

4-1-2015

## Monthly report : 2015 : 04

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

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- The data below is based on 1056 allocated staff hours for the month of April. This is based on 22 workdays and includes six (out of seven) staff members. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- OLITS continues to be down one instructional designer. Therefore we are missing 176 staff hours for the month of April. Job has been posted and interview will so take place.
- We had a staff member out on annual leave for most of March. This is why we experienced an increase of 29% in our reported hours.
- More faculty are starting to take advantage of design support and requesting junior instructional designers. As a result of working very closely with faculty and staff, OLITS had an increase of 431% in the number of hours spent assisting faculty with Canvas questions.
- Staffs working with classroom support are now starting to report correctly in Toggl. As a result we now see a 360% increase in the number of hours being reported for classroom support.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Canvas Support	37.2	431.43%
Committees	7.5	50.00%
Communication	140.4	35.00%
Data collection	15	50.00%
Design support	125.4	33.40%
Faculty meetings	47.8	91.20%
Meetings	55.5	-20.71%
Professional development	48.5	-35.33%
QM	24.8	55.00%
Report writing	1.5	-75.00%
Special projects	18.5	-48.61%
Tech support	64.4	360.00%
Training	55.6	-13.13%
Video production	112.1	86.83%
<b>ACTUAL:</b> (Allocated Staff Hours: 1056)	754.2	28.92%

Below is a breakdown of projects supported by OLITS during the month of April 2015.

Projects / Time entries	Duration
<b>Canvas Support</b>	<b>37:11:38</b>
Canvas open lab	02:00:00
Canvas Open Lab	09:00:00
CLP 4314 Studio set up for Skype guest speaker	02:30:00
CLP4314 Video Conference call with instructor and guest speaker	01:00:00
Open Lab	12:00:00
open lab support	10:00:00
POS2041 - video issue	41:38 min
<b>Committees</b>	<b>07:30:00</b>
Accessibility Committee Meeting	01:30:00
Accessibility Committee Prep	02:00:00
Search Committee - UAS	03:00:00
Search Committee - UAS - post position	01:00:00
<b>Communication</b>	<b>140:25:03</b>
(no title)	02:00:00
email	17:30:00
Email	100:55:03
Emails	10:00:00
University Email	04:00:00
University Email	02:00:00
University Emails	04:00:00
<b>Data Collect</b>	<b>15:00:00</b>
DL equipment ordering	06:00:00
DL Ugrad and grad numbers Spring 2015	01:30:00
Faculty Stipends Project	05:00:00
Process service requests	02:30:00
<b>Design Support</b>	<b>125:24:37</b>
Adjunct Orientation	05:29:21
Adjunct Orientation - Police Recording	49:32 min
Adjunct Orientation - prep for Police Recording	10:05 min
Brewing Arts - intellectual property language	30:00 min
Canvas Open Lab	02:00:00
CLP 4314 T/C-Coordinated studio visit 4/15	01:00:00
CLP 4314 Updated banner	01:00:00
CLP 4314 Updated banner for Fall and Summer	01:00:00

CLP4433 Course Design	02:00:00
CLP 4433 Course updated	01:00:00
CLP4433 Syllabus/Home page/ Update	30:00 min
CLP 6477 Discussion Board Assignment changed to graded assignment	01:00:00
Course design	10:00:00
Course videos	02:00:00
CRW 3103	07:04:27
DEP 4053 - export files for captions	01:30:00
DEP 4220 meeting with TA	01:00:00
ECP 3302	01:30:00
EDA 6061	01:00:00
EDA 6242	01:45:00
EDA 6503	45:00 min
EEX 4764	01:00:00
EEX 4764 - recording session	04:00:00
EXP 4680 course design/ PPT	01:30:00
EXP 4680 course design/ PPT Chapter 12	01:00:00
EXP 4680 Course development	08:00:00
EXP 4680 Course Development	14:30:00
EXP 4680 Course development/ Video editing/PPT updates	04:00:00
EXP 4680 meeting with Faculty after class	30:00 min
EXP 4680 PPT Chapter 13 edited	01:00:00
Faculty Services Guide	02:00:00
FIN 3403 - Nina Schmidt course materials copy	56:52 min
ISM 3113 - Research	02:00:00
ISS 6942 Course Development	01:00:00
MAN 3025 Banner	01:30:00
MAN 3025 Intro logo	06:00:00
MAN 3301	03:00:00
MAN 3301 - development timeline preparation	02:40:00
Project Planning	44:20 min
PSY 4220 Course development	01:00:00
PSY 4931 Course development	07:00:00
PSY 4931 Course development/Updated Syllabus	30:00 min
PSY 4931 Summer Course Development	01:00:00

PSY 4931 - upload videos to caption	02:00:00
SOW 6243 Course Design	04:00:00
SOW 6243 Course Design/ Created course banner	01:00:00
SOW 6243 Course Design/ Meeting with Instructor and TA via Hangouts	05:00:00
SOW 6243 Course Design/ Pre-planning	01:00:00
SOW 6243 Course Design/ Updated Syllabus Page and Faculty Contact	01:00:00
SOW 6243 Course Design/ Updating Rubrics	01:00:00
TAX 4001	01:30:00
Zaption training tour	01:00:00
<b>Faculty Meetings</b>	<b>47:48:11</b>
Adjunct Orientation - meet with Orientation for virtual campus tour	01:00:37
Adjunct Orientation - meet with Student Success Center	01:00:47
Adjunct Orientation - meet with Wellness Center	43:58 min
AML 3041 - Julie Armstrong	01:30:00
ANT 2410 - Kathy Arthur	01:00:00
Assissting Faculty member with slide digitization	02:00:00
Assisting Faculty member with Slide Digitization	02:22:00
Brewing Arts - Meet with Jim	01:30:00
BUL 3320 - Nikki Stowell Meeting	01:00:00
Chris Davis	21:00 min
CLP 6477 meeting with Instructor	02:00:00
CRW 3103 - Heather Jones Meeting	03:00:00
CRW 3103 - meet with Heather	01:01:49
DEP 4053 QM faculty meeting	01:00:00
ECP 3302 - Rebecca Harris Meeting	02:00:00
EXP 4680 Meeting with faculty	02:00:00
EXP 4680 meeting with Faculty after class	01:00:00
Gary Tucker - EDA 6061, 6242, 6503	01:30:00
ISM 3113 - Chris Davis Meeting	02:00:00
Jim Leonard	02:00:00
MAN 3301 - meet with Chris Chen	48:00 min
PSY 4931 Course development	01:00:00
PSY 4931 Video conference/ Course development	02:00:00

Robert Schaefer	02:00:00
SOW 6243/ CLP 6477 Email	30:00 min
SOW 6243 Course Design/ Updated Syllabus Page and Faculty Contact	03:00:00
SOW 6243 Meeting with Instructor and TA	02:30:00
SOW 6243 Meeting with Instructor and TA via Hangouts	02:00:00
SOW 6243 Phone call with Ebony/ Setting up Hangouts	01:00:00
Steve Diasio	01:00:00
TAX 4001 - Phone meeting with Carol Vance	01:00:00
Todd Shank	01:00:00
<b>Meetings</b>	<b>55:30:00</b>
ADA Committee	01:30:00
Brewing Arts meeting	30:00 min
Classroom space consultant	01:30:00
Conduct HEaring board	03:00:00
Harbor Hall Construction Docs	01:30:00
Info Meeting with Innovative Ed	04:00:00
LLt Meeting	03:00:00
Meeting Crestron	02:00:00
Meeting with Angie - Video editing	01:00:00
Meeting with Gary	01:00:00
meeting with Sarasota	01:00:00
Meeting with Todd Shank	03:30:00
Needs meeting for studio equipment upgrade	01:00:00
PSY 4931 meeting - Proctoring	01:00:00
Staff	18:00:00
Student Portal	01:30:00
Tampa - Awards	04:00:00
Team meeting	03:00:00
Team Meeting	02:00:00
Team meeting and collaborative meeting	01:00:00
Zaption team meeting	30:00 min
<b>Professional Development (personal)</b>	<b>48:31:32</b>
Adobe Illustrator Tutorial	01:30:00
AERA Conference	40:00:00
Captivate practice and webinar	01:00:00

Learning new Extron Product	02:00:00
Prep for advisor meeting	01:01:32
Researching and learning new equipment to be used in future classroom spaces	03:00:00
<b>QM</b>	<b>24:46:03</b>
DEP 4053 QM Course Design	01:00:00
DEP 4053 - QM Meeting	01:00:00
PPE4003 QM Course Design	01:00:00
PPE4003 QM Course update	01:00:00
PPE 4003 - QM Meeting	01:21:00
PPE 4003 QM review meeting with Faculty	02:00:00
PPE4003 QM Syllabus update	01:00:00
QM - IDA Meeting	01:00:00
QM - IYOC FFC	08:25:03
QM Review	05:30:00
QM review DEP	01:30:00
<b>Report Writing</b>	<b>01:30:00</b>
ID card issue MBA - new procedure	01:30:00
<b>Special Projects</b>	<b>18:30:00</b>
Faculty handbook for OLITS	10:30:00
Office Clean Out	01:30:00
Slide Digitization	02:00:00
Slide Digitization for Librarian	04:30:00
<b>Tech Support</b>	<b>64:23:00</b>
Backroom Inventory	02:00:00
Begin End of Semester Classroom Inspection	01:30:00
check videos, troubleshoot etc	03:00:00
Classroom Inspection	02:00:00
Classroom Technology Services Provided	15:45:00
clean up studio-office	03:00:00
COB Building design	03:00:00
COQ 201	30:00 min
DAV 239	45:00 min
Exploring the Extron SMP 351 with the laptop	01:23:00
Formulate goals to accomplish in classroom based on Inspection	01:30:00
Harbor Hall Construction Docs	01:30:00



ID Card Accounting	01:00:00
ID Card End of Month Accounting	03:00:00
Inventory Check and Database update	02:00:00
KTCOB building review	02:00:00
Lightning equipment test	02:00:00
Mainteiance for Laptop used in Classroom	02:00:00
My Studio Booth Updates	02:00:00
Project Planning	02:00:00
Project planning and goal progress	01:30:00
Studio Technology Reset	01:30:00
Updates and system maintenance for Classroom use laptop	01:30:00
Updating Adobe CC (6 updates/6 apps)	01:00:00
Updating iPad	01:00:00
VTC Setup	01:00:00
Weekly Classroom Technology Inspection	03:00:00
work late for Michael	02:00:00
<b>Training</b>	<b>55:33:53</b>
APPQMR Training at Sarasota	09:45:00
Canvas Open Lab	23:30:00
CLP 4433: TA's training for new TA's for Summer semenster	01:00:00
Constant Contact	04:00:00
Illustrator/one on one with Camille	01:30:00
Prep for APPQMR training	57:28 min
Prep for training	01:30:00
Test Grovo	31:02 min
Training class	04:00:00
Training prep	06:00:00
Zaption onboarding	02:00:00
Zaption Training with Otis	50:23 min
<b>Video production</b>	<b>112:05:00</b>
Angie Video Tips and Tricks	01:30:00
Break down racks, cleaned studio, organize	05:00:00
check Crestron decks	45:00 min
check studio gear, run tests etc	03:00:00
cleaned off Video racks	02:00:00

Download, label all videos	06:00:00
download organize videos	01:00:00
download video talks	02:45:00
Film Cheif Hendry	02:40:00
Film Christina Salnaitis	11:00:00
Filmed Christina Salnaitis	12:00:00
Film Lightning Talks	03:00:00
film Patrica Gaukel	02:40:00
film Patricia Gaukel	03:00:00
film Todd Shank	09:00:00
Film Victoria Beltran	01:00:00
Karla Video Project	01:00:00
Lightning Talks	03:00:00
MAN 3025 Student video pre-planning	01:00:00
MAN 3025 Video editing	03:00:00
MAN 3025 Video editing final	02:00:00
MAN 3025 Video editing meeting with instructor	01:00:00
meet with Angie	30:00 min
New faculty orientation studio	01:00:00
organize and put back Mobile one	02:00:00
organize studio gear	45:00 min
set up studio Dr Micheko	01:30:00
Shank post Prod	12:00:00
Sizzle video	08:00:00
Studio test Skype interview	04:00:00
trouble shoot studio gear	03:00:00
work on Mobile One unit	02:00:00