

## Digital Intensive Committee Meeting Minutes

February 2, 2024, at 9:30 am  
Zoom meeting

### In Attendance

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

### Old Business Discussion

The CIM form now lists the DI SLOs in order and with a numbered pre-fix, thanks to Kevin Caffrey working with CourseLeaf (see fig. 1). This will hopefully help ease the proposal process.

SLO: DI\_SLO\_1 - Successfully locates and critically evaluates information using the Internet, library databases, and other digital tools.

**Fig. 1: Screen Capture from CIM with Digital Intensive Student Learning Outcome numbered.**

PSYC has decided not to move forward with their DI proposals at this time as they will need to discuss as a department how to handle their proposals, such as their individual study, across all instructors.

The DI website now lists Cartland Berge (DKC) and Shannon Hauser (DKC) as ex-officio members in addition to Angie Kemp (Library) and Jerry Slezak (DLS); the [UFC site](#) lists only Angie Kemp (Library) and Jerry Slezak (DLS).

### New Business Discussion

#### *Review of Proposals*

- ENGL 390B 388
  - Approved for specific instructor.
- HIST 369
  - Approved for specific instructor.

#### *Proposal Process*

The committee discussed whether all course proposal information must be listed on the CIM form or whether it can fill out the proposal with references to a detailed attached document, such as with the ENGL 390B proposal. Swati contacted Kevin Caffrey, who indicated that all documents attached to a proposal will be retained in the proposal system. Thus, if the CIM proposal form contains

- 1) sufficient detail (such as by listing which assignment meets the SLO listed in the CIM) to make clear what information to look for in a detailed attached file

**and**

- 2) the attached document contains clearly identified and detailed information to match the CIM proposal form and the course's support of the DI SLOs,

then the proposal information does not need to be repeated on *both* the CIM version and the attached file.

We will ask Ben LaBreche about sharing the ENGL 390B proposal on the DI website as an additional model in a new discipline.

Brenta will contact UFOC to let them know they will know that the DI committee will need to have an additional appointment to cover her remaining 2024-25 appointment because she is scheduled to be on sabbatical.

**Announcements/Reminders**

Action items need to go to UFC by Feb. 5.

The next DI committee meeting will need to take place in April once the UFOC announces new committee appointments to help orient the new members and elect committee officers for 2024-25.

If new committee business arises, the committee may discuss in email or can schedule an ad-hoc meeting.

**The meeting adjourned at 9:55.**