

# Minutes of the PC4A Biweekly Meeting

## Held virtually on November 2, 2023 at 3:00 PM

**Members Present:** Michael Caglia, Celisa Counterman, Rory Butler, Waleed Farag, Maureen Farley, Melissa Langer, Sherri Mack, Guy Patra, Erica Reighard, Christie Sever, Lydia Taylor, Susan Testani, and Courtney Tilton.

### Meeting Information

1. Motion to approve the minutes from the October 12, 2023 meeting was made by Erica Reighard and seconded by Sue Testani. The motion was approved unanimously.
2. Partners were reminded that all requests for additional funds and all AY 2022-2023 data are due no later than November 15, 2023.
3. Partners were reminded that invoices are due on November 10, 2023.
4. Partners were asked to provide an update on the use of the soft skills tutoring services, as the importance of soft skills was mentioned during the yearly meeting with the funding agency and all RC3 awardees:
  - a. **NCC:** The information has been shared with students and faculty, but the PC4A Soft Skills service is also in competition with in-house tutoring center.
  - b. **MCCC:** Information is being compiled into a Canvas shell and will be shared with students near the end of their education for a bigger impact.
  - c. **BC3, PHCC and BUCKS:** Will look into adding use of the service to internship courses.
  - d. **WCCC:** Information has been shared with faculty and students.
5. Partners are asked to begin thinking about what type of virtual lab licenses they would like to offer in the Spring 2024 semester, as the LO will be purchasing licenses soon.
1. Partners were given information about the [DoD SMART Scholarship](#), (benefits below), which is an excellent opportunity for students who are considering transferring from community college to a four-year institution.
  - a. Full tuition
  - b. Stipend of \$30,000-\$46,000 depending on degree level
  - c. 8-12 week summer internship
  - d. Employment at a DoD facility upon graduation
  - e. **Deadline to apply is December 1, 2023.**
6. A transfer agreement development workshop was recently offered to assist CAE-C designated schools with the processes for creating new transfer agreements with K-12 institutions. The full meeting is available on [YouTube](#). \$1,000 stipends are being offered for new K-12 Credit Transfer agreements, available to CAE-C schools only. Partners should email Amber Shuler at [arshule@pnw.edu](mailto:arshule@pnw.edu) if interested.
7. Dr. Farag advised partners who are considering obtaining CAE designation are encouraged to begin the process sooner rather than later, as regulations are about to change which might make designation more difficult to obtain.
8. The funding agency is very interested in attending partner events, when possible. Partners were asked to review their planned activities and events, and consider inviting funding agency representatives by emailing event details to the PI or PM.
9. The PI gave a presentation to the funding agency and all RC3 awardees on November 2 on project progress, and more details will be shared at a later meeting.
10. A marketing assistant has been hired and will be assisting with social media tasks over the coming months.
11. Partners provided the following updates:

- a. **BC3:** Scholarships were issued to students for the fall semester, with more scholarships to be issued in the spring. A Network+ bootcamp will be offered over the winter break.
- b. **WCCC:** Meetings with departments deans were held to introduce new curriculum, all of which went well. Additional meetings will be held during the next month to officially move forward with the changes that will hopefully be included in the Fall 2024 Catalog. A winter bootcamp for A+ is currently being planned, and changes to the in-house internship are underway. The intern will hopefully begin at the start of the spring semester.
- c. **MCCC:** Another open house was held at the Blue Bell campus with almost 350 total attendees and 40 visitors at the Computer Information Systems table, many of whom were dual enrollment students. CCNA and A+ review sessions will begin in the next month and will include dual enrollment students. Representatives from Penn State Abington and Alvernia visited campus, and conversations were started to develop additional articulation agreements.
- d. **BUCKS:** A Capstone course for Cyber was just approved by the college-wide curriculum committee. Conversations are ongoing for additional transfer agreements, and steps for applying for CAE designation are almost completed, bodies of knowledge are currently under review. Dr. Wild and Dr. Delahanty are working on program outreach.
- e. **PHCC:** Students and faculty attended BSides and IUP CS Day, and PHCC will be hosting the BSides event in 2024. An event with high schools, businesses, and DoD contractors will be held on November 17, to discuss cybersecurity certificates and internship opportunities.
- f. **NCC:** Some curriculum changes that were discussed at previous meetings were unfortunately denied, due to the removal of a general education elective. An offer has been made to the full-time student support specialist and he should be starting soon. Lunch and Learn ideas are in progress. One student has taken a certification exam, with multiple students interested in more exams later in the semester. An open house was held on October 28, where internships were discussed.

12. The next meeting will be held on Thursday, November 2, 2023, at 3:00 p.m. EST.

13. With no further business, the meeting concluded at 4:00 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag