1. ITDEC Modified Purpose Statement:
   a. Purpose will be re-evaluated to include a wider scope than only the ODELT office. The reach of the committee will expand to include all instructional technology and digital education activities. Communication lines with other committees will be enhanced to avoid redundancy in effort across governance groups.

2. Updated ODELT Service Catalog
   a. Catalog will be reviewed and modified to meet the needs of the university community. Student services and faculty resources will be modified to meet the demands of the users.
      i. **Action Item:** Provide feedback on service needs.

3. University Technology
   a. Classroom/Lab Upgrades:
      i. Handout with classrooms was distributed and will be updated for distribution for respective academic group review.
      1. **Action item:** Provide feedback on list once updated and distributed.
   b. University Wide Software
      i. Soliciting academic college volunteers to participate in this taskforce. Taskforce will review existing list and identify new potential products.
      1. **Action item:** Identify a volunteer from your respective group to serve on the Taskforce.

4. Learning Management System (LMS)
   a. LMS Review
      i. Three-year process
      1. Year 1: Market review
      2. Year 2: Product comparison, demonstrations, product selection
      3. Year 3: Product implementation
      4. **Action item:** Distribution of information to respective group.
   b. Blackboard Template
      ii. Customization – Templates can be customized for academic units if so desired. Alignment across departments at a minimum is needed for a template request.
      1. **Action Item:** Visit with college/ departments and identify if this is desired.
c. Analytics
   i. Blackboard has four reports that are automatically available for faculty. Training for access and usage will be delivered in Spring. Future discussion will be how to leverage data for institutional research and data informed strategic decisions.

5. Upcoming Events:
   a. OER – Community of Practice – Deadline November 30th
   b. Digital Strategies Symposium – December 6th
      i. Proposal Deadline – Friday, November 23rd
         1. 45 minute - $300.00
         2. Exhibit Hall - $50.00
      ii. Registration Deadline – Friday, November 30th
          1. Attendance Stipend - $200.00
          2. (175 maximum capacity)
   c. Digital Innovator of the Year – Academic College Awards
      i. Nomination Deadline – November 23rd
         1. $500.00 Award Stipend
   d. Action item: Distribution of information to respective group.