



1-1-2014

Monthly report : 2014 : 01

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Nelson Poynter Memorial Library. Online Learning and Instructional Technology Services., "Monthly report : 2014 : 01" (2014). *Department Report and Publications*. 9.
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Jan 2014 Monthly Report Executive Summary: DL/IMS

- Our unit has 1344 allocated man-hours and we executed all of these with a deficit of 96.55 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- The Canvas migration was completed in December therefore the migration workload for January was down 63% from December in this category.
- The Teaching Technology Unit's hours were up significantly due to the start of the new semester. Also, last minute changes made by Campus Computing caused major issues with computer displaying on our data projects, contributing to in a 642% increase in classroom support hours.
- Canvas migrations took up a lot of staff time during the latter part of 2013; therefore now that we are done with the process staff has redirected focus to department initiatives. This resulted in an increase of 143% in the area of departmental initiatives.

SERVICES	HOURS	Percent change
Administrative Meetings	95.3	68%
Canvas Migration	106.1	-63%
Teaching Technology	178	642%
Committees	29	45%
Communication	172.15	97%
Data Gathering	22.5	32%
Faculty Meetings	24.8	24%
Initiatives (Dept.)	105.6	143%
Instructional Design	127.8	143%
Professional Development	94.8	233%
QM	20.25	212%
Report Writing	20.25	-10%
Special Projects (Lib/Campus)	20.9	-12%
Training	106.5	140%
Video Production	116.5	233%
Web Site	7	700%
ACTUAL: (Allocated Man Hours: 1344)	1247.45	62%