

PC4A Biweekly Meeting
May 30, 2023 at 3:30pm
Agenda

Previous Meeting Actions

1. Approval of minutes from May 15, 2023 meeting.
2. Update on Action Items

Item	Status
Send PHCC a waiver of liability form	Complete
Send all partner Marketing Departments the DoDSTEM logo	Complete
Send NCC their targeted programs.	Complete
Send partners information on Tallo.	Complete
Create and distribute a blanket photo release for partners.	Not Complete

Dr. Dana Driscoll, Director of the IUP Writing Center (WC) briefing.

Announcements/Updates

1. YR 2 Reminders
 - a. Partners are reminded to submit their Y2 budgets, scopes of work, budget justifications and comprehensive list of Y1 accomplishments to ltaylor@iup.edu by **5pm on Friday, June 2, 2023.**
2. Certification and Employment Survey
 - a. Partners are asked to provide an update on their survey's status:
 - i. PHCC: 19 responses received as of 5/25/2023.
 - ii. BC3: 16 responses received as of 5/25/2023.
3. Marketing Updates
 - a. The LO is considering bringing in additional help for marketing purposes. More information will be provided as soon as it is available.
 - b. Partners are reminded to share all marketing materials, flyers, photos, etc. to be used on social media.
 - c. An event calendar was distributed to all partners on May 19, 2023, and all are asked to review the calendar and provide information/corrections for all upcoming events.
4. Y2 Soft Skills Tutoring Updates
 - a. Partners are asked to schedule a one-on-one meeting with their faculty and Dr. Dana Driscoll, to learn more about available services and how the WC may be able to assist with assignments.
 - b. Soft Skills tutoring sessions will continue in Fall 2023. The level of participation in the tutoring sessions will determine if this service will be offered in Spring 2024.
 - c. Partners are strongly encouraged to require use of the tutoring sessions in their courses, and to ask department faculty to do the same.
 - d. Plans to produce a soft skills video series to better prepare students for the workforce are underway.
 - i. A survey is being developed for partner Advisory Board members/Employers to determine the focus of these videos. Partners are asked to share advisory board contact information with the LO and to ask their advisory board members to participate in the survey.
5. WQED American Graduate: Jobs Explained-Cyber Jobs
 - a. Dr. Waleed Farag has been asked to be an advisory board member for the new project American Graduate: Jobs Explained-Cyber. The project will focus on producing social media content (TikTok and Instagram) to discover and prepare for cyber-related positions. Such involvement

will help publicize PC4A activities and help our recruitment efforts. More information about the project can be found on their [website](#).

6. Partner Reports/Questions.