



2-28-2015

Monthly report: 2015 :02

Nelson Poynter Memorial Library. Online Learning and Instructional Technology Services.

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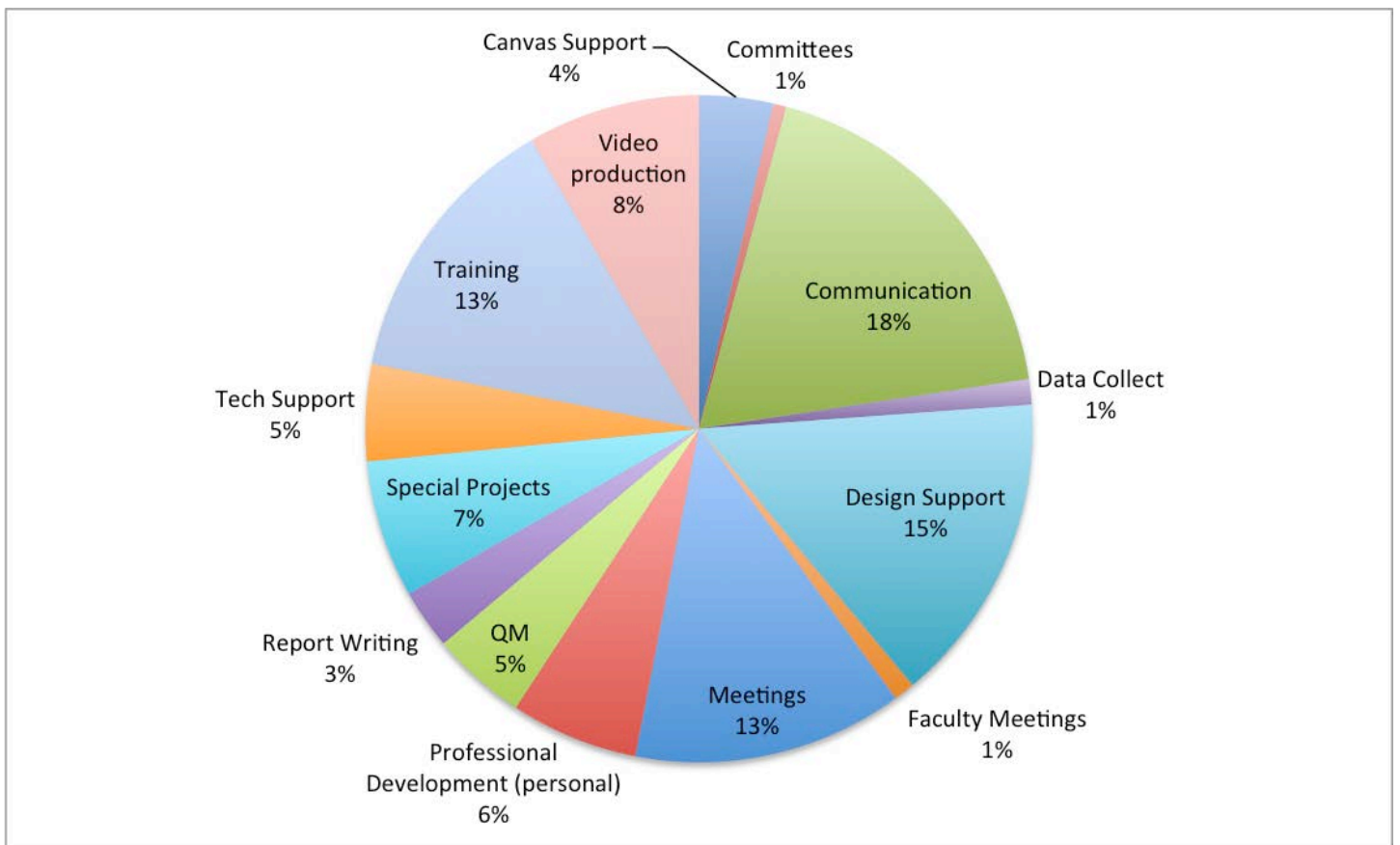
Monthly Report

2015-02-01 - 2015-02-28

Total 645 h 52 min



The following are the department's activities for the month of February 2015



Canvas Support - 23.2 hrs
 Committees - 4.0 hrs
 Communication - 119.4 hrs
 Data Collect - 8 hrs
 Design Support - 98 hrs
 Faculty Meetings - 6.6 hrs
 Meetings - 85 hrs

Professional Development- 40.2 hrs
 QM - 29.9 hrs
 Report Writing - 18.7 hrs
 Special Projects - 43.3 hrs
 Tech Support - 30.5 hrs
 Training - 87.6 hrs
 Video production - 54.3 hrs

February 2015 Monthly Report Executive Summary: DL/IMS

- The data below is based on 800 allocated staff hours for the month of February.
This is based on 20 work days and includes five (out of six) staff members. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- OLITS is still down one instructional designer. Therefore, we are missing 160 staff hours for the month of February. PAR paperwork has been submitted.
- A member of our staff had trouble with our tacking software, Toggl. As a result, all of our baseline numbers are off and therefore our percentage of change will not accurately reflect our service hours.
- OLITS staff has been working hard to support faculty and departments with professional development training and course support. As a result, we did see a 39% increase in the number of meetings scheduled and 29% increase in the number of service requests asking for design support during the month of February.

SERVICES	HOURS	Percent change
Canvas Support	23	-20%
Committees	4	-55%
Communication	119	-31%
Data collection	8	-79%
Design support	98	29%
Faculty meetings	7	-27%
Meetings	85	39%
Professional development	40	18%
QM	30	-38%
Report writing	19	17%
Special projects	43	-2%
Tech support	31	-83%
Training	88	-39%
Video production	54	-49%
ACTUAL: (Allocated Staff Hours: 800)	649	-33%

Below is a breakdown of projects supported by OLITS during the month of February 2015.

Projects / Time entries	Duration	Amount
Canvas Support	23:16:24	0.00 USD
CLP 4314 Canvas Support/ Blackboard Collaborate follow-up	30:00 min	
CLP 4314 Email request to follow up with student access	01:50:00	
CLP 6477 Meeting with instructor	02:20:00	
DEP 4053 Video links revised and updated	01:00:00	
DEP 4053 Video links revised and uploaded to Canvas	03:00:00	
DEP 4053 Video links spreadsheet revised and updated	30:00 min	
DEP 4053 - video public issue	32:27 min	
EDA 6061 - Gary Tucker - bb collaborate	01:30:00	
Gary Tucker BB Collaborate Support	39:00 min	
Julia Beresford	01:30:00	
PPE 4003 Canvas support/Email	01:00:00	
PPE 4003 "Getting Started" broken links issue updated	30:00 min	
PPE 4003 meeting with TA/ troubleshoot group issue	01:15:00	
PPE 4003 - survey issue	24:57 min	
PPE 4003 Troubleshoot group/speedgrader issue	01:45:00	
PSY 4931 Hangouts Meeting with instructor	01:00:00	
PSY 4931 Meeting notes and update of Drive documents	01:00:00	
PSY 4931 Meeting with Instructor	01:00:00	
PSY 4931 Meeting with Instructor/ Set-up	30:00 min	
PSY 4931 Panopto as a mobil app	30:00 min	
PSY 4931 Panopto troubleshoot	01:00:00	
Committees	04:05:41	0.00 USD
Accessibility Committee work	02:35:41	
Space	01:30:00	
Communication	118:29:22	0.00 USD
Calendar updates	01:00:00	
email	17:00:00	
Email	100:29:22	
Data Collect	08:00:00	0.00 USD
Bentley Documents	02:00:00	
ID Card project	01:30:00	
Meeting with Sarasota DL team	02:00:00	

POY 218 design	01:30:00	
Video camer for Jill McCracken	01:00:00	
Design Support	98:04:39	0.00 USD
Brewing course	01:00:00	
BUL 3320 - edit new intro, test videos on ipad	02:04:18	
BUL 3320 - refinement	08:08:41	
CLP 6477 Revised Syllabus	01:00:00	
Course design	04:00:00	
DEP 4053 Copyright Request for course videos	01:00:00	
DEP 4053 Created Sandbox for Summer 2015	01:00:00	
DEP 4053 meeting with TA/ Course improvement and support	01:50:00	
DEP 4053 meeting with TA/ Pre-planning for ourse improvement and support	30:00 min	
DEP 4053 Updated Modules in QM course	01:00:00	
EDA 6061 - BB Collaborate support	01:50:10	
EXP 4680 Canvas design	04:30:00	
EXP 4680 Creating Banner	02:30:00	
EXP 4680 Meeting with Instructor	30:00 min	
EXP 4680 PPT corrections	03:00:00	
EXP 4680 PPT corrections/2ndUpdate	01:00:00	
EXP 4680 PPT corrections/Update	02:00:00	
EXP 4680 Video Pre-production/Rendering videos for editing	45:00 min	
Grover Kearns	30:00 min	
ID template Update/ Getting started links broken	01:00:00	
ISM 3113 - data collection	04:16:29	
Online Adjunct Orientation	06:16:20	
Online Adjunct Orientation - meet with COE	01:34:55	
Online Adjunct Orientation - work on template ppt	03:53:00	
Patty Gaukel	02:00:00	
project planning	01:02:00	
Project planning	04:26:00	
PSY 4931 Canvas Design Support/ Creating banner	02:00:00	
PSY 4931 Canvas Design Support/ Meeting with instructor	02:00:00	
PSY 4931 Canvas Design Support/ Populating course	01:00:00	
PSY 4931 Canvas Design Support/ Uploading banner	01:00:00	

PSY 4931 Module 1 Updated Learning Objectives	02:00:00	
PSY 4931 Module 1 Updated PPT and module content	02:00:00	
PSY 4931 Module 2 Updated PPT and module content	45:00 min	
PSY 4931 Module 3 Updated PPT and module content	30:00 min	
PSY 4931 Uploaded introduction video	30:00 min	
PSY 4931 Uploaded Syllabus video	30:00 min	
Research	07:00:00	
Steve D.	01:00:00	
TAX 4001	01:50:56	
TAX 4001 - pre review for QM	03:51:50	
Test banks	02:00:00	
Update PSY 4931 Banner	01:00:00	
Video	06:30:00	
Faculty Meetings	06:36:00	0.00 USD
CRW 3031 - Meet with Heather Jones	01:38:00	
Jim Leonard	04:00:00	
Online Adjunct Orientation - Meet with COB	58:00 min	
Meetings	85:01:48	0.00 USD
COB Construction - review documents	01:30:00	
COB Construction - review documents phone conference	01:30:00	
COB Construction - review w/contractor	04:32:00	
Department meeting	30:00 min	
DL funding meeting - Carol, Sheila, Zeynep	01:30:00	
Kelvin Bentley	10:00:00	
LLT Meeting	01:00:00	
Meeting Brew Certificate Course	03:00:00	
Meeting with Carol	01:00:00	
Meeting with Sarasota DL team	02:00:00	
Meeting with team	02:00:00	
Meeting with team and consultant	09:00:00	
Meeting with USF Sarasota team	06:00:00	
Meet with team	04:39:12	
Meet with USF SM	31:27 min	
Online Adjunct Orientation - Meet with Jennifer CAS	01:16:00	
Online Portal meeting	01:00:00	

Online student portal support meeting w/ steering committee	01:00:00	
Pre-Planning for meeting with USF Sarasota team	02:00:00	
Sarasota visit	05:03:09	
Space Committee meeting	01:30:00	
Staff	21:30:00	
Staff meeting (AP) Annual reviews	01:00:00	
Web Portal - Casey	01:00:00	
Website portal meeting	01:00:00	
Professional Development (personal)	40:15:04	0.00 USD
(no title)	03:00:00	
2015 USF Goals	01:00:00	
Adobe Creative Suit Professional Development	02:00:00	
Adobe Illustrator Professional Development	02:00:00	
Adobe seminar	01:23:00	
Adobe Seminar	01:00:00	
Adobe Webinar: Mobile Learning	02:00:00	
clean work area	02:00:00	
Office Clean up	01:30:00	
PASSHE: Adapting online programs	01:00:00	
PASSHE: Assessment Practices	01:00:00	
PASSHE: Best practices for teaching online	01:00:00	
PASSHE: Creating and Implementing Faculty Online Teaching Standards	01:00:00	
PASSHE: Creating video based instructional material	01:00:00	
PASSHE: D2L Game-based learning solutions	01:00:00	
PASSHE: Developing mobile friendly content	01:00:00	
PASSHE: Enhancing online learning experience	01:00:00	
PASSHE: Exploring student perception of online video	01:00:00	
PASSHE: Faculty Development for engaging online instruction	01:00:00	
PASSHE: Gamification	01:00:00	
PASSHE: Gamified online course	01:00:00	
PASSHE: Greeting students at the virtual door	01:00:00	
PASSHE: Integrating emerging technologies	01:00:00	
PASSHE: iPad Lecture Capture	01:00:00	
PASSHE: Practical Accessibility for D2L	01:00:00	

PASSHE:Promoting Academic Integrity/Webinar	01:00:00	
Quarterly Performance Form	0 sec	
Research	02:00:00	
review paper for ISEDJ	01:22:04	
Symposium: Spring 2015 Colloquium LCACHE/USF Tampa	0 sec	
work on Annual review	02:00:00	
work on new 2105 goals	02:00:00	
QM	29:59:19	0.00 USD
ISM 3113 - QM conference Call	40:05 min	
MMC 6936 - Copy for QM	02:37 min	
PPE QM review meeting	01:00:00	
QM Course internal review: DEP 4053	05:00:00	
QM Course internal review: PPE4003	05:00:00	
QM FFC Course	02:14:00	
QM Interl Review - Psy	01:00:00	
QM Internal Review - PPE 4003	07:52:37	
QM Meeting - Gaskin Butler	01:10:00	
QM review	02:00:00	
QM - Video edits	02:00:00	
QM Video upload	02:00:00	
Report Writing	18:45:00	0.00 USD
Annual Review for Staff	03:00:00	
Annual Reviews	05:00:00	
Annual Review - Sheila	45:00 min	
Equipment Orders	02:00:00	
Monthly Report	02:00:00	
Monthly Report - Jan 2015	01:30:00	
PAR for staff	03:00:00	
STG Tech Fee proposal	01:30:00	
Special Projects	43:18:56	0.00 USD
Annual Review	30:00 min	
Bentley consultation preparation - copy courses	04:04:56	
DL Consultant	12:00:00	
DL Form	01:00:00	
Gear setup for Data Management conference	04:00:00	

Gear setup for Data Management conference - Take down	01:30:00	
Kelvin Bentley Visit	18:52:00	
Web presence report for Berrie	01:22:00	
Tech Support	28:00:00	0.00 USD
break down AV gear H Hall return	01:30:00	
DAV 224 Dawn Dyer	45:00 min	
Foundation setup (Andy)	03:00:00	
IDs	07:00:00	
ID station	07:00:00	
MyStudio Booth updates	02:00:00	
Poynter Corner support	15:00 min	
Reprogram the 1st Floor digital signage	45:00 min	
set up AV H Hall	02:00:00	
STG 114	45:00 min	
Video conference for English Department	03:00:00	
Training	87:39:54	0.00 USD
Canvas Apps	02:00:00	
Canvas Speed Grader PD/Training	01:00:00	
Constant Contact	01:30:00	
Course design	03:00:00	
Google Drive	02:00:00	
Google Portfolio/ Pre-Planning	02:00:00	
Google Portfolio/ Presentation	01:00:00	
Google Portfolio/ Presentation Production	04:00:00	
Google Portfolio/ Presentation Set-up	01:00:00	
Google training	01:02:19	
Guest speaker CoE	01:30:00	
Infographics/ Creating Presentation	04:00:00	
Infographics/ Pre-planning	03:00:00	
Infographics/ Pre-Presentation	02:00:00	
Instructional Graphics	01:30:00	
Michael Luckett - Respondus	01:00:00	
MyStudio	02:00:00	
Online portfolios	03:00:00	
Panopto - Timi	45:00 min	

PASSHE Conference	45:22:35	
Social Media	01:00:00	
SpeedGrader	03:00:00	
Todd Shank	01:00:00	
Video production	54:20:00	0.00 USD
Ann marie Gunn footage	02:00:00	
Ann Marie Gunnn Video	02:00:00	
Archive Faculty Services 2015 video upload	45:00 min	
break down teleprompter	02:00:00	
clean studio	02:00:00	
download -organize videos in studio	04:00:00	
edit Ann marie Gunn video	03:00:00	
Film Christina Salnaitis	15:00:00	
Film Patricia Gaukel	05:50:00	
Film Steve D-Student	01:30:00	
Film Todd Shank	03:00:00	
Gear setup for Data Management conference	01:00:00	
Mobile one AV unit	02:00:00	
new screen set up	45:00 min	
set up studio	45:00 min	
set up studio for Salnaitis	45:00 min	
set up/test new teleprompter	02:00:00	
SIS VTC in studio	01:00:00	
Studio Equipment Check	01:00:00	
studio maintenance	04:00:00	