PC4A Biweekly Meeting
August 31, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from August 8, 2023 meeting.
2. Update on Action Items:

Item	Status
Resend Baseline Data Template	Complete
Send Doodle Poll for bi-weekly meeting availability	Complete

Announcements/Updates

1. Annual Report
   a. All partners have been sent a template for the upcoming Annual Report which is due no later than **5:00 PM on Friday, September 5, 2023.**
   b. Partners are asked to begin working on the report as soon as possible as the Annual Report requires more narrative and analysis of achievements.
2. Project Data Template
   a. All partners have been sent a new template to be used for tracking project data.
   b. All categories shown on the template should be tracked beginning in Y2.
   c. If the requested data is not tracked on an institutional level, partners are asked to determine an alternative method to collecting the information but should first check with the PI before deploying any surveys to ensure compliance with IRB and OHRO protocols.
3. Additional Baseline Data Request
   a. The Data Analysis Team has requested enrollment data for the years 2019-2022 (some partners have been asked for other data in addition to enrollment data). Partners are asked to submit the requested data as soon as possible so the analysis team can finish their report.
4. Certification and Employment Survey
   a. The Certification and Employment Survey will close on August 31, 2023. Currently 88 responses have been received.
   b. All partners have been sent lists of the students who provided their contact information to receive an award/prize (or be entered into a drawing). Please purchase any incentives by the end of Year 1.
5. Year 2 Updates
   a. The RI is currently working on issuing sub-awards. Some partners have already received their sub-awards and Dr. Tracy Eisenhower will be emailing the remaining subawards documents soon. Partners are asked to prepare their administration for review and acceptance of the subaward.
6. Invoice Reminders
   a. **The final Year 1 invoice (August 2023) is due no later than September 10, 2023**. Partners are asked to submit their final invoice as soon as possible, as each invoice must be checked for accuracy and appropriate documentation, which can delay submission to the RI for final approval.
7. New Y2 Invoice Template Demo
   a. All partners will receive a new invoice template for use in Year 2. Invoices must be submitted using the new template. A demo of the template will be provided during the meeting.
8. Partner Updates

Minutes of the PC4A Biweekly Meeting

Held virtually on August 31, 2023 at 3:00 PM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Melissa Langer, Sherri Mack, Charles Marchione, Guy Patra, Erica Reighard, Christie Sever, Megan Sheesley, Lydia Taylor, Susan Testani, Courtney Tilton.

Meeting Information

1. Motion to approve the minutes from the August 31, 2023 meeting was made by Celisa Counterman and seconded by Jamie Bretz. The motion was approved unanimously.
2. All action items from the previous meeting have been completed.
3. Partners were reminded that their Annual Report is due **no later than September 15, 2023** (please note this correction from the date included on the agenda).
    a. The Annual Report requires additional narratives and more detail than previous reports, and partners were encouraged to begin working on the report as soon as possible.
4. A new template has been created for tracking project data. This template should be used throughout the remainder of the project to store required information for project analysis.
    a. All partners have also been asked to provide additional data that was requested by the Data Analysis Team. This data is needed as soon as possible but no later than September 10, 2023.
5. The Certification and Employment survey will close today (August 31, 2023). No new submissions have been received since our last meeting and the submission count currently stands at 88.
    a. All partners have been sent a list of alumni who complete the additional "award survey" to receive an incentive for completing the survey (or be entered into a drawing).
    b. Partners were reminded to purchase any awards (gift cards, vouchers, etc.) by the end of the day so these expenses can be included in their Y1 budgets.
6. The RI is currently working on issuing Year 2 Sub-awards, and some partners have already been sent theirs to sign and return. Partners were asked to review the documents with their administration as soon as possible to ensure timely execution.
7. Partners were reminded that final invoices must be submitted **no later than September 10, 2023.** This is a hard deadline as these are the last invoices for Y1. Invoices must be accurate and include all required documentation.
8. Once subawards have been executed, partners will be sent a new Invoice Template for Year 2. This template must be used when submitted invoices in Year 2.
    a. A short demonstration of the template was provided to partners and partners should contact the PM if they have any questions or see any inaccuracies in their invoice template.
    b. Partners were also reminded that submitting complete and fully documented invoices by the 10th of each month is extremely important for reporting purposes. Failure to submit invoices on time will result in delayed reimbursement.
9. Today (August 31, 2023) is the last day to make purchases under the Y1 budget. Partners were encouraged to make any objective purchases by the end of the day, if possible.
10. The Soft Skills Tutoring Service will begin on September 5, 2023 and will end on December 15, 2023. Partners were encouraged to require use of the tutoring service in their classes. Details on the service including schedule and flyer will be sent to partners soon and will be available on www.pc4a.org soon.
11. A Soft Skills video series has been created for all partners to use in their classes and share with faculty. Partners will be notified when links are available on the project website.

12. Dr. Dana Driscoll is available to meet with anyone interested in identifying additional ways to incorporate writing in their classes.
13. Partners provided updates on their activities since the last meeting.
14. The next meeting will be held on Thursday, September 14, 2023, at 3:00 p.m. EST.
15. With no further business, the meeting concluded at 4:00 p.m.

Action Items

Item	**Person Responsible**
Send Soft Skills flyer and schedule to partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
August 8, 2023 at 1:45 PM
Agenda

Previous Meeting Actions

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

Item	Person Responsible
Send Cert Release Form to Sherri and Jamie	Complete
Check on submitted RSVP forms	Complete

Announcements/Updates

1. Data Analysis
   a. Dr. Paul Hawkins has been hired to analyze PC4A baseline data. His report will be included in the Annual Report and will be made available to partners as soon as possible.
2. Hiring of Marketing Assistant
   a. PC4A is currently looking for a marketing assistant to help with social media efforts. If any partner knows someone who would be interested, please send their contact information to the PM.
3. Certification and Employment Survey Updates
   a. Partners are asked to continue to send reminder emails/post the survey on social media. Data will be collected through August 31, 2023.

Partner	Responses Collected
BC3	22
BUCKS	9
MCCC	12
NCC	22
PHCC	20
WCCC	3

4. New PC4A Website
   a. Bios and headshots for each Co-PI and Senior Personnel should be sent to ltaylor@iup.edu **as soon as possible.**
   b. Partners are asked to please share any marketing materials, photos, participation statistics, etc. **as soon as available** to be included on the new website.
5. All Lines Technology Opportunities
   a. The PM met with representatives from All Lines Technology to discuss services, internships, and other opportunities for collaborations. A separate meeting can be scheduled with each interested partner.
6. S3TEM Soft Skills Training
   a. Funded by the National Nuclear Security Administration, S3TEM provides soft skills training through seminars, workshops, and a virtual lab. If partners are interested in pursuing training opportunities for their students, please contact the PM.
7. Bi-weekly meeting schedule for Fall 2023.
   a. All participants will be asked to discuss the meeting schedule for the upcoming fall semester.
8. Partner updates since last July meeting/Questions.

Minutes of the PC4A Biweekly Meeting

Held at KCAC on August 8, 2023 at 1:45 PM

Members Present: Matthew Blum, Jamie Bretz, Rory Butler, Larry Byron, Celisa Counterman, Waleed Farag, Carrie Kisker, Sherri Mack, Greg Paonessa, Guy Patra, Christie Sever, Lydia Taylor, Susan Testani, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the July 10, 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.
3. The director of the Applied Research Lab (ARL), Dr. Paul Hawkins, has been hired to analyze PC4A Baseline data, and his report will be included in the Annual Report. Partners were reminded that all data originally requested will need to be tracked starting in Year 2. The PM will resend the categories for baseline data to all partners.
4. The LO is currently searching for a marketing assistant to help with social media tasks, and daily posting will resume once an assistant has been hired.
5. Partners were asked to continue to distribute the Cert and Employment survey through the end of Y1 (August 31, 2023). The PI has a goal of 100 total responses, with 88 received so far.
6. The PM is still working on the new website design, and partners who haven't submitted a bio and headshot were asked to complete this task as soon as possible.
7. Partners were asked to share marketing regularly and consistently for any events or activities to be publicized on the project website and social media pages.
8. Recently the PM met with representatives from All Lines Technology who are interested in making a presentation to partners on their security offerings, internship opportunities, and possible discounts for schools willing to work together. If any partners are interested or would like more information, please contact the PM.
9. The PM has been in contact with S3TEM, a federally funded project aimed at providing soft skills training to STEM students. If partners are interested or would like more information, please contact the PM.
10. Partners were asked to vote on the best timeframe to hold bi-weekly meetings during the fall semester. Many partners did not have their fall schedules yet, so a doodle poll will be distributed soon.
11. With no further business, the meeting concluded at 2:15 p.m.

Action Items

Item	Person Responsible
Resend Baseline Data Template	Lydia Taylor
Send Doodle Poll for bi-weekly meeting availability	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
July 10, 2023 at 10:00 AM
Agenda

Previous Meeting Actions

1. Approval of minutes from June 15, 2023 meeting.

Announcements/Updates

1. Certification and Employment Survey Updates
   a. Partners are asked to continue to distribute the survey through the rest of the week.

Partner	Responses Collected
PHCC	20
BC3	17
BUCKS	9
NCC	18
WCCC	1
MCCC	9

2. Third Quarter Report
   a. Reports are due no later than **5:00 PM on Friday, July 14, 2023.**
3. PC4A Annual Conference
   a. RSVP forms were due July 7, 2023. Anyone interested in attending should complete the online form **as soon as possible.**
4. New PC4A Website
   a. Bios and headshots for each Co-PI and Senior Personnel should be sent to ltaylor@iup.edu **as soon as possible.**
   b. Partners are asked to please share any marketing materials, photos, participation statistics, etc. as soon as available to be included on the new website.
5. Partner Reports/Questions.

Minutes of the PC4A Biweekly Meeting

Held virtually on July 10, 2023 at 10:00 AM

Members Present: Jamie Bretz, Rory Butler, Celisa Counterman, Maureen Farley, Ute Lowery, Sherri Mack, Charles Marchione, Greg Paonessa, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the June 15, 2023 meeting was made by Greg Paonessa and seconded by Leisa Zuccolotto. The motion was approved unanimously.
2. All certification and employment surveys have been distributed by all partners. Partners were asked to continue to distribute the survey to increase responses.
    a. Sample sizes for each partner may be requested for inclusion in the upcoming quarterly report. Partners will be updated soon if this information is needed.
    b. Partners who distributed the survey in April plan to reach out one last time to students and contact lists for students who signed up for the "prize drawing" will be sent to these partners by the end of the week.
    c. Partners were also reminded that they can continue to use the Certification and Employment survey throughout the remainder of the project and were encouraged to distribute it to graduating students.
3. Invoices are due by the 10th of each month. Partners were asked to submit June invoices as soon as possible to be included in the third quarterly report.
4. Responses to the RSVP form for the annual conference were due on July 7. Partners were asked to please complete the form as soon as possible.
    a. Partners located in Western PA were interested in arranging an evening event for collaboration the night before the conference. This will be discussed with the PI and the IUP Research Institute and partners will be updated soon.
5. Partners were asked to send a bio and photo as soon as possible to be included on the new PC4A website, along with any marketing materials, photos, etc.
6. Y2 budgets are currently under review by the IUP Research Institute and partners will be updated soon.
7. Partners provided the following updates:
    a. **PHCC**: Spring internships have concluded, and summer/fall internships have begun. Updates to the CAE re-designation are currently underway, along with work on the quarterly report and new course development. The first Cybersecurity Workshop concluded with 11 participants. Satisfaction survey results are looking positive, and the event was successful. Some changes will be implemented for the next event including reducing the information provided and earlier marketing of the event.
    b. **NCC**: Five internships have concluded, with eight internships currently ongoing. Four new internships are expected between July and August, and more interns are expected to be hired in fall 2023 with Tobyhanna Army Depot. Celisa Counterman and Guy Patra will be permanent Co-PI's for NCC. Faculty are currently working on the last of non-credit offerings for CompTIA Security+ which should be completed by the end of the summer. A marketing and recruitment plan is being developed, and the Student Support Specialist and Outreach Coordinator positions are expected to be hired by the end of August. The Summer Bridge program will be moved to Summer 2024.

c. **BC3**: Two summer interns are still working with the BC3 IT Department. The latest Security+ bootcamp had four participants. Three participants completed the workshop and passed their certification exams. An extra $72 was spent on a prep booklet for each participant, which students reported as very helpful in preparing them to pass the exam.
d. **WCCC**: The scheduled cybersecurity summer camp was cancelled due to lack of enrollment. One internship is currently ongoing. A middle-school and high-school coding camp begins on July 11 with nine expected participants.
e. **BUCKS**: Two camps are scheduled for A+ and Network+ with 10 participants anticipated. Participants will receive exam vouchers and test prep materials. The planned HS webinar has been rescheduled for fall 2023 due to scheduling conflicts. Two faculty are currently in certification training, and one faculty will attending the CompTIA Summit in August. A project webpage has been developed and is expected to be launched by the end of August. PC4A staff will also be attending an upcoming veterans open house on Saturday.
f. **MCCC**: Rebecca Hays is currently on leave but should return later this summer. The first review workshop concluded with 11 participants, six students took the exam, and five students passed. The remaining five students will be taking the exam at a later date. The second review workshop will have up to 15 participants. The Cisco bootcamp began at the end of June with 11 participants. A new website is currently being designed and should be launched soon. 580 graduates were sent the certification and employment survey and the survey will be shared on MCCC social media soon.

8. **The next meeting will be held during the PC4A Annual Conference on Tuesday, August 8, 2023**
9. With no further business, the meeting concluded at 10:33 a.m.

Action Items

Item	Person Responsible
Send Cert Release Form to Sherri and Jamie	Lydia Taylor
Check on submitted RSVP forms	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
June 15, 2023 at 4:15pm
Agenda

Previous Meeting Actions

1. Approval of minutes from May 30, 2023 meeting.

Announcements/Updates

1. Year 1 Invoicing and Left Over Funds:
   a. Partners are reminded to submit invoices by the 10th of each month.
   b. At the end of Y1, each partner's remaining funds/progress will be evaluated by PC4A staff and left over funds may be permitted to be used by partners in Y2, or may be redistributed to other partners/the LO as needed.

Partner	Y1 Completion	Budget Spent
BUCKS	75%	47%
BC3		30%
MCCC		10%
NCC		17%
PHCC		38%
WCCC		5%

2. Year 2 Updates:
   a. Submitted budgets, justifications, and SoW's are currently under review.
   b. Partners will be contacted soon with updates/requests for additional information if needed.
3. Certification and Employment Survey Updates:
   a. Cert and Employment Baseline Data is required to be included in our next quarterly report. Partners who have not distributed the survey are to do so by **June 30, 2023.**

Partner	Distribution Date	Responses Collected
PHCC	May 10, 2023	19
BC3	May 16, 2023	17
BUCKS	May 31, 2023	8

4. Third Quarterly Report Updates:
   a. Report templates will be sent to partners by 6/23/2023.
   b. Completed report templates are due **by 5:00 p.m. on July 14, 2023.**
5. New PC4A Website:
   a. A new PC4A website is currently being designed with plans to launch by the end of July 2023.
      i. Partners are asked to submit a photo and a 100–150 word bio **as soon as possible.**
      ii. Any flyers, marketing materials, etc. for upcoming PC4A events and any photos, participation statistics, feedback, etc. of previous events should be sent to ltaylor@iup.edu as soon as available.
6. PC4A Annual Conference:
   a. An online form has been created to assist with planning. Completed forms should be submitted no later than **July 7, 2023**.
7. Partner Reports/Questions.

Minutes of the PC4A Biweekly Meeting

Held virtually on June 15, 2023 at 4:15pm

Members Present: Jamie Bretz, Rory Butler, Celisa Counterman, Waleed Farag, Maureen Farley, Tracey Johnson, Sherri Mack, Greg Paonessa, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton

Meeting Information

1. Motion to approve the minutes from the May 15, 2023 meeting was made by Greg Paonessa and seconded by Jamie Bretz and Christie Sever. The motion was approved unanimously.
2. Partners were reminded to submit invoices by the 10th of each month.
3. At the end of Y1, the PC4A Team will evaluate progress and determine plans for roll-over funds in Y2. Partners may be permitted to use Y1 funds, or funds may be redistributed to other partners, or the LO as needed.
4. The greatest indication to the funding agency that progress is being made is the amount of funds spent over the course of the year. All partners were asked to regularly submit invoices and to spend funds according to their budget and project objectives. Partners were asked to report on their plans for spending all Y1 funds by August 31, 2023:
    a. NCC: Meetings have been held with new Co-PI's. Spending will continue throughout the summer.
    b. MCCC: Some spending has occurred, but invoicing has been delayed. The majority of funds are expected to be spent.
    c. WCCC: Some purchasing has occurred recently which will be reflected in the June invoice.
    d. PHCC: On track to spend all Y1 funds. Additional large expenses should be invoiced soon.
5. The PC4A Team is currently reviewing all submitted Y2 documents. Comments/requests for additional information will be provided to all partners soon.
6. Partners were reminded that Certification and Employment data will be included in the next quarterly report. Three partners have already distributed the survey and responses have been collected. The three partners who have not yet distributed the survey are asked to do so by June 30, 2023.
    a. BC3: Another reminder email will be sent soon.
    b. Bucks: Co-PI will check to see if additional reminders are going to be sent.
    c. MCCC: The RI team is in the process of sending them out. Co-PI will follow-up.
    d. WCCC: They are trying to find personal contact information as only school email addresses are kept for alumni.
    e. NCC: Alumni contact info is not kept, but the Alumni Association will be contacted for assistance.
7. Partners should expect third quarterly report templates from the PM by June 23, 2023 and are asked to include as much information as possible.
8. A draft of the new PC4A website was shared with partners, and all are asked to submit a professional photo and bio to be included on the website.
    a. Partners were also asked to please share all marketing materials, statistics, photos, etc. for all upcoming, current, or previous events.
9. A form was shared with partners to register for the PC4A Annual Conference in August. Partners are encouraged to invite anyone who may benefit from attending. Forms should be submitted by July 7, 2023.
10. Partners were asked to share updates on progress:

a. PHCC: Large purchases have occurred and they are working on the HS Cybersecurity Camp which will be held next week and 11/20 students are already registered. The camp will include an introduction to Kali Linux. A summer intern has started and will continue working through December. Many resources and contacts were collected during the CAE Symposium, and there are plans for staff to attend the upcoming NCyTE Conference in August. Anyone who is in the DC area in early July is invited to attend a table read of the National Cyber Workforce and Education Strategy before it is made public. Many contacts were made at the Showcase for Commerce event. They have also been working on the CAE redesignation paperwork.
b. NCC: 14 students are currently interning covering six different majors. Quotes for laptops are being collected and they are expected to be purchased soon.
c. BC3: Funds were rearranged to allow for two summer interns who will be assisting with setting up of a new building, logins, and rearranging computer labs. A second bootcamp for Security+ is currently underway with four participants. Students who use the TestOut software were reimbursed for the cost of access. The Co-PI is currently working with the bookstore to determine the best process for reimbursing these costs in the fall.
d. Bucks: Plans are being finalized to hold two test prep bootcamps for A+ and Network+ in July. Test kits will be created for students to have access to prep materials and students who complete the bootcamp will earn exam vouchers. Details are being finalized for an informational webinar for HS counselors and teachers to discuss cybersecurity and career options. Participants will receive an honorarium for attendance. Two faculty are currently in training for Network+ and Security+ and one faculty member will attend the CompTIA partner summit. Nine access codes received from the LO have been distributed to students and an additional 84 have been purchased for disbursement in August. A cybersecurity webpage is being developed by the marketing team and a video production company has been contacted for the production of a promotional video. Social media efforts will begin once the webpage is complete. Program revisions for the cybersecurity program are almost completed. An Industrial Board meeting was held, participants were given an overview of the PC4A project and all were on-board with activities and planned program changes.
e. WCCC: Two summer camps are still under preparation which will occur at the end of June and early July. An intern has started employment and will be working with the IT department. Marketing has been contacted for a potential social media campaign which will be shared soon.
f. MCCC: A new website landing page is being developed for Computer Science programs and the marketing team is working on a campaign that will direct students to the new page. The new page is geared toward students who are undecided on their interest in various computer science related programs. The first CCNA Review Workshop will be completed over the weekend, and the exam will be proctored at the MCCC campus. A bootcamp for tech school students will begin on Monday and at the end of the bootcamp a review workshop will be held and successful students can earn an exam voucher. A second review workshop is scheduled for early July. 40 students are expected to take the CCNA exams by the end of the summer. Large purchases will also be made over the summer.

11. **The next meeting will be held on Monday, July 10, 2023 at 10am EST**.
12. With no further business, the meeting concluded at 5:22 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

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.

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/strength 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

PC4A Biweekly Meeting
May 15, 2023 at 3:30pm
Agenda

Previous Meeting Actions

1. Approval of minutes from May 1, 2023 meeting.

Announcements/Updates

1. Mid-Year Meeting with funding agency
    a. Dr. Farag gave a presentation on all activities and progress of the project to the funding agency on May 11, 2023.
        i. The funding agency was pleased with our progress, and suggested more utilization of the DoD STEM logo, and increased social media marketing on other platforms.
        ii. Concerns were also discussed regarding the lack of deliverables and invoicing by some partners.
        iii. Personnel from the funding agency may attend our Annual Partner Conference on August 8, 2023.
2. Stevens Institute DoD Case Study
    a. The PC4A project has been chosen to be part of a case study by Stevens Institute of Technology with research assistance from Kisker Consulting.
        i. Personnel from Kisker Consulting will attend our Annual Partner Conference
        ii. More details regarding the case study will be shared as soon as they are available.
3. Certification and Employment Surveys
    a. Partners are asked to provide an update on the status of survey distribution:
        i. BC3: 3 responses received as of May 11, 2023
        ii. PHCC: 17 responses received as of May 11, 2023
4. Faculty Development Workshops
    a. Workshops were held for BC3 and Bucks on May 10 and May 11, respectively.
    b. Workshops will be held for NCC and/or MCCC faculty later this summer.
5. Budget/Invoice/Y2 Reminders
    a. Partners are to submit Y2 budgets, justifications, updated Scopes of Work, and a list of Y1 accomplishments by **Friday June 2, 2023**.
    b. Budget modifications must be submitted using the budget modification form as discussed before. Updated budget modification template was sent to all partners on April 6.
    c. All invoices need to be accompanied by a report from your accounting system.
6. PC4A Cybersecurity/Computer Science Club
    a. Partners have mentioned difficulties with creating or maintaining student clubs due to short programs, and lack of interest.
    b. Partners are asked to discuss the benefit of a collaborative club across all partner schools.
7. Reflection on NCC use of Tallo.
8. Partner Reports/Questions.

Minutes of the PC4A Biweekly Meeting

Held virtually on May 15, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, James Bretz, Michael Caglia, Maureen Farley, Ute Lowery, Sherri Mack, Greg Paonessa, Erica Reighard, Christie Sever, Patricia Smallacombe, 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 Barb Zaborowski and seconded by Erica Reighard. The motion was approved unanimously.
2. The PI and PM met with representatives from the funding agency on May 11, 2023. Dr. Farag gave a presentation on project progress, previous activities, and challenges/concerns.
    a. The funding agency was pleased with progress and provided feedback on areas of concern. They requested that all marketing includes the DoDSTEM logo, and expressed interest in attending the upcoming PC4A Annual Conference on August 8, 2023.
3. PC4A has been chosen to be a part of the case study by Stevens Institute of Technology and Kisker Consulting. The first two quarterly reports and the baseline data presentation have been sent, and an initial meeting is scheduled for July 2023. Personnel from Kisker Consulting will be attending our Annual Conference, and more details about the study will be shared with partners as soon as they are available.
4. Based on feedback from Penn Highlands, the Certification and Employment Survey was updated to better encompass partners chosen incentives. The survey no longer says that exam vouchers will be awarded, it now says “prize” to avoid confusion.
5. Partners were asked to report on the progress of distributing the Certification and Employment Survey, and to encourage completion of open-ended questions on the survey as already collected feedback has been informative.
    a. PHCC: Survey was distributed on May 11, 2023. 17 responses collected as of May 11, 2023.
    b. WCCC: A meeting with the Marketing Department is scheduled for May 16, 2023.
    c. NCC: NCCC does not keep records on alumni so distributing the survey is difficult.
        i. NCC was encouraged to reach out to their alumni association or possibly consider social media to collect the data.
    d. BC3: The survey will be distributed on May 16, 2023.
        i. Three current responses already received were tests from BC3 administration and will be deleted.
    e. MCCC: The survey has been sent for approval, but no updates on when the survey will be sent to students.
6. Two Faculty Development workshops were held for BC3 and Bucks faculty on May 10 and 11, 2023 respectively. NCC and MCCC will be contacted about possible events in summer 2023.
7. Partners were provided with reminders on budget modifications and invoices, and procedures for Y2:
    a. Y2 budgets, justifications, updated scopes of work, and a list of Y1 accomplishments should be sent to the PM by Friday, June 2, 2023.
    b. The RI has a target of June 30, 2023 for issuing sub-awards to partners. Funds will not be available until September 1, 2023, however the early issuance will allow more time for partners to plan and prepare for Y2.

c. Partners can't spend Y1 funds that are outside of their current budget. Partners must use the budget modification form that was distributed on April 6, and include detailed explanations for all budget changes.
d. Partners are asked to submit invoices by the 10th of every month and include a report from accounting system or cost center, and invoices or receipts for purchases. If multiple vendors are used for a line item, a spreadsheet of the vendors and associated payments is acceptable.

8. Based on comments from partners at the recent faculty development workshops, the PI and PM have discussed the possibility of a PC4A Computer Science/Cybersecurity student club. Partners were asked to share their thoughts on the idea:
    a. Leisa Z. thought this was an excellent idea as finding enough students to form a club is difficult.
    b. Farah B. agreed that this was a good idea as it would allow for competitions, hackathons, etc.
    c. Sherri M. asked that we investigate potential issues with cross-collegiate activities.
    d. Ute L. recommended that if we were to move forward with this, a contact person at each school would need to be identified.
    e. Mike C. said that they currently have a computer science club but still agrees that some type of collaboration would be beneficial.
    f. Christie S. agreed that a collaboration would be great as they have a few students who would be interested in competitions.
    g. Jamie B. mentioned their current Women In Science and Technology club, and the newer computer club which has a focus on competitions. He agreed that a consortium wide club or collaboration would be a great idea.
    h. Rory B. is interested in some best practices for their current computer club.
    i. Based on the feedback from partners, the PI and PM will continue discussions and research to move forward with some type of consortium club or collaboration of partner clubs.
9. Dr. Bennani provided an overview of her experience with using the Tallo platform for marketing NCC's programs:
    a. Basically, Tallo is LinkedIn for MS and HS students.
    b. A live event can launch the start of the campaign.
    c. Tallo can partner with the admissions office for a specific URL for tracking purposes.
    d. Highly recommended for programs that have low enrollment.
    e. The cost is about $20,000.
    f. Videos and photos can be uploaded to the landing page.
    g. The platform is national, however NCC has a dorm that allows them a larger market.
    h. Any program can be included in the campaign.
    i. Tallo has excellent customer service.
    j. The platform allows for more specific marketing of specific programs that isn't usually available.
10. Partners were asked to provide an update on activities:
    a. WCCC: Mike C. will be attending Security+ training next week. The hired intern has chosen another position and staff have begun the process of looking for a replacement. A new course has been developed in Cloud Computing which will hopefully be piloted in the fall.
    b. NCC: A meeting with HS teachers was held last week to help create the bridge between HS and college math skills. HS teachers have been provided with course outlines and final exams. A shared drive will be shared with teachers to ensure they have access to all course materials.
    c. MCCC: CCNA review workshop began with 20 participants, including a few alumni. Another workshop is expected in June or July. Dates are being finalized for CTE students to come to

MCCC to take the third Cisco course. A position is posted for the Grant Manager position, and partners were asked to share the information.

d. BC3: The Security+ bootcamp is launching soon. Two interns will be hired for summer 2023 to help assist with IT and cybersecurity tasks. A new landing page for the cybersecurity programs has been launched, and a new marketing campaign was launched at the end of April.
e. PHCC: The Certification and Employment survey has been deployed, and the summer intern has begun work. Currently focused on student event for grades 9-12 that will be held in late June and preparing CAE recertification and Y2 updates. Co-PI's will also be attending the Showcase for Commerce. A high school visit is also planned.
f. Bucks: Faculty have obtained re-certification and a meeting with their workforce advisory board is planned for May 16, 2023.

11. The next meeting will be held on **Tuesday, May 30, 2023, at 3:30 pm EST due to the Memorial Day holiday.**
12. With no further business, the meeting concluded at 4:32 p.m.

Item	**Person Responsible**
Send PHCC a waiver of liability form	Lydia Taylor
Send all partner Marketing Departments the DoDSTEM logo	Lydia Taylor
Send NCC their targeted programs.	Lydia Taylor
Send partners information on Tallo.	Lydia Taylor
Create and distribute a blanket photo release for partners.	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
May 1, 2023 at 3:30pm
Agenda

Previous Meeting Actions

1. Approval of minutes from April 17, 2023 meeting.
2. Update on Action Items:

Action Item	Status
Send Cengage Price List to all Partners	Complete

Announcements/Updates

1. Quarterly Report Updates
    a. The Second Quarterly Report will be submitted on April 28, 2023, and a link to the report will be shared with all partners soon.
2. Invoice and Budget Modifications Reminders
    a. See attached reminders with highlighted updates.
3. Certification & Employment Survey
    a. The PI emailed the survey link to all partners on April 20, 2023. Please continue to distribute the Certification & Employment survey. Currently only one response has been received.
    b. The PI approved that partners offer exam vouchers (to randomly selected respondents) if there are resources available in their budget.
4. Faculty Professional Workshops
    a. Based on the submitted partner's availability, the PI is working on organizing Faculty Professional Workshop(s) during the week of May 8 to BC3 and BUCKS faculty. Details will be shared as soon as available.
5. Year 2 Updates and Deadlines
    a. PC4A and RI Staff will meet to determine deadlines and procedures for Year 2.
    b. All preliminary Y2 budgets and updated Scopes of Work are **due by June 2, 2023.**
6. New Certifications through $(ISC)^2$
    a. $(ISC)^2$ has created the new "Certified in Cybersecurity" certification which covers five domains: Security Principles, Network Security, Access Control Concepts, Security Operations, and Business Continuity, Disaster Recover, and Incident Response.
    b. Certified in Cybersecurity is advertised as an excellent way for students to build a strong foundation and become familiar with exam formats. Visit the $(ISC)^2$ website for details.
    c. Free training and exam vouchers for CAE schools are available through Carter Enterprise Solutions.
        i. Any interested schools should complete the online survey form to receive more information on offering the training and exam vouchers to your students.
7. Partner Reports/Questions

PC4A Budget/Invoice Reminders

(updated 4/24/2023)

Invoice Reminders

1. All submitted invoices must be accompanied by an accounting report from the account/cost center that was created specifically for this project.
    a. All values on the report must match the submitted invoice.
2. Invoice amounts should be rounded to the nearest cent (not dollar).
3. Invoices should be submitted monthly (preferably by the 10th of the following month, if possible).

Budget Modifications (moving funds from one category to another)

1. Funds may not be removed *from* "Participant Support" but can be moved *into* "Participant Support."
2. If requesting less than 10% of your total budget to be moved between categories, email ltaylor@iup.edu with the following information:
    a. Total amount to be moved.
    b. Where the funds will be taken from.
    c. Where the funds will be moved to.
    d. A brief explanation for the change.
3. If requesting more than 10% of your total budget to be moved between categories, email ltaylor@iup.edu with the following information:
    a. Total amount to be moved.
    b. Where the funds will be taken from.
    c. Where the funds will be moved to.
    d. A detailed explanation for the change, including:
        1. Why the funds in the original category will not be spent?
        2. How does moving the funds match the proposed activities in your Scope of Work?
        3. If adding a line item that was not mentioned in your Scope of Work, what are the plans for these funds and how has your Scope of Work changed?
4. All budget modifications must use the provided "Budget Modification Template" that was distributed to all partners on April 6, 2023.
5. Budget modifications must be submitted and approved prior to spending any funds following the new budget.

Minutes of the PC4A Biweekly Meeting

Held virtually on May 1, 2023 at 3:30pm

Members Present: Kami Abdala, Rory Butler, James Bretz, Michael Caglia, Waleed Farag, Maureen Farley, Ute Lowery, Sherri Mack, Greg Paonessa, Erica Reighard, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the April 17, 2023 meeting was made by Leisa Zuccolotto and seconded by Sherri Mack. The motion was approved unanimously.
2. The second quarterly report was submitted to the funding agency on April 28, 2023. All partners were thanked for their assistance and cooperation throughout the process of compiling the report.
3. Partners were reminded of budget modification and invoicing procedures:
    a. Budget modifications need as much documentation as possible and include justification for all changes. Moving funds from an area requires a few sentences as to why the funds couldn't be spent, and new line items or added funds require a few sentences as to how these funds are needed to achieve project objectives.
    b. Budget modifications should be submitted using the "Budget Modification Template" that was sent on April 6, 2023 and all information in that Excel template needs to be completed.
4. The certification and employer survey has been approved for distribution and the link was sent to all partners on April 20, 2023. Partners were asked to continue distributing the survey to their alumni and to report on the status of the distribution:
    a. PHCC: A contact list has been completed and the survey will be distributed soon. An amazon gift card will be distributed to randomly selected participants.
    b. BUCKS: Working on compiling the contact list now and will consider offering an incentive.
    c. MCCC: Contact information has been requested and the survey will be sent soon.
5. Faculty Development Workshops have been scheduled for BC3 and Bucks on May 10 and 11, 2023, respectively. BC3 and Bucks Co-PI's were asked to begin marketing the workshops to their faculty as soon as possible. The PI has approved incentives for participation.
6. PI and PM met with the RI team on May 1, 2023, to discuss plans for Y2:
    a. Partners are asked to try to complete all plans for Y1.
    b. Y2 budgets, budget justifications, updated Scopes of Work, and a comprehensive list of Y1 accomplishments need to be **submitted by Friday, June 2, 2023**.
7. $(ISC)^2$ has created a new "Certified in Cybersecurity" certification that might be beneficial for students as a steppingstone to additional industry related certifications. Training and exam vouchers are free to the first million people who register. Partners may also register their schools via an online form to allow their students to sign up for training and exams.
    a. PHCC has already completed the registration and their students are able to register.
8. Partners were sent the price list for all DoD approved certifications:
    a. Any certification on the price list with a single asterisk (*) indicates that the certification is not approved by the DoD but may still be beneficial for students.
    b. For faculty interested in obtaining certification, the PC4A project will only cover DoD approved certifications.
9. Partner updates:
    a. PHCC: Has been working on finalizing their Y1 budget modifications. The certification and employment survey will be sent soon. A new High School event is being planned, and the Co-

PI's are currently working on CAE re-designation. The intern will begin employment once the semester has concluded. The admissions department is now utilizing information about the project when they are visiting schools.

b. MCCC: CTE Dual Enrollment Day was held on April 21, 51 people attended. Participants went on a campus tour and participated in an escape room. A list of graduates has been requested and the survey has been sent for approval. A Network+ bootcamp is planned for some time in May 2023. Certification testing will occur on campus after the bootcamp. Another bootcamp is planned for June or July. Each bootcamp is expected to have 15-20 participants, students from previous semesters have also been invited.
c. WCCC: A training opportunity has been identified with InfoSec Skills on May 22-25, 2023. An intern has been selected and will start on May 30, and the Y1 budget modification has been submitted. Information from the IR department has been collected and the certification and employment survey will be distributed soon.
d. BC3: The certification and employment survey will be distributed this week, and the collected information will also be used by the BC3 assessment committee. Six students attended the event at Slippery Rock University and the students were excited to see options for continuing their cybersecurity degree. A new marketing campaign has been launched with print ads, billboards, and radio spots. A security company also visited with three classes to discuss physical security.
e. NCC: The April 2023 invoice will be sent soon.

10. The next meeting will be held on Monday, May 15, 2023, at 3:30 pm EST.
11. With no further business, the meeting concluded at 4:25 p.m.

Item	**Person Responsible**
None	NA

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
April 17, 2023 at 3:30pm
Agenda

Previous Meeting Actions

1. Approval of minutes from April 10, 2023 meeting.
2. Update on Action Items:

Action Item	Status
Send Baseline Data to partners	Complete

Announcements/Updates

1. Quarterly Report Updates
    a. Thank you to all partners who submitted their quarterly reports. Additional information may be requested to best show progress at each school.
2. Baseline Data
    a. Certification Survey has been approved by the OHRO, and all partners are asked to distribute the survey as soon as possible.
    b. Partners are permitted to offer exam vouchers (to randomly selected respondents) if it is included in their budget. Please let the PM know if you would like to offer an exam voucher drawing.
3. Partner Progress Report
    a. All partners are asked to share not only progress, but challenges, changes to their original plans, lessons learned, and best practices to promote more consortium collaboration.
4. Questions

Minutes of the PC4A Biweekly Meeting

Held virtually on April 17, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, James Bretz, Michael Caglia, Waleed Farag, Sherri Mack, Greg Paonessa, Erica Reighard, Christie Sever, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the April 10, 2023 meeting was made by Sherri Mack and seconded by James Bretz. The motion was approved unanimously with the following update:
    a. Update minutes to reflect "Tobyhanna" Army Depot.
2. All partners were sent the Baseline Data Presentation prior to the meeting.
3. All partners were thanked for submitting their quarterly reports. Partners were asked to stay tuned for requests for additional information.
4. On April 13, 2023, the PI and PM met with Dr. Kisker who has partnered with Stevens Institute of Technology to perform research on DoD funded projects. Dr. Kisker was impressed with our work and the PC4A Project may be selected to be part of the study. Partners will be updated as more information is available.
5. The originally designed Certification Survey was approved by both the IUP IRB and OHRO. However, it was determined that it would better serve our data collection purposes to combine certification and employment information into one survey. The survey will be updated to reflect this change and the PI will submit the survey to the IUP IRB for approval. The OHRO communicated that any non-substantive amendments to our approved IRB protocol do not need to be approved through them. Partners are asked to delay sending the survey until the PI receives approval for the updated survey from the IUP IRB.
6. Partners were reminded that the PI has given approval for partners to offer exam vouchers to survey respondents as they see fit if they have funds in their budget to do so.
7. Partners were asked to provide an update on their activities:
    a. PHCC: The recent faculty development workshop was well received by participants. A Linux+ certification workshop will be offered on April 21, 2023. Exam vouchers will be provided to participants.
    b. NCC: The April invoice will reflect additional purchases and activities.
    c. BC3: A marketing plan has been established and will launch in April. BC3 was invited to a poster session at Slippery Rock University, and Les Graves will take a group of students to the event at the end of April.
    d. BUCKS: A presentation was given to high school students from Upper Bucks county on cybersecurity. Staffing issues have been resolved, and more activities are expected in the future. A presentation is being developed for veterans, and the marketing department is currently working on a marketing plan.
    e. MCCC: CTE Dual Enrollment Day will be held on Friday, April 21, 2023 and participants will experience a day in the life of a cybersecurity student. Chief Science Officers will be on campus for their year-end meeting and will be given information on the PC4A project and computer science programs. Workshops are scheduled in May for CCNA certification. An advertising plan should be launched by the end of the month.
    f. WCCC: Interviews for a summer intern have been held, and a candidate has been selected.
8. Partners were reminded to submit budget modifications as soon as possible. If partners would like to use funds in areas that were not originally part of their scope of work, they will be permitted to do so

after the submission and approval of detailed justifications. Partners were also reminded that funding agencies are taking unspent funds very seriously, and it is vital that all partners have a goal of spending their entire budgets on approved activities.

9. Partners were reminded to be on the lookout for information on upcoming Faculty Professional Development events at their campuses.
10. PHCC asked for partners to provide events that students might be able to attend:
    a. The BotsIQ Combat Robotics finals will be held at the end of April at PennWest California.
    b. ISTE has an event coming up, the agenda will be shared as it becomes available.
    c. The Aerium Summit is planned for the end of May which will include many DoD Agencies.
11. With no further business, the meeting concluded at 4:15 pm EST.

Item	**Person Responsible**
Send CompTIA prices to partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
April 10, 2023 at 3:30pm
Agenda

Previous Meeting Actions

1. Approval of minutes from March 20, 2023 meeting.
2. Update on Action Items:

Action Item	Status
All partners to email contact information to ltaylor@iup.edu	Complete
All partners to send August availability for annual conference	Complete

Announcements/Updates

1. Progress Reports/Quarterly Templates
    a. Completed reports are due no later than **5pm on Friday, April 14, 2023 (no exceptions).**
    b. Partners are reminded to include as much possible detail in their reports, covering all grant related activities, accomplishments, plans, etc.
2. Invoice Reminders
    a. All partners must submit invoices by **no later than 5pm on Friday, April 14**.
    b. Any partner who does submit an invoice for this quarter will need to schedule an additional one-on-one meeting to discuss options for the continuation of their contract in Year 2.
        i. **See attachment for additional reminders**.
3. Upcoming Annual Conference
        i. Scheduled for August 8, 2023.
            1. Agenda and additional information will be sent as soon as available.
4. Faculty Professional Development
    a. WCCC Workshop held April 1, 2023 with four participants.
    b. PHCC Workshop will be held on Saturday, April 15, 2023.
        i. All remaining partners need to provide dates for faculty development events **no later than April 12, 2023.**
        ii. If partners have funds for faculty development in their budget, they should consider offering a gift card or other incentive to increase participation.
5. Certification Survey for Baseline Data Collection
    a. Dr. Farag secured IUP IRB protocol change approval for the use of the certification baseline survey. Dr. Farag also contacted the OHRO and once approval has been obtained from OHRO, faculty will need to begin distributing the survey to their alumni.
    b. Partners are encouraged to begin compiling a distribution list for graduates between 2018 and 2022.
6. Baseline Data Analysis
7. Transition to Stand-alone Website
    a. Partners are asked to provide feedback on migrating the PC4A project website to a stand-alone site outside of the IUP system.
8. Partner Reports/Questions

9. A meeting is scheduled on Wednesday, April 12, between the PI, PM, and a couple of prof. from Stevens who attended the PC4A talk at the DoD STEM Exchange conference last Feb. and wanted to know more about our project. We will report on the outcomes of this planned meeting soon.
10. Please share info about the National Community College Cybersecurity Fellowship Program to anyone who might be interested. See details are the following link, https://www.ncyte.net/students/student-resources/fellowship-program

PC4A Budget/Invoice Reminders

Invoice Reminders

1. All submitted invoices must be accompanied by an accounting report from the account/cost center that was created specifically for this project.
    a. All values on the report must match the submitted invoice.
2. Invoice amounts should be rounded to the nearest cent (not dollar).
3. Invoices should be submitted monthly (preferably by the 10th of the following month, if possible).

Budget Modifications (moving funds from one category to another)

1. Funds may not be removed *from* "Participant Support", but can be moved *into* "Participant Support."
2. If requesting less than 10% of your total budget to be moved between categories, email ltaylor@iup.edu with the following information:
    a. Total amount to be moved.
    b. Where the funds will be taken from.
    c. Where the funds will be moved to.
    d. A brief explanation for the change.
3. If requesting more than 10% of your total budget to be moved between categories, email ltaylor@iup.edu with the following information:
    a. Total amount to be moved.
    b. Where the funds will be taken from.
    c. Where the funds will be moved to.
    d. A detailed explanation for the change, including:
        i. Why the funds in the original category will not be spent?
        ii. How does moving the funds match the proposed activities in your Scope of Work?
4. Budget modifications must be submitted and approved prior to spending any funds following the new budget.

School Name

10% Of Budget	**$17,535.00**
Funds Moved	**$0.00**
Percentage Moved	**0.00%**

LINE ITEM BUDGET	YR1 Budget	Mod Request	New Y1 Budget
Senior Personnel	**$30,000.00**		**$30,000.00**
Co-PI Salary (5000)	$10,000.00		$10,000.00
Co-PI Fringe (5010)	$5,000.00		$5,000.00
Key Personnel Salary (5001)	$10,000.00		$10,000.00
Key Personnel Fringe (5011)	$5,000.00		$5,000.00
Other Personnel	**$7,500.00**		**$7,500.00**
Tutor Wages (5510)	$5,000.00		$5,000.00
Tutor Fringe (5511)	$2,500.00		$2,500.00
Travel	**$1,000.00**		**$1,000.00**
Domestic Travel - date, destination & purpose (5520)	$1,000.00		$1,000.00
Participant Support	**$100,000.00**		**$100,000.00**
Exam Vouchers (5521)	$50,000.00		$50,000.00
Scholarships (5531)	$50,000.00		$50,000.00
Other Direct Costs	**$30,000.00**		**$30,000.00**
Program Outreach/Marketing (5650)	$30,000.00		$30,000.00
Total Direct	**$168,500.00**		**$168,500.00**
*Indirect *10% MTDC (5800)*	*$6,850.00*		*$6,850.00*
TOTAL BUDGET	**$175,350.00**		**$175,350.00**

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Minutes of the PC4A Biweekly Meeting

Held virtually on April 10, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Michael Caglia, Waleed Farag, Maureen Farley, Ute Lowery, Sherri Mack, Charles Marchione, Greg Paonessa, Christie Sever, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the March 20, 2023 meeting was made by Sherri Mack and seconded by Farah Bennani. The motion was approved unanimously.
2. Partners were reminded to submit their second quarterly report to the PM by no later than 5:00 pm on Friday, April 14, 2023.
3. All invoices should be submitted by the 10th of each month, and all Q2 invoices must be submitted to the PM no later than 5:00 pm on Friday April 14, 2023.
    a. A question was posed regarding moving money from Y1 budget to Y2. Partners were reminded that Y1 funds should be spent in Y1, and to follow the procedures previously laid out for budget modifications. Changes to Y2 budgets will be discussed with each partner one-on-one. Although it is unlikely that funds will be rolled from Y1 to Y2, there is a possibility of shifting funds from one partner to another.
4. The first Annual Partner Conference will be held at KCAC on August 8, 2023. If partners need assistance with travel accommodations, please contact the PM.
5. The first Faculty Development Workshop offered by PC4A was held at WCCC on April 1, 2023. Participants were surveyed at the end of the workshop, and feedback was very good.
6. The next Faculty Development Workshop will be offered on April 15, 2023 at PHCC. There are currently four participants registered for the event.
    a. Faculty at other schools expressed interest in attending the PHCC workshop. While this is not a problem, faculty should keep in mind that each partner selected topics that will be the focus of their own faculty development workshops, and there may be overlap between topics.
    b. Faculty Development workshop offerings may be adjusted to include all partner faculty in Year 2 depending on topics and partner feedback.
7. The certification survey that was previously distributed to partners has been submitted to and approved by the IUP IRB. The PI also submitted the survey and IRB approval to the OHRO. Once the OHRO approves the survey, partners will be asked to distribute the survey.
8. The PM reviewed all collected baseline data with partners, which will be distributed at the conclusion of the meeting.
    a. Only one school currently tracks “Rural Students.” As this is not an area of focus for the first year, this data may be omitted from our reporting.
    b. Barb Zaborowski shared that all Underrepresented Groups are required to be tracked by institutions who accept Perkins loans. It may be possible to obtain this data if partners reach out to whomever submits institutional information into the PIMS system.
    c. Partners were encouraged to begin tracking as much data as possible if they are currently not tracking in all categories.
    d. Partners were asked to review the data and inform the PM of any issues or additions. Analysis of the data will be included in the next meeting.

9. Partners were asked to provide feedback on the possibility of transitioning the PC4A website to a stand-alone site, outside of the IUP System. The following questions were asked/feedback given:
    a. A partner asked if IUP is placing restrictions on the size of the site. They are not limiting the PC4A site in any way.
    b. Leisa Z. voted to keep the site as it is.
    c. Barb Z. voted to transition to a stand-alone site.
    d. A partner asked if the transition would assist with search engine results. The answer to this question will be provided at the next meeting.
    e. The PI encourages partners to review the website and consider the transition. A decision whether to transition to a stand-alone site or stay within IUP's system needs to be made soon.
10. Partners provided the following updates:
    a. PHCC: Videos and photos from the public Cybersecurity Event will be available soon. PHCC staff have plans on changing the cybersecurity event based on feedback and participation, including moving the event from the weekend to a weekday, and potentially bussing in students and senior citizens.
        i. The PI suggested having another event in May if possible.
    b. NCC: Meetings with high schools are scheduled for this week, which will include a presentation on the PC4A project, and Tallo has produced a video on NCC cybersecurity and STEM programs. There is also a meeting scheduled with the Army Depo to facilitate increasing student involvement in the Tobyhanna Army Depo without having an official internship program.
11. The PI and PM will be meeting with faculty from Stevens Institute of Technology to discuss the PC4A project. Partners will be given an update on the outcome of this meeting soon.
12. Partners were provided information on the National Community College Cybersecurity Fellowship Program through NCyTE.
13. Partners were reminded to review the PC4A Budget/Invoice Reminders document and the Budget Modification forms that were sent to all partners via email.
14. With no further business, the meeting concluded at 4:32 pm EST.

Item	**Person Responsible**
Send Baseline Data to all partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
March 20, 2023 at 3:30pm
Agenda

Previous Meeting Actions

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

Action Item	Status
All partners to email contact information to ltaylor@iup.edu	Not complete

Announcements/Updates

1. Progress Reports/Quarterly Templates
    a. Completed reports are due no later than **5pm on Friday, April 14, 2023 (no exceptions).**
    b. All partners except one have complete or at least scheduled a one-on-one meeting to discuss progress.
    c. Partners are reminded to include as much possible detail in their reports, covering all grant related activities, accomplishments, plans, etc.
2. Invoice Reminders
    a. All partners must submit invoices by **no later than 5pm on Friday, April 14**.
    b. Any partner who does submit an invoice for this quarter will need to schedule an additional one-on-one meeting to discuss options for the continuation of their contract in Year 2.
3. Upcoming Annual Conference
    a. Tentatively scheduled for Wednesday, May 31, 2023
    b. Partners must submit names and email addresses for any attendees.
    c. Partners should be prepared to make a 20-minute presentation during the conference which addresses the following:
        i. Overview of Y1 planned activities
        ii. Accomplishments thus far
        iii. Future Y1 activities
        iv. Challenges
        v. Lessons learned
4. Certification Survey for Baseline Data Collection
    a. The IUP IRB has been contacted regarding our use of the survey. Partners are not to distribute the survey until we heard back from the IRB.
    b. Partner are asked to provide feedback on the survey or other possible options for creating a baseline of certification rates.
5. New Cisco Certifications – Certified Support Technician, Cybersecurity or Networking
    a. New certifications not currently approved by the DoD, however:
        i. Cisco describes these certifications as the first step to obtaining CyberOps and CCNA, which are approved.

        ii. Project objectives should be focused on DoD approved certs, but these certs might be a good start for students might not otherwise get/be able to get certified.
6. Social Media Updates
    a. Campaign to begin March 20, 2023
    b. Partners are reminded to involve their marketing department with PC4A for a wider reach in social media marketing efforts.
7. Partner Reports/Questions

Minutes of the PC4A Biweekly Meeting

Held virtually on March 20, 2023 at 3:30pm

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Waleed Farag, Rebecca Hays, Ute Lowery, Sherri Mack, Greg Paonessa, Erica Reinghard, Christie Sever, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the March 6, 2023 meeting was made by Leisa Zuccolotto and seconded by Michael Caglia. The motion was approved unanimously.
2. Action Item Update: Partners were asked to send marketing department contact information to the PM. Some schools have not yet done so and were kindly asked to send the information right away.
3. Partners were reminded to complete the new Quarterly Report Template with as much detail as possible.
    a. Partners are required to meet with the PI one-on-one to discuss progress. All partners but one have scheduled or attended the meeting.
    b. The funding agency will be looking for proof of completed activities now that we are more than halfway through the first year. Partners are to keep track of all grant related work and include all activities in the quarterly report template.
    c. Quarterly report templates are **due no later than 5:00pm on April 14, 2023**.
4. The RI sent an email to all partners on Friday, March 17, 2023 and reminded partners of invoicing procedures:
    a. Each partner's accounting department should have created a cost center or account number specifically for the PC4A project. All grant expenses, including payroll, scholarships, purchases, etc. must be charged to the grant account.
    b. Invoices must include an expense report from the partner's accounting systems for the same time period for invoice verification.
    c. Questions should be directed to Janis Nichols at jnichols@iup.edu.
5. The PI and PM are in the process of planning the annual conference, tentatively scheduled for May 31, 2023.
    a. Partners were asked to provide feedback on that date, which ultimately was not an option for many of the partners.
        i. August 2023 is the next available time for the PC4A annual conference. Partners were asked to email the PM immediately after the meeting with their availability for the entirety of August.
    b. Partners will be asked to give a 20-minute presentation on their progress, including an overview of activities, accomplishments, future activities, challenges, and lessons learned.
    c. Partners are welcome to invite students to the annual conference if they feel it would be beneficial for the students and help reach the objectives in their SoW and the project as a whole.
6. To create a baseline of certification rates, a survey has been created that will need to be distributed to all partner Alumni in targeted programs.
    a. The PI has started the process of obtaining IRB approval for the survey, partners are not permitted to distribute the survey until the LO receives IRB permission.
    b. The created survey can also be used moving forward as a way of tracking certification rates if need be.

7. Cisco just released two new certifications (Certified Support Technician Cybersecurity and Certified Support Technician Networking).
    a. While these certifications are not approved by the DoD, they are advertised as a first step in obtaining CCNA and CyberOps certifications, which are approved.
    b. Partners should focus their efforts on DoD approved certifications, but can support these certifications as long the support matches the objectives in their SoW and the project as a whole.
        i. Jamie Bretz is interested in using these certifications as a steppingstone into their programs, which was supported by the PI.
8. Leisa Zuccolotto shared that Cisco is hosting a meeting for women in STEM, and she is interested in reaching out to high school students to encourage them to attend the meeting and to promote PHCC.
9. Partners were reminded to continue to share information with the PI and PM to post on the project's social media accounts.
    a. The PM will be posting on social media every weekday starting Tuesday, March 21, 2023. Partners were encouraged to share, follow, like, re-tweet etc.
10. A question was asked by Lesia Zuccolotto regarding the purchase of food during events with students:
    a. Per the RI, if there is an all-day workshop or event and the partner has budgeted for it, food may be purchased. However, the purchase of food with grant funds is typically not allowed (for example, buying pizza for students during a lunchtime event is not permissible).
11. Partners provided the following updates regarding their activities:
    a. PHCC: Main focus now is the first cybersecurity event to be held on Saturday, March 25, 2023.
    b. WCCC: Going to begin marketing, currently planning two summer camps, working on hiring an intern, and have scheduled upcoming meetings with two CTC's.
    c. BUCKS: Putting finishing touches on cyber options for a few programs, and working on CAE mapping. Also working with Cengage to obtain licenses and working with CyberRange as an option for students.
    d. MCCC: Planning to use the new Cisco certifications as an intro to programs. Also working on certification workshops and distribution of certification vouchers, and collaborating with local high schools to beta-test remote proctoring for Cisco certification exams.
    e. BC3: Working with marketing to launch a campaign soon, and certification boot camps are planned for near the end of the Spring semester.
12. The next meeting will be held virtually on Monday, April 10, 2023 at 3:30pm EST.
13. With no further business, the meeting concluded at 4:22 pm EST.

Item	**Person Responsible**
Email marketing department contact info to PM	All partners
Send availability for August annual conference	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
March 6, 2023 at 3:30pm
Agenda

Previous Meeting Actions

1. Approval of minutes from February 20, 2023 meeting.
2. Update on Action Items:

Action Item	Status
All partners to email contact information to ltaylor@iup.edu	Not complete

Announcements/Updates

1. Second Quarterly Report Template Review
    a. **Due no later than April 14, 2023**
2. Upcoming PC4A Annual Conference
    a. Doodle Poll will be sent by the end of this week to determine best dates.
    b. **Deadline for doodle poll is March 17, 2023**
3. DoD STEM Technical Exchange
    a. PI met with DoD STEM Leadership during the inaugural DoD STEM Technical Exchange Conference on February 24, 2023 and presented the progress of our project in a 45-minute session.
4. One-on-One Partner Meetings
    a. The PI/PM will reach to each partner very soon to schedule a one-on-one Zoom meeting to discuss grant progress and help with any outstanding issues.
5. Possible PM Visits to Partner Schools
    a. Our team at IUP is also discussing the possibility of the PM visiting each of the partners to promote more collaborations. Details coming soon.
6. Faculty Professional Development Events
    a. WCCC event scheduled for April 1, 2023. A flyer, brochure, and schedule will be created soon and made available on the PC4A website.
    b. PHCC event scheduled for April 15, 2023. More information will be available soon.
    c. All other partners are to stay tuned for communication from the PI regarding their school's events.
7. Invoice Reminders
    a. All invoices for the second quarter (January through March) must be submitted by **April 14, 2023** to be included in the second quarterly report.
        i. Partners who do not submit invoices for this quarter are required to schedule a meeting with the PI and/or PM to discuss options.
8. Partner Reports

Minutes of the PC4A Biweekly Meeting

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

Members Present: Kami Abdala, Farrah Bennani, Maureen Farley, Mekasha Gobaw, Ute Lowery, Sherri Mack, Victor Okorie, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto,

Meeting Information

1. Motion to approve the minutes from the February 20, 2023 meeting was made by Greg Paonessa and seconded by Leisa Zuccolotto. The motion was approved unanimously.
2. Action Item Update: Partners were asked to send marketing department contact information to the PM. Some schools have not yet done so and were asked to send the information no later than Friday, March 10, 2023.
3. Partners were sent a new quarterly report template that needs to be completed and sent to the PM by EoD Friday, April 14, 2023. Each quarterly report template is tailored to each partner and includes/requires the following:
    a. There is specific information requested for all budgeted line items. Partners must answer the questions and provide any requested attachments for all areas in their report.
        i. If no progress has been made for a particular activity, partners must provide a detailed explanation as to the delay, and include a deadline for the completion of the activity.
        ii. If no deadline is provided, the PI and PM will work with the partner to set a reasonable deadline.
    b. Partners were reminded to include as much information as possible to help compile the upcoming quarterly report.
        i. The funding agency has specifically stated that they will be looking to see our reports transition from “planning” to “accomplishments.”
    c. Partners are to reach out to the PM for any assistance they may need in compiling their reports.
4. The PI and PM have begun planning the first annual PC4A conference to be held in Indiana, PA. Partners will be sent a survey/poll to help determine the best date for the conference.
    a. Dates will be chosen based on majority availability.
    b. Additional information will be shared with partners as soon as possible.
5. The PI was recently invited to give a presentation at the first DoD STEM Technical Exchange, held in Washington DC on February 23-24, 2023. He presented the progress of our project and networked with various professionals and leaders in the STEM community. More information about the conference and his presentation can be found here.
6. The PI and PM will be contacting all partners soon to schedule a one-on-one Zoom meeting to discuss progress and offer assistance. Possible dates for these meetings are the weeks of March 13 and 20, 2023.
    a. The PI, PM and RI are discussing the possibility of the PM visiting each partner school to promote more collaborations. This may not be possible this year, however partners should stay tuned for additional information.
7. The PI has finalized the schedule for the upcoming Faculty Development Event at WCCC, which will be held on April 1, 2023 via Zoom. The PM is currently working on marketing materials for the event and will share those with WCCC as soon as possible.
    a. The PI is still working on finalizing the last speaker for the PHCC event that will be held on April 15, 2023 via Zoom. More information will be provided soon.

    b. Other partners should be on the lookout for information regarding their own events which will be held soon.
8. Partners were reminded to submit invoices no later than April 14, 2023 to be included in the second quarterly report. The following information/reminders were also provided:
    a. Partners can submit invoices monthly; they do not need to wait until the end of the quarter.
    b. If a partner has not submitted any invoices yet, they will need to schedule a meeting with the PI to discuss options for moving forward.
        i. Dr. Bennani requested information regarding year two budgets and the following information was provided by the PM and the RI:
            1. Year two budgets will be determined by the progress made in year one. The RI will begin reviewing progress in early August and partners will be given more information then.
9. The RI is currently hosting two researchers from Africa who requested to attend the PC4A meeting to learn more about our methods of collaboration. The visiting researchers were introduced and provided information about their backgrounds.
10. Partners provided the following updates:
    a. BC3: They have awarded scholarships to 14 students. BC3 offers payment plans to students and the scholarships were awarded prior to the due date of the next round of payments, allowing the scholarship awardees financial support.
    b. MC3: A second workshop is being planned, more information will be provided via email as Jamie Bretz was unable to attend the meeting.
    c. NCC: The Science Olympiad was held on Friday, March 3, 2023 and Dr. Bennani provided an overview of the PC4A project. 165 students competed in the Olympiad, which is held every year. The Tallo platform has been purchased and STEM season will be launched on March 9, 2023. They are also working with faculty on the summer bridge camp, which will be held at two campuses.
    d. PHCC: A second workshop for CompTIA Security + was offered and eight students attended. Attending students will be given exam vouchers for their participation in the workshop. They are continuing to plan the upcoming Cybersecurity event which will be held on March 25, 2023. A process for hiring interns and tutors has been created and job postings are live. Scholarship funds have been distributed, and MAC laptops have been purchased and are currently being set up for use. Exam vouchers will be purchased and distributed to students soon. They are also working with their marketing department on upcoming events.
    e. WCCC: The Cybertech club is helping with the BotsIQ Robotics Battle that will be held at the WCCC main campus this week. They are also working on preparations for their upcoming summer camps, working on hiring the department intern, and are looking into revamping/adding courses. A possible field trip to CMU's NREC is being explored.
11. Partners were reminded to encourage faculty to require use of the Writing Center tutoring sessions and professional workshops as there has not yet been any sessions scheduled as of this meeting.
12. Leisa Zuccolotto asked for feedback from partners regarding alternatives to Raspberry Pi's, as Pi's are difficult to find and are costly right now:
    a. Christie Sever recommended the Arduino. WCCC is going to focus more on the programming aspect of the Arduino and less on the engineering side of things.
    b. PM shared that the Arduino board was utilized in an advanced GenCyber camp and students were pleased with their experience.
13. With no further business, the meeting concluded at 4:15 pm EST.

Item	Person Responsible
Email marketing department contact info to PM	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

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

Minutes of the PC4A Biweekly Meeting

Held virtually on February 20, 2023 at 3:30pm

Members Present: Kami Abdala, Jamie Bretz, Rory Butler, Waleed Farag, Maureen Farley, Les Graves, Ute Lowery, Sherri Mack, Greg Paonessa, Lydia Taylor, Barbara Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the February 6, 2023 meeting was made by James Bretz and seconded by Greg Paonessa. The motion was approved unanimously.
2. Action Item Update: Bucks requested additional vouchers for their students, and Cengage was contacted to see if it was possible for those vouchers to be purchased under IUP's contract with the invoice sent to Bucks. This is not possible and Bucks will need to explore a separate contract with Cengage to purchase additional vouchers.
3. Partners were updated about the upcoming faculty development events:
    a. The event for WCCC will be held on April 1, 2023 in the areas of Block Chain, Cloud Security, and Cryptography. All speakers have confirmed.
    b. The event for PHCC will be held on April 15, 2023 in the areas of Cloud Security, Cryptography, and Digital Forensics. The PI is still waiting on confirmation from the speaker for Digital Forensics.
    c. PHCC was asked to provide confirmation on the meeting method and number of faculty expected to attend:
        i. The event will be held online only with 15 expected participants.
4. The PI will be presenting at the DoD STEM Technical Exchange meeting and will be discussing the progress of the PC4A project. Partners will be updated about the outcome of this event at the next meeting.
5. As of this meeting, there have not yet been any scheduled tutoring sessions or any students attending any of the writing center workshops. Partners were encouraged to remind students of or even require the use of these services in their courses, and an reminder of the offered services was provided. Partners were also asked to offer feedback as to why these services are not being utilized by their students:
    a. Greg Paonessa: Greg has previously reminded his students about the services but is concerned about how closely the students' courses fit with the available services.
    b. Barb Zaborowski: Barb expressed concern that students wouldn't be interested in tutoring sessions offered by people that they are unfamiliar with, and that students would prefer tutoring sessions that are available through the PHCC tutoring center.
    c. Sherri Mack: Sherri suggested faculty encourage students to attend the writing center workshops, in particular the sessions covering resume writing and cover letters as a different perspective might be beneficial for students.
6. The RI provided reminders regarding invoicing procedures:
    a. The funding agency isn't only going to rely on the quarterly and annual reports to determine progress, they are also going to be reviewing invoices and funds spent.
    b. Partners were asked to submit invoices regularly and often, but not more than monthly.
7. Partners were reminded about the new social media marketing campaign and were asked to provide an update on whether their marketing departments will require prior approval before any postings. Any

partners who did not know for sure about the requirements from their marketing department were asked to send contact information (name and email) to the PM.

a. BC3- contact information will be sent soon.
b. BUCKS-there have been staff changes within the marketing department recently and PC4A can move forward with any planned posts until the open positions have been filled.
c. MC3-contact information will be sent soon.

8. All partners were asked to provide an update on current activities and upcoming events:
    a. BC3
        i. One cybersecurity student is going to be giving a presentation on his internships. There is also another certification prep workshop planned for the spring.
    b. BUCKS
        i. Currently working on curriculum changes and developing the tutoring program. There are faculty interested in providing more one-on-one assistance, but only student tutors will be compensated with grant funds.
    c. MC3
        i. Bootcamps are being planned for the Network+ and Security+ certification exams, and exam vouchers will be provided to participants.
        ii. Working on trying to hire more faculty.
        iii. MC3 is a CISCO Networking Academy and if anyone needs assistance they are encouraged to reach out to Jamie Bretz.
        iv. Looking into offering a hackathon event.
    d. PHCC
        i. Workshop for CompTIA Security+ planned for Friday, February 24, 2023. There are currently six participants signed up with more expected. A flyer was distributed to students in the affiliated programs.
        ii. Working on getting PHCC students involved in the NCAE Cyber Games.
        iii. A public cybersecurity event is planned for March 25, 2023. 8-9 speakers are planned across two groups with the possibility of more.
            1. Greg Paonessa asked for feedback from the RI regarding any limitations on purchasing give-away items:
                a. Items are permitted as long as the items will be useful to students. T-shirts promoting the PC4A project and the cybersecurity event were specifically mentioned, and are permitted as long as offerings are size inclusive. Most agencies do not like to see the purchase of food unless the event is day-long.
9. Partners were reminded to keep the PC4A project team informed of all activities, and to share any marketing materials with us to be included in our reports and shared across our social media accounts.
10. The next scheduled meeting will be held on Monday, March 6, 2023 at 3:30 pm EST.
11. With no further business, the meeting concluded at 4:15 pm EST.

Item	**Person Responsible**
Email marketing department contact info to PM	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

February 6, 2023 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from January 23, 2023 meeting.
2. Update on Action Items:

Action Item	Status
Provide any requested information for quarterly report	Complete
Update tutoring jotform to include disclaimer	Complete

Announcements/Updates

1. Quarterly Report Updates.
    a. 1st Quarterly Progress Report submitted on 1/27/2023.
    b. 1st Quarterly Financial Report submitted on 1/27/2023.
2. Virtual Lab Voucher Updates.
    a. Cengage codes sent to partners on 2/3/2023.
    b. TestOut vouchers will be purchased for students to use during the fall 2023 term.
3. Invoice Reminders.
    a. Partners need to be spending funds in accordance with their scope of works, and submit monthly invoices as needed.

Partner	Budget Spent:	Grant Progress (Y1):
BC3	0%	41%
BUCKS	8.9%	
MCCC	0%	
NCC	<1%	
PHCC	0%	
WCCC	0%	

4. WC Tutoring Sessions/Workshops.
    a. No tutoring sessions scheduled yet.
    b. If any partner faculty are going to require use of the tutoring service as part of their courses, please let Lydia Taylor know as soon as possible.
    c. The first WC Workshop begins Wednesday, February 8, 2023. Please publicize these workshops with your students (the flyer can be found on our website).
5. NSF NCSES report on diversity in STEM workforce.
    a. View the full report here.
    b. A report review meeting was held on January 31, 2023. Recording of the meeting will be available in the coming weeks.
6. Updates on Faculty Development Workshops.
7. Review of social media graphics.
8. Information on Transfer Agreements.
9. Information on CAE Applications.

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

PC4A Biweekly Meeting

January 23, 2023 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from January 9, 2023 meeting.
2. Update on Action Items:

Action Item	Status
Send invoice templates to partners	Complete
Send tutoring flyer to partners	Complete

Announcements/Updates

1. IRB Updates
    a. All documentation sent to OHRO for approval.
        i. OHRO approval letter received 1/19/2023.
2. Updates on purchasing of virtual labs.
3. Tutoring Session Updates.
    a. Scheduling form is now live, please continue publicizing the service.
4. First Quarterly Report Update
    a. Requests for DoD involvement at future events.
5. Invoice and Travel Reminders
    a. Travel expense forms overview.
    b. Invoice procedure reminders
        i. RI suggests storing a copy of receipts/proof of payment with all submitted invoices for reference if requested.
6. Partner Event Reminders
    a. Please share all activities so we can publicize events on social media and PC4A website.
    b. Please share any publications, flyers, photos, etc.

Minutes of the PC4A Biweekly Meeting

Held virtually on January 23, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Jamie Bretz, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Ute Lowry, Sherri Mack, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the January 9, 2023 meeting was made by Leisa Zuccolotto and seconded by Greg Paonessa. The motion was approved unanimously.
2. Invoice templates were sent to all partners prior to the meeting.
3. Tutoring session information and workshop flyers were sent to all partners prior to the meeting.
4. All partners have submitted the required IRB documents, and the Army OHRO approved our project as exempt on January 19, 2023. We are now permitted to begin analyzing baseline data.
    a. Partners were reminded that we may be required to update our IRB depending on the collected data throughout the project.
5. The PI is currently working with Cengage and TestOut to purchase vouchers for hands-on lab access.
    a. Licenses will be provided for a limited number of students at each campus.
    b. The PI or PM will distribute access codes, and it is the responsibility of each partner to record and track which students receive which code.
    c. Partners should expect 15-20 licenses per school and are encouraged to use funds from their own budget to supplement the purchasing of access codes to help their students and best serve the project objectives.
6. Partners were updated with the status of tutoring sessions provided by the IUP Writing Center.
    a. The tutoring form is now live, students can begin to schedule appointments via the online form.
    b. Appointments must be made a minimum of three hours in advance.
    c. Tutoring reports can be sent to instructors, but only if the student requests it. Confirmation of attendance can be provided instead if instructors provide a class roster.
        i. After discussion with partners, a disclaimer will be added to the form so students can provide written permission for their information to be shared with a third party (IUP WC).
    d. All partners confirmed that their previously submitted estimates for number of students using the service is accurate.
7. Partners were provided with a reminder regarding invoices:
    a. The RI requires partners to keep copies of receipts or other proof of payment with a copy of each submitted invoice in case the RI needs access to the information. Receipts and proof of payment are not required to be submitted with the invoice; they just need to be readily available.
8. Partners were reminded to please share all activities and marketing materials with the PI/PM so this information can be posted on the website and shared on our social media sites.
9. Each partner provided an update regarding their activities:

a. **MCCC**: Code breakers event held over the winter session for 45 students. A similar camp is planned for math courses.
b. **PHCC**: A project to determine two presentations for the upcoming Cybersecurity Community Event was assigned to students in the network admin project course. Staff is also working on determining local businesses to invite to the event. The Linux+ workshop will be held in April, and the Security+ workshop will be held in February.
c. **WCCC**: Asked for feedback and curriculum for coding camps this summer. Arduino kits will be offered to participants. WCCC also asked for advice on tracking certification rates.
    i. PI shared IUP GenCyber curriculum
    ii. CompTIA offers a verification tool for all academic partners to track certification rates. WCCC was also encouraged to stay in touch with students as sometimes they will provide the information themselves.
d. **BUCKS**: Instructors have determined a training plan for professional development. They are also making progress on curriculum changes. There have been some employee changes that are causing delays across a few departments. Bucks is also interested in starting the CAE application process.
e. **BC3**: Two of the participants of the winter CompTIA bootcamp have passed their certifications. Also, a news release regarding the project was published on BC3 News.
f. **NCC**: An NCC networking student was chosen (only 6 accepted in the country) to work on a project for the NFL.

10. Partners were reminded to begin thinking about 2 by 2 agreements as they are a part of our planned activities and main objectives.
    a. Agreements are not limited to institutions in PA.
11. After the submission of the first quarterly report, the LO will focus on professional development activities. All partners will be contacted soon regarding specific dates and other details.
12. The next scheduled meeting will be on Monday, February 6, 2023 at 3:30 pm EST.
13. With no further business, the meeting concluded at 4:25 pm EST.

Item	**Person Responsible**
Provide any requested information for quarterly report	All partners
Update tutoring jotform to include disclaimer.	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

January 9, 2023 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from December 12, 2022 meeting.
2. Update on Action Items:

Action Item	**Status**
Send IUP IRB Documents to partners	Complete
Check on meeting schedule with partners not in attendance	Complete
Send Writing Center Workshop Flyer to partners	Complete

Announcements/Updates

1. IRB Updates
    a. Documentation sent for BC3, Bucks, MC3, NCC, and PHCC
    b. Waiting for WCCC determination
2. Tutoring Session Updates
    a. Schedule sent to tutors for review.
    b. Anticipated publication of 1/13/2023.
3. First Quarterly Report Reminders
    a. **Due no later than January 13, 2023**
4. First Quarter Invoice Reminders
    a. **Due no later than January 13, 2023**
5. Partner Event Reminders
    a. Please share all activities so we can publicize events on social media and PC4A website
6. Faculty Development Survey Results
7. Updates on Partnerships and events
    a. Cyberbit meeting held 12/16/22
    b. Cybertalents meeting held 12/21/22
    c. BotsIQ Combat Robotics Competitions
        i. Free, open to the public
        ii. Seeking volunteers

Minutes of the PC4A Biweekly Meeting

Held virtually on January 9, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Becky Hays, Ute Lowry, Sherri Mack, Greg Paonessa, Christie Sever, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the December 12, 2022 meeting was made by Leisa Zuccolotto and seconded by Greg Paonessa. The motion was approved unanimously.
2. Dr. Farag provided an update on the progress with all IRB determinations for each partner. All except WCCC have been sent to the OHRO for approval.
    a. WCCC provided an update regarding their IRB determination, which is expected by Wednesday, January 11, 2023.
3. Partners were reminded that all meeting agendas and minutes are available on the PC4A website.
4. Partners were provided an update on the status of tutoring sessions and workshops offered by the IUP Writing Center:
    a. Tutoring scheduling is expected to open January 22, 2023.
        i. Reports are created for each tutoring session and can be provided to instructors if requested.
    b. Partners were reminded of the soft skills workshops for the Spring 2023 semester.
        i. All partners are asked to please begin publicizing these services at their schools.
    c. At the request of partners, a flyer and email blurb will be sent to all partners to use for marketing of the offered Writing Center services.
    d. A soft skills services page was created on the project site to showcase services hosted by the LO.
5. Partners were reminded of the upcoming deadlines for important project data:
    a. First Quarterly Report is **due no later than Friday, January 13, 2023.**
        i. Partners are asked to include as much information as possible, however many sections of the report template are expected to have little or no info because this the first report and many activities are still in the initiation phases.
    b. All invoices from the first quarter are **due no later than Friday, January 13, 2023.**
        i. Hardware purchased with grant funds must be tagged as purchased with federal dollars, and a list must be maintained including the item, serial number, value, and location.
        ii. Partners are to contact Lydia Taylor or Ute Lowry with any questions regarding invoices.
6. Partners were reminded to notify the PM with any upcoming events or activities for publication on the project website and social media.
7. Partners were provided with a review of all active social media accounts for the project and were encouraged to share, comment, like, follow, etc.
8. Faculty Development Survey results were shared with partners.

a. Partners are encouraged to invite all faculty, including adjuncts, to any LO offered professional development activities.
b. As requested by a partner, high school teachers may be included if their attendance helps reach stated objectives.

9. Partners were updated on recent partnership activities:
    a. The PM attended meetings with CyberBits and CyberTalents to pursue platforms for cyber competitions. Demos will be scheduled with both companies and partners will be updated as details are available.
    b. BotsIQ is hosting battle robot competitions at WCCC and PennWest California. Events are free and open to the public. Volunteers are also needed. More information will be shared with partners as details are available.
10. Partners were asked to share any events that have taken place since our last meeting:
    a. **PHCC**: Met with CTC partner and are currently working toward more collaboration.
    b. **BC3**: First bootcamp held for CompTIA Net+. Five students were eligible, two successfully completed the workshop.
        i. Bucks asked BC3 to share tips on the workshop offering as they are planning their own.
    c. **MC3**: Code breakers bootcamp is currently running during the winter session. The bootcamp is taught by two female students, and participants are then given an opportunity to come to campus to meet with CompSci faculty.
    d. **NCC**: Science Olympiad is scheduled for March, and the PC4A project will be showcased during the event. Recruitment events for the summer camp are also being planned.
    e. **Bucks**: Current focus is working with administrators and faculty to develop curriculum, assist faculty with various DoD approved certifications, and begin the process of setting up procedures for bootcamps.
    f. **WCCC**: Currently working on hiring the department intern and beginning the process of planning for summer cybersecurity camps, and potentially a coding class.
11. Partners asked for clarification on providing funds for CompTIA Linux+ certification, as this cert is not approved by the DoD:
    a. Partners were encouraged to focus on certifications that are approved but can include this certification along with others if they determine it is important in reaching stated objectives.
12. At the request of partners, the deadline for the Year 2 budget will be included as an agenda item in an upcoming meeting.
13. Partners were reminded that the next scheduled meeting will be on Monday, January 23, 2023 at 3:30 pm EST.
14. With no further business, the meeting concluded at 4:20 pm EST.

Item	**Person Responsible**
Send invoice templates to partners	Lydia Taylor
Send tutoring flyer to partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

December 12, 2022 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from November 28, 2022 meeting.
2. Update on Action Items:

Action Item	Status
Sign Sub-Awards	Complete
Review PC4A Website and provide feedback	On-going
Contact PM if interested in attending CAE Training Session (February 2022)	On-going
Contact BC3 and NCC regarding preferences for virtual lab software platforms	Complete
Submit soft skills survey	Complete
Provide estimate of student records to be used for analysis	Complete
Begin process of obtaining IRB approval	On-going
Send 2020-2022 GenCyber Curriculum to WCCC If needed	On-going
Connect PHCC 2and BC3 with BotsIQ	Complete

Announcements/Updates

1. Soft Skills/Tutoring Services Update
    a. Introduction of Writing Center Staff
    b. Demo of Scheduling Form
    c. Review of future planned activities
        i. Tailored workshops in fall 2023
2. IRB Updates
    a. Documents requested from partners
        i. Information needed as soon as possible
3. Reminder of baseline data deadline
    a. Email data to ltaylor@iup.edu by **December 15, 2022**
4. Reminder of first quarterly report deadline
    a. Email to farag@iup.edu and ltaylor@iup.edu by **January 13, 2023**
5. Review of Faculty Development Survey
    a. **Responses due COB 12/19/2022**
6. Determination of Spring 2023 Meeting Schedule

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

PC4A Biweekly Meeting

November 28, 2022 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from November 14, 2022 meeting.
2. Update on Action Items:

Action Item	**Status**
Sign Sub-awards	Still in process
Provide feedback regarding the website	Ongoing
Send NCyTE meeting information	Sent by Dr. Farag on 11/15/2022

Announcements/Updates

1. Summary of NCyTE Meeting – CAE Designation Process
2. Review of Virtual Lab Offerings
    a. Cengage (MindTap)
    b. JB Learning
    c. TestOut
3. Reminders for Baseline Data Template and Soft Skills Survey
    a. Baseline Data Template **due December 15, 2022**
    b. Soft Skills Survey due **12:00 pm, November 29, 2022**
4. IRB Updates – Information needed from partners
    a. Estimated number of student records
    b. Participation in analyses from partners
5. Updates on LO Partnership efforts
    a. S3STEM (offers soft skill training for STEM students)
        i. Meeting attended November 18 and 19, 2022
    b. IUP Writing Center (tutoring sessions for all partner students)
        i. Meeting scheduled November 30, 2022 at 9:00 am
    c. K-12 Outreach
        i. Riverdale STEAM Academy meeting scheduled December 6, 2022
        ii. Flyers distributed to local school districts announcing GenCyber 2023 camp
    d. BotsIQ (increased partnership opportunities)
        i. Meeting schedule November 28, 2022 at 10:00 am

Minutes of the PC4A Biweekly Meeting

Held virtually on November 28, 2022 at 3:30pm

Members Present: Kami Abdala, Jamie Bretz, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Rebecca Hays, Sherri Mack, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the November 14, 2022 meeting was made by Michael Caglia and seconded by Greg Paonessa and Jamie Bretz. The motion was approved unanimously.
2. PI provided the following updates on sub-award status for all partners:
    a. MC3 and NCC have already executed their sub-awards.
    b. WCCC sub-award was executed today.
    c. PHCC is still waiting for signature from their president.
    d. Bucks has been sent for signature.
    e. BC3 has been sent to RI for approval.
3. Partners were reminded to review the www.pc4a.org website and provide feedback, as well as share this website with their students.
4. Partners were previously sent a summary of the NCyTE CAE Overview meeting, and reminded that there is an upcoming meeting in February that will cover the CAE process in more detail. Anyone interested in attending that meeting should contact the project manager.
5. Project Manager provided a demo of three software platforms (TestOut, JB Learning, and Cengage-Mindtap). A thorough comparison is included at the end of these minutes. Partners were encouraged to discuss these platforms and were reminded that they can choose which platform is best for them, however it is more feasible to only choose one or two instead of each partner choosing a different platform (although they are not required to choose one of these three). IUP has budgeted roughly 100 licenses for all six community college partners, an exact number will be provided once we decide of a selected platform.
    a. Partner discussion included the following:
        i. All partners had at least some familiarity with all platforms.
        ii. Rory Butler commented that TestOut does not easily link with their LMS (Canvas). Bucks is using MindTap for many of their courses because of Cengage Unlimited.
        iii. Leisa Zuccolotto commented that MindTap labs require students to follow a specific set of instructions which can be frustrating.
        iv. Dr. Farag commented that each faculty at IUP can choose which platform s/he wants to utilize in her/his classes, but he has used both JB Learning and Cengage in recent courses.
        v. Becky Hays commented that many of their faculty use Cengage as well.
        vi. Michael Caglia likes all three options, although TestOut does not have quite enough content (no textbook). TestOut also works well in an online environment but maybe not so much in a face-to-face environment.

b. Cengage was the frontrunner, partners who were not able to attend this meeting will be contacted regarding their preferences.

6. Partners were reminded of the due dates for the Baseline Data Template (12/15/2022) and the Soft Skills Survey (11/29/22).
    a. The following comments/questions were made/asked regarding the Baseline Data Template:
        i. Rory Butler had some pushback from his institution and will reach out to the project manager for clarification on a few categories.
        ii. Jamie Bretz needed clarification on the enrollment periods. Enrollment periods were adjusted to ensure that enrollment and graduation rates are accurate and catch as many students as possible.
        iii. Jamie Bretz asked for clarification on military connected students, which include children of veterans.
7. PI provided an update on the status of IUP's IRB approval.
    a. The OHRO office requested additional information. Partners were asked to provide the following:
        i. Student records for analysis
            1. Bucks – will provide soon
            2. PHCC – 40-45 student records
            3. MC3 – 900 student records
            4. WCCC – will provide soon
        ii. Participation of CC partners in data analysis
            1. All partners agreed that they will be a participate in the analysis of the data.
            2. ***Partners were reminded that they will need to obtain IRB approval from their institutions and should start on that process as soon as possible.***
8. PI provided an update of the efforts of the LO in seeking partnerships with other institutions and companies:
    a. S3TEM – provides soft skills training. PM needs to attend additional trainings before providing a summary for partners.
    b. IUP Writing Center – upcoming meeting (11/30/22) to discuss tutoring and soft skills to be provided to CC partner students.
    c. K-12 Outreach:
        i. River Valley Steam Academy – PI will attend upcoming meeting (12/6/22)
        ii. Flyers have been distributed to local school districts announcing GenCyber 2023 camp. Partners were asked to publicize the camp at their schools as well.
    d. BotsIQ – a company providing internship and training opportunities for k-12 students. Meeting was attended by PI and PM to further discuss partnership opportunities
        i. BotsIQ has already partnered with WCCC and BC3. PM will put PHCC in touch with BotsIQ and BC3 to begin/re-start partnerships.
9. Michael Caglia expressed an interest in GenCyber but was concerned about building curriculum. GenCyber curriculum from years 2016-2019 is available at www.iup.edu/iupgencyber.

Curriculum for years 2020-2022 is only available through D2L. Dr. Farag will provide this curriculum for anyone who would like to see it.

10. The next meeting is scheduled for December 12, 2022 at 3:30 pm EST.
    a. Meeting schedule for the Spring 2023 semester will be discussed at the next meeting.
11. With no further business, the meeting concluded at 4:34 pm EST.

Item	**Person Responsible**
Sign Sub-Awards	Bucks, PHCC
Review PC4A Website and provide feedback	All partners
Contact PM if interested in attending CAE Training Session (February 2022)	All partners
Contact BC3 and NCC regarding preferences for virtual lab software platforms	Lydia Taylor
Complete Baseline Data Template	All partners
Submit soft skills survey	All partners
Provide estimate of student records to be used for analysis	Bucks, BC3, NCC, WCCC
Begin process of obtaining IRB approval	All partners
Send 2020-2022 GenCyber Curriculum to WCCC If needed	Dr. Waleed Farag
Connect PHCC 2and BC3 with BotsIQ	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

November 14, 2022 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from October 31, 2022 meeting.
2. Update on Action Items:

Action Item	**Status**
Finalize all SoW's as soon as possible	MC3-complete, NCC- complete, PHCC-submitted, WCCC-awaiting signature, Bucks – awaiting final SoW, BC3 – awaiting final SoW
Provide feedback regarding website content	On-going
Contact Test Out for virtual labs options	PM attended meeting on 11/1
Send STEAM Academy PowerPoint	Will send to partners
Begin research regarding IRB process at individual institutions	On-going
Send list of activities to PM before 11/3/2022	Complete (thank you!)

Announcements/Updates

1. One-on-one meeting review
2. Reporting Template review
    a. Baseline Data
    b. Quarterly Reports
    c. Data Call
3. Soft Skills Survey review
4. Virtual Lab Offerings (JB Learning, TestOut)
5. Partner updates
    a. Bucks County Community College
    b. Butler County Community College
    c. Montgomery County Community College
    d. Northampton Community College
    e. Penn Highlands Community College
    f. Westmoreland County Community College

Minutes of the PC4A Biweekly Meeting

Held virtually on November 14, 2022 at 3:30pm

Members Present: Kami Abdala, Kelly Barford, Farah Bennani, Jamie Bretz, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Vicki Giammarco, Rebecca Hays, Tracey Johnson, Sherri Mack, Greg Paonessa, Christie Sever, Lydia Taylor, Debra Woods, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the October 31, 2022 meeting was made by Leisa Zuccolotto and seconded by Christine Delahanty. The motion was approved unanimously.
2. An update on all partner sub-awards was provided:
    a. MCCC and NCC are fully executed.
    b. WCCC and PHCC sent for signature.
    c. BC3 and Bucks are still working on sub-awards.
3. Partners were reminded to review the PC4A website and provide any feedback regarding their institutional pages.
4. PM has been reviewing virtual lab options for use across all partner intuitions.
    a. An in-depth review will be provided at the next meeting.
    b. Current options include TestOut, Cengage (MindTap), and JB Learning.
5. Partners were reminded to begin the IRB approval process as soon as possible.
    a. IUP has received "Exempt" status from the IUP IRB .
6. PI provided a summary of the One-on-One meeting that was attended on 11/3/2022. The following was discussed at that meeting:
    a. Overview of the program.
    b. Current activities of the LO.
    c. Current and future activities of all CC partners.
7. The PI provided a review of the following reporting templates:
    a. Baseline Data Template
        i. The file sent on 11/10 is the final version. Due date for the completed form is 11/30/2022.
        ii. If members do not track data in a particular category, they are to indicate this by typing "Not Tracked" for the program name.
            1. All members are required to begin tracking data in all categories included in the baseline data template moving forward.
    b. Quarterly Reporting Template
        i. The file sent on 11/10 is the final version. Due date for the completed form is 1/13/2023.
        ii. Members are encouraged to familiarize themselves with the content of this report template to make reporting easier.
        iii. **Per Funding Agency:** This report is to only include activities that occurred after the start of the grant.
    c. Data Call (Snapshot and Jotform)

i. Members are encouraged to review the data required and begin tracking this in preparation for the data call.
ii. **Per Funding Agency:** All partner data will be compiled into one form.
iii. **Per Funding Agency:** Data will be collected between October 2022 and September 2023, expected due date spring 2024.
iv. **Per Funding Agency:** Online portal will be sent to LO for completion of data collection form.

d. Soft Skills Survey
   i. Partners need to complete this form to assist the LO with soft skills education.
   ii. Partners should email PM with any suggestions/updates for Soft Skills online form.

8. All partners provided updates regarding their activities.
9. Partners were reminded to keep PI and PM informed of upcoming activities at their institutions for publicity and reporting purposes.
10. Dr. Bennani will share resources with the group and encouraged everyone to stay in communication to help strengthen the consortium.
11. Partners were reminded of upcoming NyCTE meeting regarding CAE process. PI will send invite information out again to partners.
12. The next meeting is scheduled for November 28, 2022 at 3:30 pm EST.
13. With no further business, the meeting concluded at 4:31 pm EST.

Item	**Person Responsible**
Sign Sub-awards	WCCC and PHCC
Provide feedback regarding website content	All partners
Complete Baseline Data Template by 11/30/2022	All partners
Send NyCTE Meeting Invite	Dr. Waleed Farag

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

October 31, 2022 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from October 17, 2022 meeting.
2. Update on Action Items:
    a. Begin process of obtaining IRB Approval
    b. Review PC4A Website for changes
    c. Finalize all SoW's asap
    d. Purchase pc4a.org domain

Announcements/Updates

1. Scope of Work/Sub-Award Updates
2. ACI Learning Costs and Content Review
3. Baseline Data Template and Deadline
4. Updates on IUP IRB Application
5. NCyTE Meeting – "Center of Academic Excellence Overview" reminder
6. River Valley STEAM Academy Ideas for Partnership
7. www.pc4a.org domain updates
8. BC3 Presentation
9. PHCC Presentation

Minutes of the PC4A Biweekly Meeting

Held virtually on October 31, 2022 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Tracey Johnson, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto, Sherri Mack, Rebecca Hays, Michael Caglia

Meeting Information

1. Motion to approve the minutes from the October 17, 2022 meeting was made by Dr. Farag and seconded by Greg Paonessa. The motion was approved unanimously.
2. IUP has begun the process of obtaining IRB approval (due within 90 days of the beginning of the grant). The application was submitted and we're now waiting on updates from the IRB team.
    a. All partners are to start exploring the IRB process at their individual institutions.
3. The PC4A website is currently being updated. All partners need to review the site and provide feedback to the project manager.
    a. All previous agendas and minutes can be found on the website.
4. www.pc4a.org has been purchased and is now live. This domain currently redirects to the PC4A website within the IUP site.
5. Only one CC partner has been issued their sub-award as of this meeting. The PI and RI staff are working on submitted SoW's. For partners who have not submitted an SoW for approval, this is priority and must be done ASAP.
6. Overview of the ACI learning platform was provided to partners.
    a. Virtual labs are not as interactive as desired
    b. Content is entertaining and well designed
    c. Cost is high compared to other platforms
    d. All partners agreed to move on from ACI as an option
7. Partners discussed other options for virtual labs. Test Out was chosen as a final option. The PM will get in touch with Test Out to review what is available.
8. Reporting templates have been sent to PC4A staff from the DoD STEM on Monday, Oct. 31, 2022. Templates will be reviewed and provided to partners as needed.
    a. Baseline data template was sent to all partners previously. This template may change based on the reporting templates received from the funding agency.
9. NCyTE is holding a meeting focused on an overview of the Center of Academic Excellence designation process. Partners who are not CAE designated are strongly encouraged to attend. The PM is attending the meeting and can provide a summary to partners who are interested.
10. River Valley STEAM academy invited IUP staff to the grand opening of the academy. Cybersecurity programs are offered to students as early as 6th grade. More information will be sent to partners once it is available. We plan on collaborating with various K-12 districts in support of the objectives of this project.
11. Partners were reminded to send their activities to the PM to be included in the one-on-one meeting with the funding agency.
12. BC3 gave a presentation on their grant activities.
13. PHCC gave a presentation on their grant activities.

14. The next meeting is scheduled for November 14, 2022 at 3:30 pm EST.
15. With no further business, the meeting concluded at 4:43 pm EST.

Item	**Person Responsible**
Finalize all SoW's as soon as possible	Dr. Waleed Farag and all partners
Provide feedback regarding website content	All partners
Contact Test Out for virtual labs options	Lydia Taylor
Send STEAM Academy PowerPoint	Lydia Taylor
Begin research regarding IRB process at individual institutions	All partners
Send list of activities to PM before 11/3/2022	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

October 17, 2022 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from the October 3, 2022 meeting.
2. Update on Action Items.
    a. Jamie Bretz to send MCCC Scope of Work PowerPoint to all members.
    b. Dr. Farag to provide feedback for all submitted SoW's.
    c. All partners to review and finalize SoW as soon as possible.
    d. All partners to consider the best offerings for soft skills and faculty development.

Announcements/Updates

1. NDEP kick-off meeting on October 4, 2022.
    a. Invoicing
    b. IRB Requirements
    c. Reporting Requirements
    d. Misc. Information
2. IUP IRB Status.
3. CompTIA Academic Partnerships.
4. PC4A Website.
5. ACI Learning – hands-on lab curriculum offerings.
6. NCC Scope of Work presentation.
7. WCCC Scope of Work presentation.

Minutes of the PC4A Biweekly Meeting

Held virtually on October 17, 2022 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Tracey Johnson, Pamela Mowrer, Greg Paonessa, Michelle Robinson, Christie Sever, Lydia Taylor, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the October 3, 2022 meeting with a correction to the date was made by Dr. Farah Bennani and seconded by Dr. Rory Butler. Motion was approved unanimously.
2. Members reviewed action items from the previous meeting:
    a. Dr. Bretz will put the PowerPoint of his presentation into the OneDrive folder
    b. Dr. Farag provided that all SoW's have been submitted and are currently being reviewed. Feedback will be sent as soon as possible.
3. The NDEP kick-off meeting was held on October 4, 2022. Each PI from all five awardees presented a short summary of their planned activities.
4. PI is in the process of completing the IRB application, we expect that the IRB application will be considered "exempt."
    a. All CC partners are expected to start the process of IRB approval as the project will potentially collect data that required IRB approval.
5. Reporting Timeline Review
    a. A thorough review of the reporting timeline was provided. This reporting timeline will be sent to all partners once they have completed their sub-award
        i. A high level budget will be included with the reporting timeline so everyone has a sample of what it looks like.
        ii. Dates provided in the reporting timeline are considered "hard deadlines." All reports must be submitted by these deadlines so the LO and Research Institute have time to compile data and narrative from all schools.
        iii. Partners need to be regularly tracking activities throughout the year to better assist with writing the required reports.
        iv. Report templates have still not been made available but will be shared with all partners once provided by the funding agency.
        v. First quarterly reports are due on January 13, 2022 (this includes information from September through December).
6. Participants were reminded of the upcoming 15th Annual Cybersecurity Day and were encouraged to attend if possible. Faculty and students from WCCC are planning to attend the event.
7. PI gave a brief overview of the current PC4A website which is housed within the IUP site. Partners are asked to review the website and provide feedback/changes via email to the project manager.
8. Partners were updated regarding the status of purchasing pc4a.edu:
    a. Our application was denied due to a "non-specific" domain.

b. Partners decided to move forward with purchasing pc4a.org.
c. In the future, the goal is to have a stand-alone website for the consortium outside of the IUP website. The LO will handle maintenance of this website, as well as sustaining the website past the funded years of the grant if possible.

9. A meeting with ACI Learning Platform is scheduled for October 20, 2022. ACI offers curriculum content and virtual labs. All partners interested in attending the meeting should contact the project manager.
10. Partners were shown three logo options to be used for marketing and branding. Partners voted and chose the second logo.
    a. A round logo was chosen to be a badge or medal to be used in the future.
11. Dr. Bennani from Northampton Community College provided an overview of NCCC's planned activities.
12. Mr. Michael Caglia from Westmoreland County Community College provided an overview of WCCC's planned activities.
13. The next meeting is scheduled for October 31, 2022 at 3:30pm EST.
14. With no further business, the meeting concluded at 4:30pm EST.

Action Items

Item	**Person Responsible**
All CC Partners need to begin the process of obtaining IRB approval just in case it is needed.	All partners
Review the current PC4A website and provide any suggestions or requested changes	All partners
Finalize all SoW's as soon as possible	Dr. Waleed Farag and all partners
Purchase pc4a.org domain	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

October 3, 2022 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from September 3, 2022 and September 19, 2022 meetings.
2. Update on Action Items.
    a. Research needed for obtaining .edu domain.
    b. All Scope of Work's due asap.

Announcements/Updates

1. Project manager hired with a start date of October 3, 2022.
2. NDEP Kick-Off meeting scheduled for October 4, 2022.
3. Scope of Work
    a. Budget alignment
    b. Timeline of events
    c. Matching objectives
4. Faculty professional development and soft skills enhancement
5. Bucks CCC Scope of Work presentation
6. MC3 Scope of Work Presentation

Minutes of the PC4A Biweekly Meeting

Held virtually on October 10, 2022 at 3:30pm

Members Present: Kami Abdala, **Farah Bennani**, **Rory Butler**, **Michael Caglia**, **Christine Delahanty**, **Waleed Farag**, **Maureen Farley**, **Sadie Hauck, Becky Hays**, **Tracey Johnson**, **Sherri Mack**, **Greg Paonessa**, **Michelle Robinson**, **Christie Sever, Lydia Taylor, Leisa Zuccolotto,**

Meeting Information

1. Minutes from the first and second meetings were approved by Leisa Zuccolotto, seconded by Sherri Mack.
2. Lydia Taylor has been hired as the Grant Project Manager and will be in touch with all partners soon to offer assistance.
3. An application to purchase the pc4a.edu domain has been submitted and is currently under review (expected wait is 4 to 6 weeks). Updates will be provided to all partners as they are available.
4. Dr. Farag has been invited to give a presentation at the NPED meeting which will be held on Tuesday, October 4, 2022. This meeting is a kick-off call for all recipients of the DoD grant.
5. All partners have submitted their scope of work and can expect review and feedback provided within the week. All scopes of work should focus on the following:
    a. Alignment with activities and grant objectives
    b. Proposed budget
    c. Timeline
6. Jamie Bretz provided an overview of the MCCC Scope of Work which included the following highlights:
    a. MCCC will work closely with its marketing team to create a strategy that meets their local demographics and targets underrepresented populations
    b. New equipment in networking labs will be purchased, as well as virtualization software
    c. Exam vouchers will be provided to students for certification exams
    d. Certifications may be provided to faculty to increase opportunities for current faculty to teach more courses within MCCC's programs
    e. Bootcamp style courses will be offered for tutoring and certification prep
    f. A Computer Science Advisor will be hired to assist students and increase enrollment
    g. A Computer Science Career Coach will be hired to offer resume building, interview prep, and other career seminars.
    h. Faculty will be provided education to better understand transfer agreements and employment opportunities
    i. DoD/DIB representatives will be added to the MCCC Computer Science Advisory Board
7. Partners expressed concern as to how to handle purchasing/distribution of certification exam vouchers. All members are asked to share ideas on how to best handle voucher disbursement. Some ideas already shared include:
    a. Offering best performing students the vouchers
    b. Boot camps specifically for cert prep
    c. Incorporating cert prep into current curriculum/tying to a course

    d. Integrate with Workforce Department to offer cert prep courses
8. Rory Butler and Christine Delehanty provided an overview of the BCCC Scope of Work which included the following highlights:
    a. Focus will be on aligning the current cybersecurity program with ACM and NSA requirements with updated programed launching in the Fall of 2023
    b. BCCC will now be a testing center and there are plans to integrate the testing center with preparatory boot camps to encourage certification
    c. This fall, BCCC will pilot a short course that will raise awareness and appreciation in cybersecurity. This course will offer a micro-credential.
    d. Focus on taking cybersecurity beyond the world of IT.
9. All partners were reminded of the upcoming GenCyber Summer Camp that IUP will be hosting on-site in Summer 2023. Partners who are located within driving distance of the IUP main campus are encouraged to help publicize the camp.
10. All partners were asked to reach out to their institution's data management team/registrar to create a baseline for the stated objectives of the grant.
11. All partners should be thinking about what type of soft skills education would best fit their students needs, and what type of faculty development would best fit their faculty's needs. Each partner will be contacted soon regarding these two activities which will be provided by the lead institution.
12. The next meeting is scheduled for Monday, October 17, 2022 at 3:30 pm EST.
13. With no further business, the meeting concluded at 4:30 pm EST.

Action Items

Item	**Person Responsible**
Send MCCC's Scope of Work PowerPoint to all partners	Jamie Bretz
Review and send feedback for all submitted Scope's of Work	Dr. Waleed Farag
Carefully review and finalize Scope of Work and submit to PI as soon as possible	All partners
Consider best offerings for soft skills and faculty development	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting

September 19, 2022 at 3:30pm

Agenda

Previous Meeting Actions

1. Update on Action Items.
    a. Complete all required paperwork and Scope of Work as soon as possible.

Announcements/Updates

1. News release by the Department of Defense on grant awardees.
2. Scope of Work Updates.
    a. Proposed Budget
    b. Coverage of the first phase of grant
    c. Sub-awards granted after approval
3. Institutional Review Board.
4. Discussion needed for PC4A website domain options.
5. Hiring of Project Manager.
6. CompTIA Academic Partnership.
7. Reporting templates availability.
8. Grant document storage and sharing.

Minutes of the PC4A Biweekly Meeting

Held virtually on September 19, 2022 at 3:30pm

Members Present: Farah Benanni, Rory Butler, Christine Delahanty, Waleed Farag, Maureen Farley, Vicki Giammarco, Sadie Hauck, Byron Krout, Sherri Mack, Pamela Mowrer, Greg Paonessa, Lydia Taylor, Michelle Robinson, Christie Sever, Cheryl Yandrick, Leisa Zuccolotto,

Meeting Information

1. No minutes were taken during the first bi-weekly meeting which was held virtually on September 5, 2022 at 3:30pm.
2. The Department of Defense released a statement announcing the grant which can be found here. Only five institutions were accepted, and all members of the coalition can begin publicizing their respective institution's involvement in the awarded grant. All marketing information should begin with the information provided in the proposal abstract in conjunction with the information in the DoD News Release, however, partners are encouraged to highlight and market their activities as they choose.
3. Each partner must submit their institution's Scope of Work by the end of this week, September 23, 2022.
    a. Each scope of work must align directly with the proposal (timeline, budget, focus on cybersecurity/STEM).
    b. Submitted Scope of Work should cover at minimum the first phase of the grant (three years).
    c. After approval of Scope of Work, institutions will be granted the sub-award from the IUP Research Institute.
4. All institutions are encouraged to put in place an RIB for data collection in case they plan to present their research in any capacity.
5. All collected data will be stored and maintained by IUP through a central database. This collected data will help to prove that the project has been successful. More information on this process will be shared with members at a later date.
6. If any institution limits the sharing of non-identifiable student information, partners are required to reach out to the PI immediately, as the collection of this data is vital to the processes and scope of the project.
7. PC4A was previously chosen as the name of the coalition. The preferred domain name chosen by members is pc4a.edu. If the .edu extension is not a viable option (research into this option shows that the coalition does qualify), the second option for a domain name is pc4a.org.
8. IUP will handle the maintenance of the coalition website, now and in perpetuity if the grant is active.
9. Partners are reminded that anyone that is getting paid through the grant in any capacity must be a US citizen or permanent resident. This stipulation is a requirement from the funding agency.
10. Once sub-awards have been disbursed, it is up to each institution if monies will be distributed via inload or overload pay.

11. The PI is currently working on hiring a project manager and will update partners as soon as possible.
12. The PI is currently working on a partnership with educational publisher Cengage to partner to make content available to all partner institutions. Costs associated with this potential partnership will be part of IUP's award and will not come out of each institution's sub-award.
13. CompTIA has been contacted about the possibility of partnering with the coalition to provide exam materials and certification vouchers at a discount. More information will be shared with partners as soon as available.
14. The IUP Research Institute has not yet received reporting templates from the funding agency but will share these templates with partners as soon as they are available.
15. For now, all documents should be sent via email until a more efficient process is implemented.
16. The next meeting is scheduled for October 3, 2022 at 3:30pm.
17. With no further business, the meeting concluded at 4:27pm.

Action Items

Item	**Person Responsible**
Research into process for obtaining .edu domain extension	Mike Caglia
Review Rory Butler's submitted scope of work to ensure that it covers at minimum three years of activities.	Sadie Hauck/Michelle Robinson
Determine if website hosting must be American	Waleed Farag
Submit Scope of Work by 9/22/22	All members

Respectfully submitted by Lydia Taylor. Approved by Dr. Waleed Farag.

PC4A Biweekly Meeting

September 7, 2022 at 3:00pm

Agenda

Announcements/Updates

1. PC4A Proposal chosen to be fully funded – review of all pertinent information regarding funding, grant start and required reports.
2. Required Documents to be completed by Consortium Partners.
3. Determination of Bi-Weekly meeting schedule.
4. Scope of Works required from all Consortium Partners
    a. Proposed Budget
    b. Timeline
    c. Proposal Objectives
5. Kick-Off Meeting scheduled for early October.
6. Sub-Award updates and time-frames.
7. Virtual Sandbox research and options.
8. Partner Questions?

Minutes of the PC4A Biweekly Meeting

Held virtually on September 7, 2022 at 3:00pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Becky Hays, Tracey Johnson, Ute Lowery, Sherri Mack, Janice Nichols, Greg Paonessa, Michelle Robinson, Patricia Smallacombe, Leisa Zuccolotto

Meeting Information

1. The PC4A proposal was selected to be fully funded by the Department of Defense, however, no publication or marketing of the grant is permitted to be released until the funding agency gives permission. The PI will be in touch with all partners as to when marketing can begin.
2. The grant officially started on September 1, 2022 and has been fully funded through August 30, 2025.
3. All partners have been emailed documents from the IUP Research Institute that need to be completed prior to any award of sub-awards.
4. No funds may be spent until the sub-awards are fully executed; however, all partners are expected to continue planning activities and events.
5. Bi-weekly meetings will be held every other Monday, from 3:30 pm EDT to 4:30 pm EDT for the duration of the Fall 2022 Semester.
6. Partners are expected to be present or send a representative from their campus to all meetings. If participation or representation is not possible, pertinent information should be sent to the PI to be shared on the partner's behalf.
7. Many reports are required to be submitted to the funding agency. These reports include:
    a. Monthly financial reports
    b. Quarterly progress reports
    c. Annual report
8. Report templates have not yet been provided by the funding agency but will be made available to partners as soon as the templates are sent to the IUP Research Institute.
9. The Scope of Work form has been sent to all partners. This document is a high priority and needs to be completed as soon as possible. Scope of Work documents must align with:
    a. Proposed budget
    b. Timeline
    c. Proposal objectives
10. The IUP Research Institute will work with partners if any changes to submitted budgets are requested, however, budgetary changes are to be limited to only what is essential to meet the objectives of activities.
11. Partners are permitted to re-allot funds from one budget line to another but must first discuss changes with IUP Research Institute personnel.
12. Partners are encouraged to review budgets continually and inform the IUP Research Institute if there is an excess of funds. Any excess funds can be re-distributed to other institutions as needed.

13. The funding agency has scheduled a kick-off meeting with all five lead institutions for early October. The PI will present key points of the project. Partners are encouraged to reach out to the PI with any information that would be pertinent to share at this kick-off meeting.
14. Partners can expect sub-awards to be sent roughly 10 days after all paperwork is signed. Sub-award contracts may need to be signed by institutions' legal counsel which may delay the process.
15. Virtual Sandbox options have been researched by the PI. Publisher Cengage has already shared access codes, which were used to help budget for these sandboxes that will be accessible by all partner institutions. Partners are encouraged to share other software that they may have experience with. Hands-on experience is the focus of these virtual labs.
16. The Lead Institution will work with other DoD and government agencies as much as possible to help reach the objectives of the grant. Partners are encouraged to rely on current relationships they may already have to assist with creating advisory committees and finding employment opportunities for graduates.
17. The IUP Research Institute Staff is available to answer any questions that partners may have.
18. The next meeting is scheduled for September 19, 2022, at 3:30 pm EDT.
19. With no further business, the meeting concluded at 3:51 pm.

Action Items

Item	**Person Responsible**
Complete required paperwork and Scope of Work documents as soon as possible.	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag