

PC4A Biweekly Meeting
December 12, 2022 at 3:30pm
Agenda

Previous Meeting Actions

1. Approval of minutes from November 28, 2022 meeting.
2. Update on Action Items:

Action Item	Status
Sign Sub-Awards	Complete
Review PC4A Website and provide feedback	On-going
Contact PM if interested in attending CAE Training Session (February 2022)	On-going
Contact BC3 and NCC regarding preferences for virtual lab software platforms	Complete
Submit soft skills survey	Complete
Provide estimate of student records to be used for analysis	Complete
Begin process of obtaining IRB approval	On-going
Send 2020-2022 GenCyber Curriculum to WCCC If needed	On-going
Connect PHCC 2and BC3 with BotsIQ	Complete

Announcements/Updates

1. Soft Skills/Tutoring Services Update
 - a. Introduction of Writing Center Staff
 - b. Demo of Scheduling Form
 - c. Review of future planned activities
 - i. Tailored workshops in fall 2023
2. IRB Updates
 - a. Documents requested from partners
 - i. **Information needed as soon as possible**
3. Reminder of baseline data deadline
 - a. Email data to ltaylor@iup.edu by **December 15, 2022**
4. Reminder of first quarterly report deadline
 - a. Email to farag@iup.edu and ltaylor@iup.edu by **January 13, 2023**
5. [Review of Faculty Development Survey](#)
 - a. **Responses due COB 12/19/2022**
6. Determination of Spring 2023 Meeting Schedule