Minutes of the PC4A Biweekly Meeting

Held virtually on October 31, 2022 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Tracey Johnson, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto, Sherri Mack, Rebecca Hays, Michael Caglia

Meeting Information

1. Motion to approve the minutes from the October 17, 2022 meeting was made by Dr. Farag and seconded by Greg Paonessa. The motion was approved unanimously.
2. IUP has begun the process of obtaining IRB approval (due within 90 days of the beginning of the grant). The application was submitted and we're now waiting on updates from the IRB team.
   a. All partners are to start exploring the IRB process at their individual institutions.
3. The PC4A website is currently being updated. All partners need to review the site and provide feedback to the project manager.
   a. All previous agendas and minutes can be found on the website.
4. www.pc4a.org has been purchased and is now live. This domain currently redirects to the PC4A website within the IUP site.
5. Only one CC partner has been issued their sub-award as of this meeting. The PI and RI staff are working on submitted SoW's. For partners who have not submitted an SoW for approval, this is priority and must be done ASAP.
6. Overview of the ACI learning platform was provided to partners.
   a. Virtual labs are not as interactive as desired
   b. Content is entertaining and well designed
   c. Cost is high compared to other platforms
   d. All partners agreed to move on from ACI as an option
7. Partners discussed other options for virtual labs. Test Out was chosen as a final option. The PM will get in touch with Test Out to review what is available.
8. Reporting templates have been sent to PC4A staff from the DoD STEM on Monday, Oct. 31, 2022. Templates will be reviewed and provided to partners as needed.
   a. Baseline data template was sent to all partners previously. This template may change based on the reporting templates received from the funding agency.
9. NCyTE is holding a meeting focused on an overview of the Center of Academic Excellence designation process. Partners who are not CAE designated are strongly encouraged to attend. The PM is attending the meeting and can provide a summary to partners who are interested.
10. River Valley STEAM academy invited IUP staff to the grand opening of the academy. Cybersecurity programs are offered to students as early as 6th grade. More information will be sent to partners once it is available. We plan on collaborating with various K-12 districts in support of the objectives of this project.
11. Partners were reminded to send their activities to the PM to be included in the one-on-one meeting with the funding agency.
12. BC3 gave a presentation on their grant activities.
13. PHCC gave a presentation on their grant activities.

14. The next meeting is scheduled for November 14, 2022 at 3:30 pm EST.
15. With no further business, the meeting concluded at 4:43 pm EST.

Item	Person Responsible
Finalize all SoW's as soon as possible	Dr. Waleed Farag and all partners
Provide feedback regarding website content	All partners
Contact Test Out for virtual labs options	Lydia Taylor
Send STEAM Academy PowerPoint	Lydia Taylor
Begin research regarding IRB process at individual institutions	All partners
Send list of activities to PM before 11/3/2022	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag