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Monthly report : 2014 : 03

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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%