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Monthly report : 2014 : 04

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April 2014 Monthly Report Executive Summary: DL/IMS

- Our unit has 1344 allocated man-hours (21 days) and we executed all of these with a deficit of 123.75 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- At the end of the spring 2014 semester, OLITS offered open lab time to support faculty with moving courses from spring to summer. Open lab time afforded faculty the ability to stop by and get help with all types of technology or software associated with online learning. This resulted in an increase of 193% with Canvas Support over the month of March.
- Two special projects started in April, MyStudio Booth and the Poynter Corner upgrade. The result was an increase of 126% for April in the Special Projects area
- Another special project the department worked on with the Nelson Poynter's campus lightning talks. With combined video production and postproduction work, the department had an increase of 68% in video production for the month of April.

SERVICES	HOURS	Percent change
Administrative Meetings	140.10	29%
Canvas Support	8.80	193%
Teaching Technology	109.00	-23%
Committees	15.75	-2%
Communication	199.70	4%
Data Gathering	27.50	12%
Faculty Meetings	35.20	-17%
Initiatives (Dept.)	115.50	24%
Instructional Design	173.75	26%
Professional Development	108.05	-42%
QM	4.50	-85%
Report Writing	26.00	46%
Special Projects (Lib/Campus)	82.20	126%
Training	65.00	-14%
Video Production	109.20	68%
Web Site	0.00	0
ACTUAL: (Allocated Man Hours: 1344)	1220.25	4%