PC4A Biweekly Meeting
March 19, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from February 26, 2025 meeting.

Announcements/Updates

1. **Preparations for Y4**
   a. Y3 Budget Modification forms along with Y4 Scope of Work, Y4 Budget, and Y4 Budget Justification templates will be sent to partners soon. The PI and PM will review these documents and all submission requirements during the meeting.
2. **Quarterly Reports**
   a. Quarterly report templates will be sent to all partners soon. Please complete and submit the report **by no later than April 16, 2025**. Please attach supporting documentation including photos, event flyers, testimonials, etc.
3. **POGIL Faculty Development Workshops**
   a. Partners are asked to continue publicizing the POGIL workshops. Registrations are due by March 20, 2025. Current registrations are below:

	West PA	East PA
BC3		
BUCKS		4
MCCC		2
NCC		
PHCC	5	
WCCC		
TOTAL	**5**	**6**

4. **Mid-Year Progress Meetings**
   a. Agendas for next week's mid-year review meetings will be sent to all partners soon. Partners are asked to prepare to answer all questions included on the agenda. The meeting will include discussion on plans for a no-cost extension.
5. **Capture the Flag Spring Event**
   a. Partners are asked to continue advertising the CTF and strongly encourage students to participate. As of March 17, 2025, **only three teams are registered with four participants total**. If registrations don't increase to at least 20 students, the event will either be cancelled or postponed until Fall 2025 in the event of a no-cost extension.
6. **Partner Student Survey**
   a. All partners are asked to continue distributing the student survey to their students and are strongly encouraged to require completion of the survey in their classes. Responses are due by March 31, 2025. Current response counts are below:

Partner	Responses Received
BC3	27

BUCKS	2
MCCC	48
NCC	5
PHCC	30
WCCC	28
Total	**140**

7. **PC4A Partner Updates**

Due Date Reminders

Item	Due Date
POGIL Workshop Registration	March 20, 2025
PC4A Student Survey	March 31, 2025
Quarterly Report	April 16, 2025
Y3 Budget Modifications	April 16, 2025
Y4 Budget, SoW, Budget Justification	April 16, 2025