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## Monthly report : 2013 : 10

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September 2013 Monthly Report Executive Summary: DL/IMS

- Our unit has 1472 allocated man-hours and we executed all of these with a deficit of 239 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches). However, we are including professional development conducted outside of work (education programs, courses, workshops, conferences).
- This is the first full month for Instructional Designer, Timi Hager. We anticipate training data to increase over the next few months.
- The Canvas migration is now near 90%. The migration is at 42% of the collective IDs workload.
- The Instructional Design Unit treated 31 courses this month. Nearly all of the treatments are refinements and migrations. With the course award program on hold, this will decrease new course development until a new course awards process is in place.
- The video production studio was utilized for 94.5 hours. Although the removal of the formal course awards process decreased the number of courses onboarding, requests for video production services has been on the rise.
- The Teaching Technology Unit dealt with 20 hardware, software, and support issues.
- 63 IDs were created during the month of October.

<b>SERVICES</b>	<b>HOURS</b>
Administrative Meetings	149.85
Canvas Migration	61.20
Teaching Technology	76.50
Committees	10.50
Communication	156.95
Data Gathering	61.90
Faculty Meetings	16.05
Initiatives (Dept.)	134.20
Instructional Design	142.80
Professional Development	114.70
QM	89.00
Report Writing	22.50
Special Projects (Lib/Campus)	94.25
Training	7.75
Video Production	94.50
Web Site	0.00
(Allocated Man Hours: 1472) ACTUAL:	1232.65