

Minutes of the PC4A Biweekly Meeting

Held virtually on November 16, 2023 at 3:00 PM

Members Present: Rory Butler, Jamie Bretz, Michael Caglia, Waleed Farag, Maureen Farley, Becky Hays, Melissa Langer, Sherri Mack, Guy Patra, Erica Reighard, Lydia Taylor, Courtney Tilton, and Barb Zaborowski.

Meeting Information

1. Motion to approve the minutes from the November 2, 2023 meeting was made by Michael Caglia and seconded by Erica Reighard and Guy Patra. The motion was approved unanimously.
2. All partners with executed subawards have submitted requests for additional Y2 funds. The PI and IUP RI are currently reviewing these requests, and decisions will be shared with partners soon. Once approved, an authorized signatory at each institution will be required to sign a “subaward amendment” and a new invoice template will be shared for use moving forward.
3. Partners were reminded to submit all requested data as soon as possible if not already submitted.
4. Partners will be asked to provide AY 2023-2024 data in early September 2024. Data in all categories must be collected throughout the project, and partners should contact the PI and PM with any concerns about collecting the requested information.
5. Spending progress was shared with all attendees, and partners were encouraged to continue spending in accordance with individual and project objectives.
 - a. Current spending for the LO will be included in future reports.
6. Partners were asked to share their chosen platform for virtual lab vouchers which will be provided by the LO:
 - a. Bucks, BC3, MCCC: TestOut
 - b. PHCC: Cengage
 - c. WCCC and NCC: Will provide choice soon
 - i. Partners requested permission to purchase vouchers at the institutional level and then be reimbursed by the IUP RI. The RI will be contacted and a decision will be shared with partners at the next meeting.
7. New quarterly report templates will be shared with partners soon, and completed reports will be due January 19, 2024.
8. The PI and PM met with a representative from POGIL, a federally funded instructional approach focused on student collaboration. The PI is considering offering face-to-face faculty development workshops which will train faculty to implement POGIL in their classrooms. More details will be shared soon.
9. Partners provided the following updates:
 - a. **WCCC:** An A+ bootcamp is scheduled for December 11 and 13, 2023, and plans are currently underway to establish a Pearson Vue testing center at the WCCC Youngwood campus. The spring 2024 internship position will be posted soon. An additional bootcamp for Network+ or Security+ may be scheduled soon as well. One WCCC student applied for the IUP Chinese Language Immersion Program.
 - b. **NCC:** A Student Success Specialist has been hired and has begun employment. Five vouchers for CompTIA exams have been distributed, and one student has already passed their certification. Four internships are currently ongoing. Six internships are planned for the spring 2024 semester. Students have been selected for scholarships, which will be awarded in the spring, and meetings with the marketing department are planned to discuss promotional activities.
 - c. **PHCC:** Co-PI Leisa Zuccolotto participated in an open house earlier this month, and held a certification prep bootcamp on November 10, 2023 with between eight and 10 participants. A

rollout of the Institute for Cybersecurity will take place on Friday, November 17, 2023, which will include a presentation on the PC4A project, PHCC's grant related activities, and benefits available to students enrolled in targeted programs.

- d. **BUCKS:** Project staff are currently working on compiling the requested information for Y2. A comprehensive list of current transfer agreements has been created, and Co-PI Rory Butler has a meeting with Thomas Edison State University to attempt to establish a 3+1 agreement and possible seamless transfer. Curriculum changes are underway, which should be rolled out in the spring 2024 semester, and updates to the program should be in place by the end of the spring semester. Faculty and staff are involved in open-houses and conferences, and the Marketing Department has created a plan for digital marketing.
 - e. **MCCC:** The CCNA review workshop began November 11, 2023 with 13 participants. Dates and times for A+ workshop have been set, and registration is currently open. A high school counselor breakfast was recently held and PC4A information was shared with participants. Additional transfer agreements are currently being pursued. MCCC Grant Manager Sue Testani has resigned, and a transition plan will be shared with partners soon.
 - f. **BC3:** 10 scholarships were awarded to students, and an additional 10 will be awarded in spring 2024. A new marketing campaign will be launched soon, which will include promotion of the scholarship program and previous awardees. More articulation agreements are being pursued with Slippery Rock University. A summer kids camp is currently being planned, and additional information will be shared soon. A Network+ workshop will be offered in December and Security+ will be offered in the spring, with an additional A+ workshop also being planned.
10. Partners were reminded to begin/continue activities focused on establishing transfer agreements to reach objective #2 of the project: Increase transfers to 4-Y institutions.
 11. The next meeting will be held on Thursday, November 30, 2023, at 3:00 p.m. EST.
 12. With no further business, the meeting concluded at 4:00 p.m.

Action Items

Item	Person Responsible
Check with RI regarding reimbursement for virtual lab vouchers	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag