

3-1-2014

Monthly report : 2014 : 03

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

Follow this and additional works at: https://digitalcommons.usf.edu/olits_dept_reports_pubs

Scholar Commons Citation

Nelson Poynter Memorial Library. Online Learning and Instructional Technology Services., "Monthly report : 2014 : 03" (2014). *Department Report and Publications*. 11.
https://digitalcommons.usf.edu/olits_dept_reports_pubs/11

This Other is brought to you for free and open access by the Online Learning and Instructional Technology Services (OLITS) at Scholar Commons. It has been accepted for inclusion in Department Report and Publications by an authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.

March 2014 Monthly Report Executive Summary: DL/IMS

- Our unit has 1344 allocated man-hours and we executed all of these with a deficit of 173.55 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches). Many sick hours used in the month of March.
- Staff is seeing more requests to attend meetings now that the semester is in full swing; this is why admin meeting hours are up 20% and faculty meetings are up 72% for the month of March.
- Several staff attended conferences in the month of March resulting in a 138% increase in this category.
- Several faculty requested courses go through QM certification in the month of March. This resulted in a 169% increase in staff hours supporting QM.

SERVICES	HOURS	Percent change
Administrative Meetings	108.7	20%
Canvas Support	3	-52%
Teaching Technology	141.5	13%
Committees	16	-29%
Communication	191.8	16%
Data Gathering	24.5	-10%
Faculty Meetings	42.4	72%
Initiatives (Dept.)	93	-7%
Instructional Design	138.1	13%
Professional Development	187.2	138%
QM	29.1	169%
Report Writing	17.75	-1%
Special Projects (Lib/Campus)	36.4	-57%
Training	76	-11%
Video Production	65	-13%
Web Site	0	-100%
ACTUAL: (Allocated Man Hours: 1344)	1170.45	13%