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Monthly report : 2013 : 11

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November 2013 Monthly Report Executive Summary: DL/IMS

- Our unit has 1152 allocated man-hours and we executed all of these with a deficit of 44 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).
- The Canvas migration is now near 95%. The migration workload is up 85%.
- The Instructional Design Unit treated 36 courses this month. Nearly all of the treatments are course 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 experienced a 94% over last month. Request for video production services has been on the rise for courses and special events.
- The Teaching Technology Unit dealt with 13 hardware, software, and support issues.
- 36 IDs were created during the month of November.

SERVICES	HOURS	Percent change
Administrative Meetings	106	-29.26%
Canvas Migration	113.3	85.13%
Teaching Technology	42.75	-44.12%
Committees	19.5	85.71%
Communication	163.55	4.21%
Data Gathering	27.9	-54.93%
Faculty Meetings	17.5	9.03%
Initiatives (Dept.)	92.7	-30.92%
Instructional Design	132.9	-6.93%
Professional Development	143.7	25.28%
QM	84	-5.62%
Report Writing	31	37.78%
Special Projects (Lib/Campus)	32.2	94.25
Training	16.5	7.75
Video Production	84.5	94.5
Web Site	0	0
ACTUAL: (Allocated Man Hours: 1152)	1108	1232.65