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Monthly report : 2013 : 09

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- **Our unit has 1280 allocated man hours and we executed all of these with a slight deficit of 38 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).
- We welcomed a new Instructional Designer, **Timi Hager**, who will focus on faculty training needs.
- **The progress on the Departmental Initiatives is now to 40%.** Slow but steady progress!
- **The Departmental Initiatives consumed 15% of the staff's time.** We remain at an ideal pace as the ideal number for a sustainable and effective change plan is 15%, so we are right in the zone.
- **The Canvas migration is now slightly higher than 60%.** The migration is at 5% of the collective IDs workload.
- The Instructional Design Unit treated **46 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 senior administration provides direction on a new course awards process.
- **The video production studio was utilized for 41 hours.**
- **4 hours of training were conducted to an unknown number of participants.** Training will increase when with Timi's arrival.
- The **Teaching Technology Unit dealt with 47 hardware, software, and support issues.**