

Minutes of the PC4A Biweekly Meeting

Held virtually on November 14, 2022 at 3:30pm

Members Present: Kami Abdala, Kelly Barford, Farah Bennani, Jamie Bretz, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Vicki Giammarco, Rebecca Hays, Tracey Johnson, Sherri Mack, Greg Paonessa, Christie Sever, Lydia Taylor, Debra Woods, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the October 31, 2022 meeting was made by Leisa Zuccolotto and seconded by Christine Delahanty. The motion was approved unanimously.
2. An update on all partner sub-awards was provided:
 - a. MCCC and NCC are fully executed.
 - b. WCCC and PHCC sent for signature.
 - c. BC3 and Bucks are still working on sub-awards.
3. Partners were reminded to review the PC4A website and provide any feedback regarding their institutional pages.
4. PM has been reviewing virtual lab options for use across all partner intuitions.
 - a. An in-depth review will be provided at the next meeting.
 - b. Current options include TestOut, Cengage (MindTap), and JB Learning.
5. Partners were reminded to begin the IRB approval process as soon as possible.
 - a. IUP has received "Exempt" status from the IUP IRB .
6. PI provided a summary of the One-on-One meeting that was attended on 11/3/2022. The following was discussed at that meeting:
 - a. Overview of the program.
 - b. Current activities of the LO.
 - c. Current and future activities of all CC partners.
7. The PI provided a review of the following reporting templates:
 - a. Baseline Data Template
 - i. The file sent on 11/10 is the final version. Due date for the completed form is 11/30/2022.
 - ii. If members do not track data in a particular category, they are to indicate this by typing "Not Tracked" for the program name.
 1. All members are required to begin tracking data in all categories included in the baseline data template moving forward.
 - b. Quarterly Reporting Template
 - i. The file sent on 11/10 is the final version. Due date for the completed form is 1/13/2023.
 - ii. Members are encouraged to familiarize themselves with the content of this report template to make reporting easier.
 - iii. **Per Funding Agency:** This report is to only include activities that occurred after the start of the grant.
 - c. Data Call (Snapshot and Jotform)

- i. Members are encouraged to review the data required and begin tracking this in preparation for the data call.
 - ii. **Per Funding Agency:** All partner data will be compiled into one form.
 - iii. **Per Funding Agency:** Data will be collected between October 2022 and September 2023, expected due date spring 2024.
 - iv. **Per Funding Agency:** Online portal will be sent to LO for completion of data collection form.
- d. Soft Skills Survey
- i. Partners need to complete this form to assist the LO with soft skills education.
 - ii. Partners should email PM with any suggestions/updates for Soft Skills online form.
8. All partners provided updates regarding their activities.
 9. Partners were reminded to keep PI and PM informed of upcoming activities at their institutions for publicity and reporting purposes.
 10. Dr. Bennani will share resources with the group and encouraged everyone to stay in communication to help strengthen the consortium.
 11. Partners were reminded of upcoming NyCTE meeting regarding CAE process. PI will send invite information out again to partners.
 12. The next meeting is scheduled for November 28, 2022 at 3:30 pm EST.
 13. With no further business, the meeting concluded at 4:31 pm EST.

Item	Person Responsible
Sign Sub-awards	WCCC and PHCC
Provide feedback regarding website content	All partners
Complete Baseline Data Template by 11/30/2022	All partners
Send NyCTE Meeting Invite	Dr. Waleed Farag

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag