



3-31-2015

## Monthly report : 2015 : 03

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

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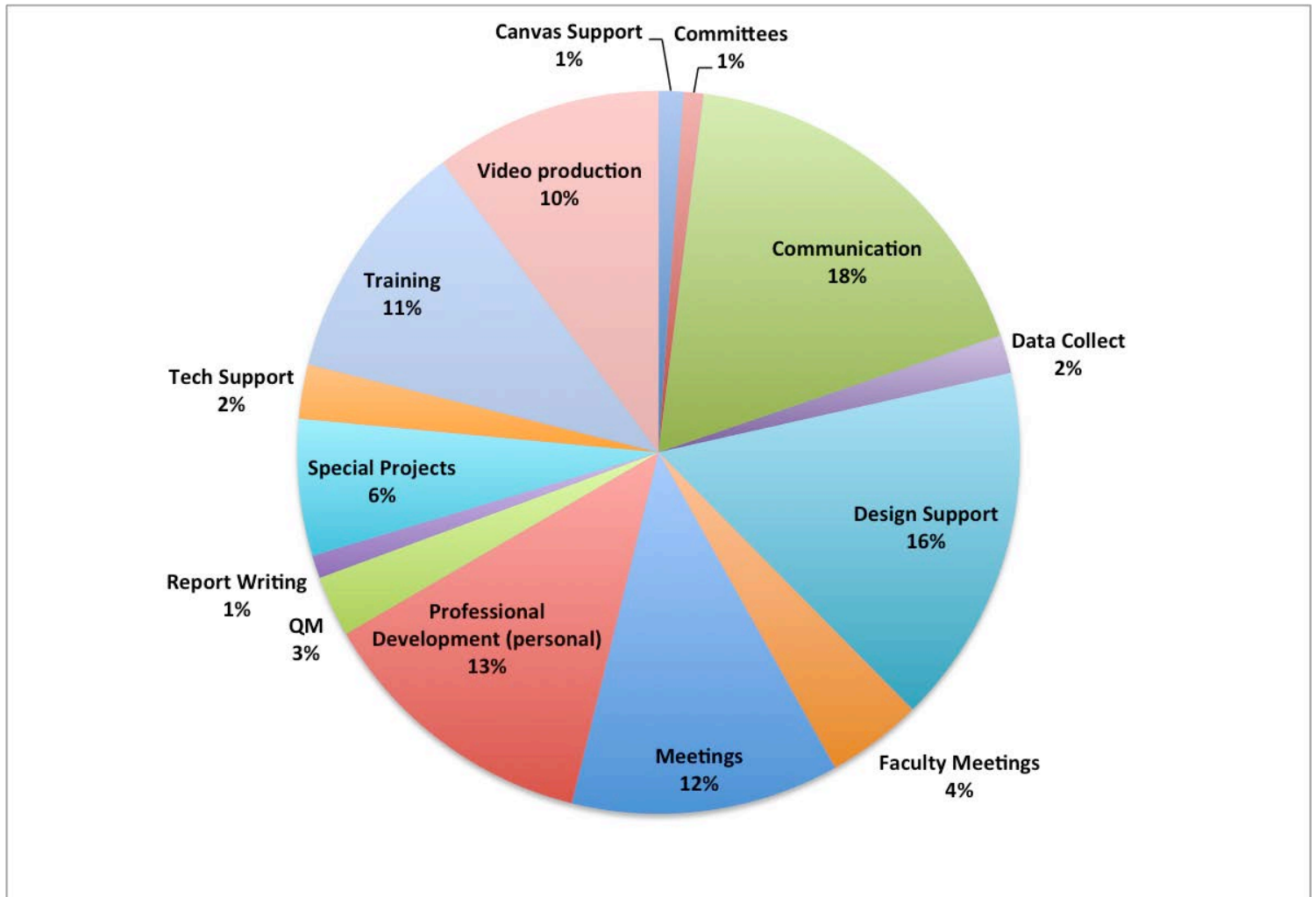
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# OLITS Monthly Report

2015-03-01 - 2015-03-31  
Total 585 h 12 min



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



Canvas Support - 6.5 hrs  
 Committees - 5.2 hrs  
 Communication - 103.9 hrs  
 Data Collect - 10.0 hrs  
 Design Support - 94.4 hrs  
 Faculty Meetings - 25.1 hrs  
 Meetings - 70.1 hrs

Professional Development - 74.7 hrs  
 QM - 15.9 hrs  
 Report Writing - 6.0 hrs  
 Special Projects - 35.8 hrs  
 Tech Support - 14.3 hrs  
 Training - 63.6 hrs  
 Video production - 59.7 hrs

March 2015 Monthly Report Executive Summary: DL/IMS

- The data below is based on 880 allocated staff hours for the month of March. This is based on 22 workdays 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 continues to be down one instructional designer. Therefore we are missing 176 staff hours for the month of March. Job has been posted and interviews will take place soon.
- March marks the middle of the semester and support calls for Canvas has decreased 72% over February.
- More faculty are starting to take advantage of design support and requesting junior instructional designers. As a result of working very closely with faculty and staff, OLITS had an increase of 258% in the number of hours spent in faculty meetings.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Canvas Support	7	-72%
Committees	5	30%
Communication	104	-13%
Data collection	10	25%
Design support	94	-4%
Faculty meetings	25	258%
Meetings	70	-17%
Professional development	75	87%
QM	16	-47%
Report writing	6	-68%
Special projects	36	-17%
Tech support	14	-54%
Training	64	-28%
Video production	60	10%
<b>ACTUAL:</b> (Allocated Staff Hours: 800)	585	-10%

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

Projects / Time entries	Duration	Amount
<b>Canvas Support</b>	<b>06:30:00</b>	<b>0.00 USD</b>
CLP 4314 Email issues/Student access issues	02:30:00	
CLP6477 Module 8 PPT and Video issue	01:00:00	
CLP6477 Module lectures issue	02:00:00	
PPE 4003/ Canvas grading group incident	01:00:00	
<b>Committees</b>	<b>05:11:00</b>	<b>0.00 USD</b>
AAC breakfast	03:11:00	
Survey review	02:00:00	
<b>Communication</b>	<b>103:56:10</b>	<b>0.00 USD</b>
email	20:30:00	
Email	83:26:10	
<b>Data Collect</b>	<b>10:00:00</b>	
Monthly Report	03:00:00	
POY 218 budget	01:00:00	
Process service requests	03:00:00	
Service Request forms to Server	01:00:00	
toggl	02:00:00	
<b>Design Support</b>	<b>94:24:24</b>	
Adjunct Orientation	03:49:45	
BUL 3320 - assist Nikki with form & plan	01:40:55	
BUL 3320 - planning	01:06:07	
Check on video permissions & renewals for summer	01:40:20	
CLP6477 creating course banner	01:30:00	
CLP 6477 Discussion Board Assignment changed to graded assignment	15:00 min	
CLP6477 Meeting with instructor and TA	01:00:00	
Course design	03:00:00	
CRW 3103	05:14:29	
EDA 6192 - make new master from QM copy	29:44 min	
EDF 3604 - prep for and meet with Deanna	01:43:04	
ENL 3015 video digitize	03:00:00	
EXP 4680 Banner design Module 1	02:00:00	
EXP 4680 Banner design/ Pre-planning	30:00 min	
EXP 4680 Canvas design	03:30:00	
EXP 4680 Chapter 11 PPT Edit	01:00:00	

EXP 4680 course design/ PPT	02:00:00
EXP 4680 Course Development	01:00:00
EXP 4680 meeting with instructor	01:00:00
EXP 4680 Module 1 design	02:30:00
EXP 4680 Module 1/ Video editing	03:00:00
EXP 4680 Module 2 design	03:00:00
EXP 4680 Module 2 Part 2 video rendering	30:00 min
EXP 4680 Module 3 design	01:00:00
EXP 4680 Module 3 Part 1 video rendering	01:00:00
EXP 4680 Module 3 Part 2 video rendering	02:00:00
EXP 4680 Module 4 design	01:00:00
EXP 4680 Module 4 Part 1 video rendering	02:00:00
EXP 4680 Module 4 Part2 video rendering	01:30:00
EXP 4680 Module 5 design	01:00:00
EXP 4680 Module 6 design	01:30:00
EXP 4680 PPT revision for Chapter 9	01:00:00
EXP 4680 Video Pre-production/Rendering videos for editing	02:30:00
Faculty Services Guide	12:13:00
McHale videos/Family 52 video rendering and emailed	01:00:00
Online Adjunct Orientation - create and distribute updated outline	27:00 min
Patty Gaukel video	30:00 min
PSY 4931 Module 1-3 Uploaded videos and module content	05:15:00
PSY 4931 Module 1-3 Uploaded videos/ Researching CC automatic voice text option	01:00:00
PSY 4931 Module 4 Uploaded videos and module content	02:00:00
PSY 4931 Module 5 Uploaded videos and module content	01:00:00
PSY 4931 Summer Course Development	01:00:00
Sharon Segrest	02:30:00
SOW 6243 Course Design/ Pre-planning	01:00:00
Steve Video/ Logo video intro	30:00 min
Steve Video/ Script revision with Otis	01:00:00
Test banks	30:00 min
Updating Adobe Creative Cloud	30:00 min
Video	05:00:00

<b>Faculty Meetings</b>	<b>25:03:19</b>
AAC Breakfast/ USF Tampa	03:30:00
EDA 6192 - Meet with Olivia re: QM results	30:00 min
ISS 6942 Meeting with faculty and TA	02:00:00
Meeting with Dr. Salnaitis	01:00:00
Meet with Chris Chen	45:00 min
Psychology Department Meeting	01:00:00
Rebecca Harris	02:29:52
Research	02:30:00
SOW 6243/ CLP 6477 Email	30:00 min
SOW 6243/ CLP 6477 Phone call with Ebony/ Setting up Hangouts	45:00 min
Splash Intro Video/ Dr. Diasio and Otis	02:30:00
Steve Diasio	05:30:00
Tax 4001 - Meet with Carol Vance	02:03:27
<b>Meetings</b>	<b>70:08:13</b>
20/20 library meeting	02:00:00
20/20 Meeting	03:00:00
A&P Breakfast Tampa	02:00:00
DL report for Student Senate/Meeting with Gary	01:00:00
Grovo meeting with Otis	22:36:11
Harbor Hall Remodel	02:00:00
Meeting w/Carol - Tampa Tech fee	30:00 min
meeting with Carol	01:00:00
Meeting with team	01:30:00
Meeting with USF-Sar	45:00 min
Meet with David O'Neill - Bishop Center	30:00 min
Staff	22:00:00
Staff Breakfast	03:30:00
Student Conduct Board Training	04:00:00
team meeting	51:02 min
Team Meeting	01:00:00
USFSP initiative with HR/ Walk to lunch	01:30:00
Video meet with USFSM	26:00 min
<b>Professional Development (personal)</b>	<b>74:44:06</b>
Adobe Illustrator training	01:30:00

Adobe Photoshop training	01:00:00
clean up desktop in office	02:00:00
clean up office	03:00:00
film Lightboard	03:00:00
Learning Solutions Conference	22:30:00
LSCon 2015 Conference	35:57:00
research course	47:06 min
Travel time to conference	05:00:00
<b>QM</b>	<b>15:55:04</b>
Blog post QM	45:00 min
DEP 4053 - QM Internal Review	59:28 min
EDA 6192	40:00 min
EDA 6192 - make QM updates	21:21 min
MMC 6936 copy to external site	05:20:00
QM IDA meeting	45:00 min
QM Internal Review - PPE 4003	02:00:56
QM internal review updates	01:00:00
QM review	03:00:00
Tax 4001 - prep some items for Carol	01:03:19
<b>Report Writing</b>	<b>06:00:00</b>
Carol final report	02:00:00
carol's report	04:00:00
<b>Special Projects</b>	<b>35:46:32</b>
Faculty handbook for OLITS	08:30:00
Faculty handbook for OLITS/Pre-planning	03:30:00
Faculty handout	04:00:00
Lightboard Video	02:00:00
Office Clean up	01:30:00
OLITS manual review	04:01:32
Redesigning Blog for OLITS	10:45:00
Tour of studio	01:30:00
<b>Tech Support</b>	<b>14:15:00</b>
Audio issue studio	45:00 min
COB Building design	02:00:00
Computer build professional development	01:30:00
COQ 220 Sgt Gorden	20:00 min

DAV 105	45:00 min
DV 245 re set power	30:00 min
Microphone issue studio	02:00:00
PRW 110	01:00:00
STG 110	10:00 min
Studio tech support	04:30:00
VTC setup	45:00 min
<b>Training</b>	<b>63:38:56</b>
Advising Orientation Course	01:00:00
APPQMR planning meeting with Timi	01:00:00
Constant Contact	05:30:00
FERPA Webinar	02:00:00
Grovo	09:30:00
Grovo testing	16:31:27
iPad Canvas Lab	02:00:00
Lyman Dukes	30:00 min
Prep for APPQMR training	21:29 min
Presentations/ Pre-Planning	02:00:00
Presentations/ Professional Development Training	02:30:00
Research	04:00:00
Student support	01:00:00
Studio booth help	46:00 min
Training class	02:00:00
Training prep	09:30:00
Video station hardware	01:00:00
Zaption	02:30:00
<b>Video production</b>	<b>59:40:01</b>
check studio gear-heat issues	01:00:00
download and label videos	01:00:00
Download, organize studio videos	01:30:00
edit download label videos	01:00:00
Film Christina Salnaitis	12:40:01
filmed Patricia Gaukel	02:00:00
film Patricia Kaukel	07:00:00
Film Steve D	03:10:00
film Todd Shank	03:00:00



Film Todd Shank	06:00:00
fire up studio download Steve D audio	01:00:00
Jennifer Worner orientation call	20:00 min
organize-download videos for Angie	45:00 min
organize video files in studio	02:00:00
re arrange studio	02:00:00
rearrange studio gear	02:00:00
set up for Patricia Kaukel	01:00:00
Set up Studio for Salnaitis	01:00:00
set up teleprompter	02:00:00
set up Video Conference	30:00 min
Splash Intro Video/ Dr. Diasio	04:00:00
Splash Intro Video/Rendering Draf 1/ Dr. Diasio	02:00:00
Videobooth with John Fruke	02:00:00
Video edits - Dr. Gunn	45:00 min