

PC4A Biweekly Meeting

February 20, 2023 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from February 6, 2023 meeting.
2. Update on Action Items:

Action Item	Status
Contact Cengage about additional vouchers for Bucks.	Done
Contact Sherri and Les about promotions for their students who passed exams.	Done
Schedule meeting to review CAE application process.	In progress
Send social media graphics to all partners.	Done

Announcements/Updates

1. Faculty Professional Development Events
 - a. WCCC - April 1, 2023 – Dr. Farag has already secured commitment from three speakers in the areas of Block Chain, Cloud Security, and Cryptography. Additional details will be shared soon.
 - b. PHCC – April 15, 2023 – Dr. Farag has already secured commitment from two speakers in the areas of Cloud Security, and Cryptography. Additional details will be shared soon.
 - i. **Participant estimates and meeting method (online, in-person, hybrid) confirmation needed.**
 - c. Events for other partners are expected to be scheduled in May, June, or August.
2. The PI will be presenting a session focusing on PC4A progress at the DoD STEM Technical Exchange to be held in Washington, DC Feb. 23-24, 2023.
3. Writing Center Tutoring and Workshops
 - a. No attendance or scheduled sessions as of yet.
 - b. Please encourage all faculty to promote the tutoring service and workshops.
4. Invoice Reminders
 - a. Partners need to be spending funds in accordance with their scope of works, and submit monthly invoices as needed.
5. Social Media/Marketing
 - a. All partners need to confirm if social media/marketing graphics needs to be approved by their marketing teams prior to posting/publication.
 - i. PHCC has already confirmed prior approval required.
6. Partner Events/Activities Updates
 - a. BC3
 - b. BUCKS
 - c. MCCC
 - d. NCC
 - e. PHCC
 - f. WCCC