

Minutes of the PC4A Biweekly Meeting

Held virtually on November 30, 2023 at 3:00 PM

Members Present: Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Becky Hays, Melissa Langer, Sherri Mack, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton, Jake Williams, Barb Zaborowski.

Meeting Information

1. Motion to approve the minutes from the November 16, 2023 meeting was made by Becky Hays and seconded by Courtney Tilton and Celisa Counterman. The motion was approved unanimously.
2. As discussed at the previous meeting, the PI and PM are working with representatives from [POGIL](#) to offer faculty development workshops in the spring which will cover the basics of the POGIL instructional method. Partners were asked to volunteer as potential hosts for the workshops, with one event held for West PA partners, and another for East PA partners.
 - a. MCCC, NCC, and PHCC volunteered as hosts.
 - b. Volunteers were asked to work with other local partners to determine dates and to share these dates with the PM as soon as possible.
3. To help reach the project objective of increasing transfers to four-year institutions, IUP will be offering scholarships for PC4A partner students who transfer into IUP's Computer Science degree program. Additional details about the scholarship program will be shared with partners as soon as they are available.
4. The PI worked diligently with representatives from the DoD Cyber Scholarship Program (CySP) to allow PC4A partner students to apply for the scholarship if they enroll in IUP's Computer Science program. The CySP includes about \$50,000 in benefits, and full details including the application link can be found on the [CySP website](#). Applications are due by February 1, 2024.
5. The LO will be purchasing virtual lab vouchers to be distributed in the spring 2023 semester, and partners were asked to send the total number of each voucher they would like to receive by **EOB Monday, December 4, 2023**. Partners who are requesting TestOut vouchers should complete the "TestOut Voucher Request Form" which was sent to all partners previously.
6. The Soft Skills Tutoring Service has not yet been used by any partner students. Partners were asked to vote if the service should continue to be offered in future semesters. Partners unanimously voted to discontinue the service, due to difficulty with encouraging students to use the service and the potential overlap between the service and already available tutoring options at partner campuses. The Soft Skills Video Series will still be available if partner faculty would like to include any of the content in their courses.
7. To better track progress and highlight partner accomplishments, and new quarterly report template was designed that requests updates on all activities that were reported during bi-weekly meetings and progress toward goals described in the annual report.
 - a. Completed quarterly reports are due to the PM by **EOB January 19, 2023**.
 - b. Partners were asked to please include any flyers, social media posts, event photos, etc.
8. The next meeting will be the last bi-weekly meeting during the fall 2024 semester. Partners will be contacted soon to share their availability for the spring 2024 semester.
9. All submitted additional fund requests have been sent to the RI for approval, and partners will be provided updates soon.
10. Partners provided the following updates:

- a. **NCC:** Computer Information Systems Associate and Specialized degree programs are being removed from the college catalog. Meetings with internship representatives are being held to streamline processes. Dr. Counterman is pursuing a Data Science certification, and another faculty is working toward a CompTIA Linux+ certification. Four internships are ongoing with two interns placed at Tobyhanna Army Depot. Interns are required to complete a reflective essay, which will be shared once available. Six internships are expected in the spring, with additional internship expected at Tobyhanna.
 - b. **PHCC:** The rollout for the Institute for Cybersecurity was attended by businesses, high schools, guidance counselors, and superintendents, and was well received by participants. PHCC is currently working with interested schools to put together a cybersecurity certificate, which will be tied to industry certifications. Additional activities are being planned to keep sophomore students engaged during the spring semester. A certification prep workshop is planned for the winter break.
 - c. **MCCC:** The job posting for the now vacant Grant Manager position will be public soon. Representatives from Alvernia University visited campus to sit in on classes and meet with students, as a special scholarship has been established for students who transfer. An A+ workshop will be starting in the next few weeks, and meetings have been held with the Workforce Division to make sure courses align with certificates. The Codebreakers Workshop will also be held again this winter.
 - d. **WCCC:** All submitted program changes have been approved, including new Cloud+ and PenTest+ courses. Students are currently being enrolled in the A+ bootcamp which will be held in December with 15 expected participants.
 - e. **BC3:** The winter Network+ bootcamp will be held during the winter break, and is available to students who do well on their final exam. Two internships are ongoing in the IT department, with possible additional internships to be added in the spring. Scholarship applications will open in January, with new requirements and expectations for students. A news release will be published in the next week sharing project progress.
 - f. **BUCKS:** Bootcamp sessions will be offered in December. Transfer information has been collected for 41 schools that have related cybersecurity programs and current articulation agreements with Bucks. Each school will be contacted to set up MOU's, and a meeting with Thomas Edison University was recently held to increase the number of accepted credits, which is currently at 57. Course updates to switch from Java to Python are currently being considered, and meetings with admissions, veterans services and other departments are ongoing to identify and schedule opportunities to promote the project.
11. The next meeting will be held on Thursday, December 14, 2023, at 3:00 p.m. EST.
 12. With no further business, the meeting concluded at 4:00 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag