sent as soon as possible.
3. The NDEP kick-off meeting was held on October 4, 2022. Each PI from all five awardees presented a short summary of their planned activities.
4. PI is in the process of completing the IRB application, we expect that the IRB application will be considered "exempt."
    a. All CC partners are expected to start the process of IRB approval as the project will potentially collect data that required IRB approval.
5. Reporting Timeline Review
    a. A thorough review of the reporting timeline was provided. This reporting timeline will be sent to all partners once they have completed their sub-award
        i. A high level budget will be included with the reporting timeline so everyone has a sample of what it looks like.
        ii. Dates provided in the reporting timeline are considered "hard deadlines." All reports must be submitted by these deadlines so the LO and Research Institute have time to compile data and narrative from all schools.
        iii. Partners need to be regularly tracking activities throughout the year to better assist with writing the required reports.
        iv. Report templates have still not been made available but will be shared with all partners once provided by the funding agency.
        v. First quarterly reports are due on January 13, 2022 (this includes information from September through December).
6. Participants were reminded of the upcoming 15th Annual Cybersecurity Day and were encouraged to attend if possible. Faculty and students from WCCC are planning to attend the event.
7. PI gave a brief overview of the current PC4A website which is housed within the IUP site. Partners are asked to review the website and provide feedback/changes via email to the project manager.
8. Partners were updated regarding the status of purchasing pc4a.edu:
    a. Our application was denied due to a "non-specific" domain.

     b.   Partners decided to move forward with purchasing pc4a.org.

     c.   In the future, the goal is to have a stand-alone website for the consortium outside of the IUP website. The LO will handle maintenance of this website, as well as sustaining the website past the funded years of the grant if possible.

9. A meeting with ACI Learning Platform is scheduled for October 20, 2022. ACI offers curriculum content and virtual labs. All partners interested in attending the meeting should contact the project manager.

10. Partners were shown three logo options to be used for marketing and branding. Partners voted and chose the second logo.

     a.   A round logo was chosen to be a badge or medal to be used in the future.

11. Dr. Bennani from Northampton Community College provided an overview of NCCC's planned activities.

12. Mr. Michael Caglia from Westmoreland County Community College provided an overview of WCCC's planned activities.

13. The next meeting is scheduled for October 31, 2022 at 3:30pm EST.

14. With no further business, the meeting concluded at 4:30pm EST.

Action Items

Item	Person Responsible
All CC Partners need to begin the process of obtaining IRB approval just in case it is needed.	All partners
Review the current PC4A website and provide any suggestions or requested changes	All partners
Finalize all SoW's as soon as possible	Dr. Waleed Farag and all partners
Purchase pc4a.org domain	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag