

PC4A Biweekly Meeting

November 16, 2023 at 3:00 PM

Agenda

Previous Meeting Actions

1. Approval of minutes from November 2, 2023, meeting.

Announcements/Updates

1. Year 2 Requests for Additional Funds
 - a. All additional fund requests **were due November 15, 2023**. Partners who have not submitted the request are asked **to do so as soon as possible**.
 - b. If requests are approved, the RI will send a "Subaward Amendment" that will need to be signed by your institution.
 - c. After the amendment is executed, partners will be sent a new Y2 Invoice Template that should be used throughout the remainder of the year.
2. AY 2022-2023 Data
 - a. Updated Project Data Spreadsheets were due **November 15, 2023**. Partners who have not submitted the spreadsheet are asked **to do so as soon as possible**. Analysis of this data will be included in our January 2024 report.
3. AY 2023-2024 Data
 - a. Partners are to be aware that data for AY 2023-2024 (Y2 of the project) will be due in early September 2024 for inclusion in the Y2 Annual Report. Partners are reminded that data in all categories included in the Project Data Spreadsheets must be tracked, and partners are to contact the PI and PM if they have any questions or need assistance collecting this information.
4. Budget Spending Progress
 - a. All partners except one (due to staffing changes), submitted their invoices on time (**thank you!**).

Partner	Y2 Budget Spent
BC3	8%
MCCC	8%
NCC	4%
PHCC	17%
WCCC	0.4%

5. Virtual Lab Voucher Selection
 - a. All partners are asked to provide their choice of Virtual Lab Vouchers that will be provided by the LO.
6. Quarterly Report Templates
 - a. Quarterly Report Templates will be sent to all partners by the end of November and will be due by January 19, 2024.
7. [POGIL](#) Faculty Development Workshops
 - a. Funded by multiple federal grants, POGIL (Process Oriented Guided Inquiry Learning) is a student-centered instructional approach where students work in teams to learn together, and Instructors serve as facilitators.
 - b. 58 classroom activities already developed for Computer Science, available [online](#).
 - c. Partners are asked to provide feedback on possible development workshops focused on training faculty on how to implement POGIL in their classrooms.
8. Partner Updates