

Minutes of the PC4A Biweekly Meeting

Held virtually on November 28, 2022 at 3:30pm

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

Meeting Information

1. Motion to approve the minutes from the November 14, 2022 meeting was made by Michael Caglia and seconded by Greg Paonessa and Jamie Bretz. The motion was approved unanimously.
2. PI provided the following updates on sub-award status for all partners:
 - a. MC3 and NCC have already executed their sub-awards.
 - b. WCCC sub-award was executed today.
 - c. PHCC is still waiting for signature from their president.
 - d. Bucks has been sent for signature.
 - e. BC3 has been sent to RI for approval.
3. Partners were reminded to review the www.pc4a.org website and provide feedback, as well as share this website with their students.
4. Partners were previously sent a summary of the NCyTE CAE Overview meeting, and reminded that there is an upcoming meeting in February that will cover the CAE process in more detail. Anyone interested in attending that meeting should contact the project manager.
5. Project Manager provided a demo of three software platforms (TestOut, JB Learning, and Cengage-Mindtap). A thorough comparison is included at the end of these minutes. Partners were encouraged to discuss these platforms and were reminded that they can choose which platform is best for them, however it is more feasible to only choose one or two instead of each partner choosing a different platform (although they are not required to choose one of these three). IUP has budgeted roughly 100 licenses for all six community college partners, an exact number will be provided once we decide of a selected platform.
 - a. Partner discussion included the following:
 - i. All partners had at least some familiarity with all platforms.
 - ii. Rory Butler commented that TestOut does not easily link with their LMS (Canvas). Bucks is using MindTap for many of their courses because of Cengage Unlimited.
 - iii. Leisa Zuccolotto commented that MindTap labs require students to follow a specific set of instructions which can be frustrating.
 - iv. Dr. Farag commented that each faculty at IUP can choose which platform s/he wants to utilize in her/his classes, but he has used both JB Learning and Cengage in recent courses.
 - v. Becky Hays commented that many of their faculty use Cengage as well.
 - vi. Michael Caglia likes all three options, although TestOut does not have quite enough content (no textbook). TestOut also works well in an online environment but maybe not so much in a face-to-face environment.

- b. Cengage was the frontrunner, partners who were not able to attend this meeting will be contacted regarding their preferences.
- 6. Partners were reminded of the due dates for the Baseline Data Template (12/15/2022) and the Soft Skills Survey (11/29/22).
 - a. The following comments/questions were made/asked regarding the Baseline Data Template:
 - i. Rory Butler had some pushback from his institution and will reach out to the project manager for clarification on a few categories.
 - ii. Jamie Bretz needed clarification on the enrollment periods. Enrollment periods were adjusted to ensure that enrollment and graduation rates are accurate and catch as many students as possible.
 - iii. Jamie Bretz asked for clarification on military connected students, which include children of veterans.
- 7. PI provided an update on the status of IUP's IRB approval.
 - a. The OHRO office requested additional information. Partners were asked to provide the following:
 - i. Student records for analysis
 - 1. Bucks – will provide soon
 - 2. PHCC – 40-45 student records
 - 3. MC3 – 900 student records
 - 4. WCCC – will provide soon
 - ii. Participation of CC partners in data analysis
 - 1. All partners agreed that they will be a participate in the analysis of the data.
 - 2. ***Partners were reminded that they will need to obtain IRB approval from their institutions and should start on that process as soon as possible.***
- 8. PI provided an update of the efforts of the LO in seeking partnerships with other institutions and companies:
 - a. S3TEM – provides soft skills training. PM needs to attend additional trainings before providing a summary for partners.
 - b. IUP Writing Center – upcoming meeting (11/30/22) to discuss tutoring and soft skills to be provided to CC partner students.
 - c. K-12 Outreach:
 - i. River Valley Steam Academy – PI will attend upcoming meeting (12/6/22)
 - ii. Flyers have been distributed to local school districts announcing GenCyber 2023 camp. Partners were asked to publicize the camp at their schools as well.
 - d. BotsIQ – a company providing internship and training opportunities for k-12 students. Meeting was attended by PI and PM to further discuss partnership opportunities
 - i. BotsIQ has already partnered with WCCC and BC3. PM will put PHCC in touch with BotsIQ and BC3 to begin/re-start partnerships.
- 9. Michael Caglia expressed an interest in GenCyber but was concerned about building curriculum. GenCyber curriculum from years 2016-2019 is available at www.iup.edu/iupgencyber.

Curriculum for years 2020-2022 is only available through D2L. Dr. Farag will provide this curriculum for anyone who would like to see it.

10. The next meeting is scheduled for December 12, 2022 at 3:30 pm EST.
 - a. Meeting schedule for the Spring 2023 semester will be discussed at the next meeting.
11. With no further business, the meeting concluded at 4:34 pm EST.

Item	Person Responsible
Sign Sub-Awards	Bucks, PHCC
Review PC4A Website and provide feedback	All partners
Contact PM if interested in attending CAE Training Session (February 2022)	All partners
Contact BC3 and NCC regarding preferences for virtual lab software platforms	Lydia Taylor
Complete Baseline Data Template	All partners
Submit soft skills survey	All partners
Provide estimate of student records to be used for analysis	Bucks, BC3, NCC, WCCC
Begin process of obtaining IRB approval	All partners
Send 2020-2022 GenCyber Curriculum to WCCC If needed	Dr. Waleed Farag
Connect PHCC 2and BC3 with BotsIQ	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag