

Minutes of the PC4A Biweekly Meeting

Held virtually on February 6, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Jamie Bretz, Rory Butler, Michael Caglia, Waleed Farag, Maureen Farley, Les Graves, Becky Hays, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto

Meeting Information

1. A change to the minutes from January 23, 2023 was requested by Les Graves. Two of the three students who participated in the BC3 winter boot camp have successfully passed their Network+ certification exam.
2. Motion to approve the minutes from the January 23, 2023 meeting with the above correction was made by Michael Caglia and seconded by Farah Bennani and Jamie Bretz. The motion was approved unanimously.
3. The first quarterly progress and financial reports were submitted on January 27, 2023. Copies of the progress report will be shared with all partners soon.
4. Access codes for Cengage Unlimited have been distributed to all partners.
 - a. If codes will not be beneficial for students during the spring 2023 semester, partners can distribute them during the summer and fall semesters.
 - b. Partners were reminded that access to Cengage begins when the student activates the code and lasts for 12 months.
 - c. Codes can only be used once per student. Partners are to be mindful of distributing codes to students in a way that is most beneficial for reaching project objectives.
 - d. Partners were reminded to send all required information once they have distributed the codes (required information can be found in the excel sheet that was sent to partners on 2/3/23).
5. Partners were reminded to regularly submit invoices to the PM/PI. Currently, only two partners submitted invoices for Qtr 1. Invoices may be submitted monthly or quarterly, however it is vital that all partners begin spending funds in accordance with their scope of work, approved budget, objectives, and the grant timeline.
6. [Tutoring sessions](#) are currently open to be scheduled with the writing center (WC), and the WC workshop series begins on February 8, 2023.
 - a. Partners were reminded to encourage faculty to publicize these events, and even require the use of the services in their classes.
7. The NSF recently published a report on diversity in the STEM workforce. The full report can be found [here](#), and a recording of the review meeting will be shared with partners as soon as it is available.
 - a. Partners were reminded that reaching underrepresented groups is a vital part of our project and partners are encouraged to keep this in mind when planning activities.
8. Some partners were contacted regarding upcoming faculty development workshops. All partners will be contacted soon so events can be planned for the spring/summer. Workshops will be offered on a Saturday via Zoom, and focused on the areas that partners indicated on the faculty development survey.

9. Graphics for posting on social media were shared with all partners for feedback and direction in terms of the legality of posting information about partner schools, tuition, transfer, programs, etc. All graphics will be shared with partners to pass along to internal marketing departments for approval and/or feedback as needed.
 - a. Partners were also reminded to please share any activities or promotional materials with us to be shared on social media and our website.
10. Dr. Butler requested information on starting the process of applying for CAE designation.
 - a. A training session on the CAE process is planned for sometime this spring, information will be shared with partners as soon as it is available.
 - b. Dr. Farag pointed out that [the NcYTE website](#) has many resources available, partners who are interested in CAE designation are encouraged to start there.
 - c. The PI has offered to assist with the application process for any partners who are interested.
11. Dr. Butler requested information on setting up a transfer agreement with IUP.
 - a. The PI will share course information for the Computer Science – Cybersecurity Track to help with Bucks course alignment.
12. Dr. Bennani suggested a possible additional collaboration between consortium members to assist all schools with concerns of low enrollment in summer/winter courses.
 - a. 100/101 courses are typically offered online. Partners could work together by splitting up the courses offered at each school, ensuring alignment in content, and allowing all consortium partner students to enroll, eliminating issues with canceling courses due to low enrollment and making students wait for an additional semester for the courses to be offered again.
 - b. Partners were interested in the idea, which will be explored more in the future.

Item	Person Responsible
Contact Cengage about additional vouchers for Bucks	Lydia Taylor/Dr. Farag
Contact Sherri and Les about promotions for their students who have passed certification exams	Lydia Taylor
Schedule a meeting to review CAE application processes	Dr. Butler/Dr. Farag/Lydia Taylor
Send social media graphics to all partners for review.	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag