

Minutes of the PC4A Biweekly Meeting

Held virtually on December 12, 2022 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Sherri Mack, Dana Minser, Greg Paonessa, Lydia Taylor, Omar Yacoub, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. The minutes were reviewed by members with the following comments:
 - a. The link to the GenCyber page was not working correctly for some members, but it is working correctly now.
 - b. There was a typo at the end of the minutes which will be corrected.
2. Motion to approve the minutes from the November 28, 2022 meeting was made by Greg Paonessa and seconded by Christine Delahanty. The motion was approved unanimously.
3. The PI informed partners that all sub-awards have been fully executed. All partners are encouraged to start executing their planned activities as soon as possible.
4. Partners were reminded to continually review the PC4A website and provide updates and suggestions regularly.
5. Partners were reminded to contact the project manager if they are interested in attending the February CAE training session.
6. Writing Center Staff were introduced to partners:
 - a. Omar Yacoub, Writing Center Assistant Director
 - b. Dana Minser, Writing Center Administrative Support
7. Dana Minser provided the following information regarding tutoring with the Writing Center:
 - a. A scheduling form was developed for CC students to use to schedule tutoring sessions.
 - i. The form collects information about their assignment, copies of any provided rubrics, contact information for the student, and which type of tutoring the student is requesting.
 1. Online Tutoring – one on one tutoring session provided via zoom, most popular option
 2. eTutoring – students submit a copy of their assignment for feedback via email
 - b. The form will be sent to all partners to distribute to their students as soon as it is finalized.
 - c. Tutors from various disciplinary backgrounds are available, and specific STEM tutors will be hired and trained for PC4A partner students.
8. Omar Yacoub provided the following information regarding planned workshops with the Writing Center:
 - a. The Writing Center offers a non-credit Business Writing Credential that can be earned by attending at least four of the offered workshops and completing work on a business or computer science related document.
 - b. The scheduled workshops cover topics including “Words that Work”, resume and cover letter writing, and technical writing.

9. The flyer detailing the upcoming workshops is finalized and will be shared with partners after this meeting.
 - a. Partners are encouraged to promote the workshops at their institutions and inform the Writing Center staff if any of their students are planning to attend the workshops.
10. Dr. Bennani surveyed local employers and compiled the following list of important soft skills.
 - a. Project management
 - b. Writing skills
 - c. Data analysis
 - d. Risk management
 - e. Analytic skills
 - f. Risk analysis
 - g. Compliance
 - h. Organizational skills
 - i. Curiosity
 - j. Adaptability
 - k. Note taking
 - l. Communication
 - m. Emotional intelligence
11. Partners were reminded to send the requested IRB documents **as soon as possible**.
12. Partners were reminded to send their completed Baseline Data Template **by December 15, 2022**.
13. Partners were reminded to send their completed First Quarterly Report **by January 13, 2023**.
14. Partners were reminded to complete the [Faculty Professional Development survey](#) **by December 19, 2022**.
 - a. The LO will be offering professional development workshops for all CC faculty and need feedback to help tailor these workshops.
 - b. Any faculty that will be teaching in project related areas are welcome to attend.
15. Partners were asked to choose a date and time for the bi-weekly meeting during the Spring 2023 semester.
 - a. All partners who attended this meeting agreed to keep the day and time the same as it is currently (every other Monday at 3:30pm)
 - b. Partners who were not in attendance will be contacted to make sure this date and time works for them.
16. Partners were reminded that the next scheduled meeting will be on Monday, January 9, 2023 at 3:30 pm EST.
17. With no further business, the meeting concluded at 4:21 pm EST.

Item	Person Responsible
Send IUP IRB Documents to partners	Lydia Taylor
Check on meeting schedule with partners not in attendance	Lydia Taylor
Send Writing Center Workshop Flyer to partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag