

## **Digital Intensive Committee Meeting Minutes**

**November 10, 2023, at 9:45 am**  
**Zoom meeting and Email Discussion in November/December**

### **In Attendance**

Swati Agrawal, Cartland Berge, Brenta Blevins, Angie Kemp, Jerry Slezak, Kalpesh Bhatt, Shannon Hauser

### **Approval of Minutes**

The previous minutes had already been approved electronically.

### **New Business Discussion**

We discussed a situation where PSYC is interested in submitting a batch of courses for DI consideration and had inquired if they would need to submit proposals for each course separately. Because of the record-keeping / audit-supporting nature of the CIM, the answer is yes.

Other issues discussed:

- The committee expressed concern about whether all departmental individual studies would be digital intensive in nature if a proposal requests approval for all individual studies regardless of instructor.
- It is hard to retrieve records that were approved pre-CIM.
- Kevin Caffrey is our go-to contact for CIM issues.

Swati reviewed the DI processes with the new committee member.

### ***CIM DI Proposal Testing and Updates***

Swati will follow up with Kevin Caffree on these CIM Improvements that Cartland Berge identified through testing and that the committee agrees with:

1. Add "SLO#\_" in front of each SLO in the dropdown.
2. Reorder SLOs in the dropdown to match the numbering on the website.

### **DI Website**

We discussed that Cartland Berge (DKC) and Shannon Houser (DKC) have been attending the committee meetings but are not listed on [DI website](#).

### **Announcements/Reminders**

Upcoming proposal deadlines:

- January 26, 2024, for designations for Fall 2024

Schedule next meeting via Jan. 27 and Feb 2; action items need to go to UFC by Feb. 5.

**The meeting adjourned at 10:20.**