

Minutes of the PC4A Biweekly Meeting

Held virtually on May 30, 2023 at 3:30pm

Members Present: Kami Abdala, Dana Driscoll, Waleed Farag, Maureen Farley, Tracey Johnson, Ute Lowery, Greg Paonessa, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the May 1, 2023 meeting was made by Leisa Zuccolotto and seconded by Greg Paonessa. The motion was approved unanimously.
2. All action items from the previous meeting have been completed except for distribution of a blanket photo release for partners. This is on hold due to potential issues utilizing forms that have not been reviewed by the legal team. This form will be created and distributed if approved.
3. Dr. Dana Driscoll, Director of the IUP Writing Center provided the following information and updates:
 - a. All available resources are posted on the PC4A website.
 - b. Tutoring services will continue through the fall 2023 semester.
 - c. Writing Center staff and tutors are currently developing education soft skills videos geared toward skill deficiencies seen in STEM students that will be launched in fall 2023.
 - d. Partners were asked to share feedback on the offered services:
 - i. PHCC shared that they currently offer similar tutoring services through their institution and students would be more interested in using those services versus the services offered through IUP. The issue that PHCC is seeing is a lack of technical tutoring.
 - e. STEM tutors have been given additional training to be able to better offer tailored services to students.
 - f. Faculty are encouraged to offer extra credit for utilization of the services, or to require use of the services with their assignments.
 - i. Leisa Z. offered extra credit in her courses for using the services, however no students chose to participate.
 - g. The Writing Center is also offering to work with partner faculty to assist with identifying areas where additional writing assignments may align with their course goals.
4. Partners were reminded to send their Y2 budgets, budget justifications, updated Scopes of Work, and a comprehensive list of all Y1 accomplishments to the PM by **5pm on June 2, 2023**.
5. Partners who have not yet deployed the Certification and Employment Survey were asked to provide an update. Partners are also able to close the survey at their discretion.
 - a. NCC: Alumni are not followed and NCC counts any student who has taken a course as Alumni. The Alumni Affairs department will be contacted to assist with distribution of the survey.
 - b. Bucks: The survey was sent to the Institutional Research Department and preparations are underway to distribute the survey.
6. The LO is considering bringing in additional marketing help with a focus on promoting partner programs on social media. Partners will be updated as soon as possible.
7. An event calendar was distributed on May 19. All partners are reminded to review the event calendar and contact the PM with any corrections or additions.
8. Dr. Farag has been invited to be part of the new American Graduate: Jobs Explained initiative offered through WQED. The initiative is focused on creating social media content to encourage students to consider careers in cyber. Partners will be updated with content to share via social media as soon as it is available.

9. Partners provided the following updates on their activities:
 - a. PHCC: Leisa and Greg will be attending the upcoming Showcase for Commerce, and Greg will be attending the CAE Symposium in Seattle. A presentation for high school students was offered, and there was a good level of interest shown by the students. The Admissions Department is going to attend the Aerium Summit to create/strengthen military connections. A summer workshop will be offered to HS students on June 21-22, 2023.
 - b. Bucks: Dr. Butler met with the head of Veterans Services to better promote PC4A benefits to military-connected students. A 3-D printed keychain with a QR code to the PC4A website has been developed and distributed to HS students to promote the project. Prep sessions for A+ and Network+ are being planned for late July with corresponding bootcamps.
 - c. MCCC: Still working on the budget modification and justifications. Some bootcamps will be offered this summer.
10. Due to scheduling conflicts, a proposed schedule for summer meetings is as follows:
 - a. June 19, 2023 at 10am
 - b. July 10, 2023 at 10am
 - c. August 8, 2023 TBD.
 - i. Partners agreed to this new schedule.
11. **The next meeting will be held on Monday, June 19, 2023 at 10am EST.**
12. With no further business, the meeting concluded at 4:22 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag