

PC4A Biweekly Meeting
January 15, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from December 18, 2024 meeting.

Announcements/Updates

1. Quarterly Report Reminders

- a. Quarterly reports are due no later than **12:00PM on Friday, January 17, 2025**. Please submit reports and all supporting documentation as soon as possible.
- b. Partners are to pay close attention to their emails over the next week as additional information/documentation may be requested.

2. December Invoices

- a. Thank you to the partners who submitted their December invoices on time. Current spending for Y3 is shown below:

Partner	% Spent
LO	15% (Nov)
BUCKS	25%
BC3	22%
MCCC	23%
NCC	21%
PHCC	16%
WCCC	31%

3. One-on-One Partner Progress Meetings

- a. One-on-one meetings with all partners will be held in early March 2025. Partners are asked to share their availability.

4. Textbook/Lab Vouchers

- a. The LO is offering textbook/lab vouchers for any partner who may need them for the spring semester. Please submit requests via email including the type and quantity of vouchers needed. **Please note:** It is expected that partners spend their own budgets first before requesting vouchers.

5. Internship Updates and Funding Support from LO

- a. CTC has received nine applications and is currently conducting phone screenings. Candidates will be contacted soon for interviews, and details will be shared with partners as soon as possible.
- b. Partners who may need funding support for paid internship opportunities are asked to reach out to the PM in case budget adjustments need to be made.

6. Testimonial Videos

- a. West PA Partners are asked to provide names/email addresses for faculty and students willing to participate in the testimonial video by **no later than January 31, 2025**.
- b. Testimonials videos may be created for East PA partners depending on the availability of funds.

7. Capture the Flag Spring Event

- a. A summary of the results of the CTF survey is included below. The LO is currently working with Hack the Box to develop the CTF event.
- b. Partners are asked to provide feedback on possible dates for the event.
- c. **CTF Survey Results**
 - i. **Interest:** Yes (35%), Maybe (53%)
 - ii. **Challenges:** Ten (60%)
 - iii. **Length:** Two days (38%)
 - iv. **Team Size:** Four (43%)
 - v. **Time:** Either weekday or weekends (58%), Weekends (25%)
 - vi. **Difficulty Level:** Medium (52%)
 - vii. **Topics:** Web (16%), Open-Source Intelligence (16%), Forensics (15%), Hardware (15%)
 - viii. **Prize:** Cash/gift card (70%)

8. POGIL Faculty Development Workshops

- a. Partners are asked to continue distributing the [POGIL Interest Survey](#) to faculty. Responses are due **by January 31, 2025**. Details below:

Partner	Responses
BC3	3
BUCKS	-
MCCC	-
NCC	2
PHCC	5
WCCC	-
TOTAL	10

9. Partner Student Survey

- a. In Y2, a survey was distributed to students to help evaluate project impact with lower-than-expected participation. To increase participation, the survey will be distributed to students much earlier in the semester. Partners will be asked to distribute the survey to all students in their targeted programs and are strongly encouraged to require completion of the survey in their classes. Details will be shared with partners as soon as possible.

10. PC4A Partner Updates