

5-1-2015

## Monthly report : 2015 : 05

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

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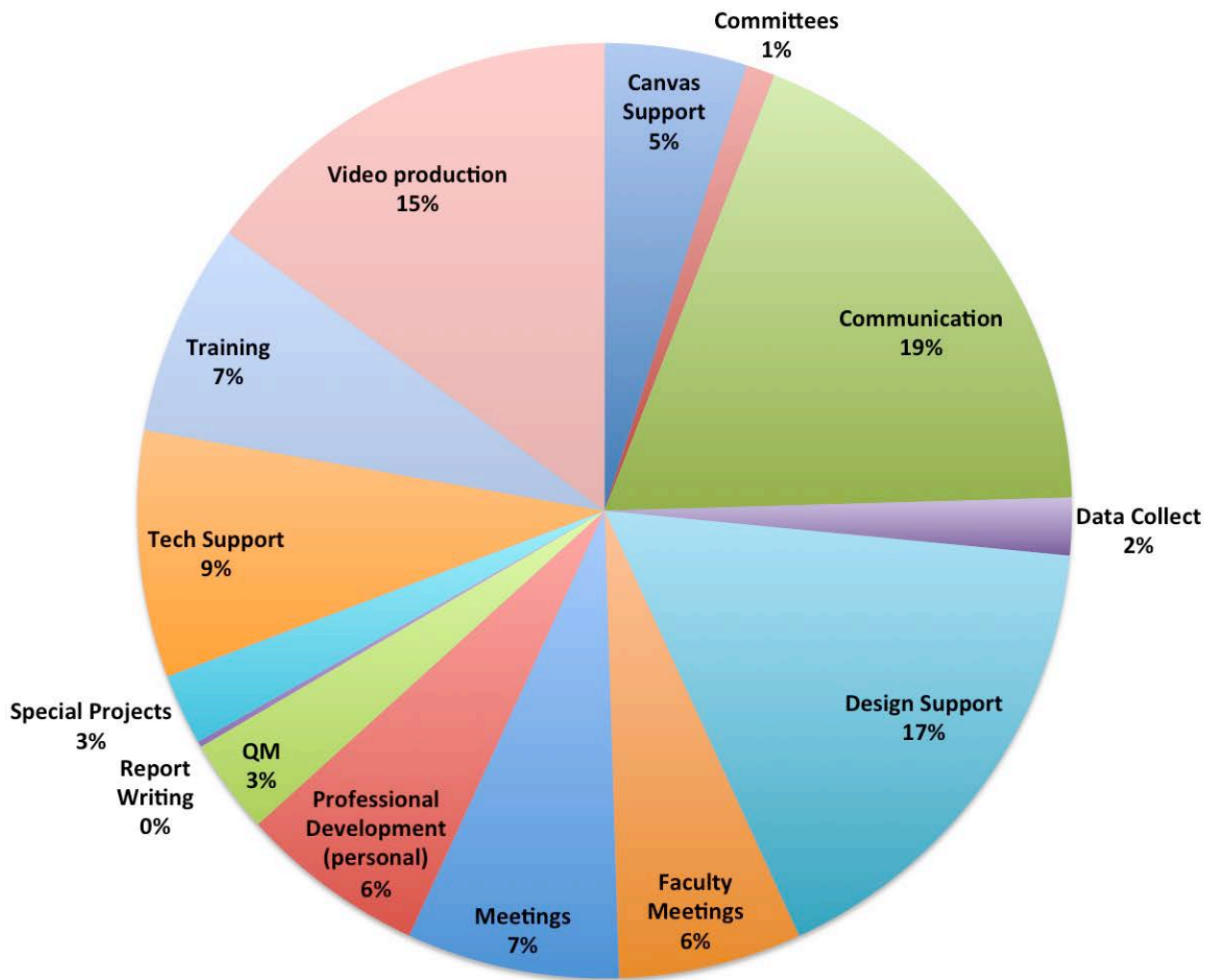
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# OLITS Monthly Report

2015-05-01 - 2015-05-31  
Total 746 h 29 min



The following are the department's activities for the month of May 2015



Canvas Support - 25 hrs  
Committees - 6 hrs  
Communication - 177 hrs  
Data Collect - 10 hrs  
Design Support - 121 hrs  
Faculty Meetings - 16 hrs  
Meetings - 61 hrs

PD(personal) - 26 hrs  
QM - 15 hrs  
Report Writing - 16 hrs  
Special Projects - 28 hrs  
Tech Support - 92 hrs  
Training - 22 hrs  
Video production - 128 hrs  
Website - 5 hrs

- The data below is based on 1008 allocated staff hours for the month of May. This is based on 21 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.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Canvas Support	<b>25</b>	-33%
Committees	<b>6</b>	-20%
Communication	<b>177</b>	26%
Data collection	<b>10</b>	-33%
Design support	<b>121</b>	-4%
Faculty meetings	<b>16</b>	-66%
Meetings	<b>61</b>	9%
Professional development	<b>26</b>	-47%
QM	<b>15</b>	-41%
Report writing	<b>16</b>	992%
Special projects	<b>28</b>	53%
Tech support	<b>92</b>	42%
Training	<b>22</b>	-61%
Video production	<b>128</b>	14%
Website	<b>5</b>	0%
<b>ACTUAL:</b> (Allocated Staff Hours: 1008)	<b>746</b>	<b>-1%</b>

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

Projects / Time entries	Duration
<b>Canvas Support</b>	<b>24:53:06</b>
Blackboard Collaborate for Mobile devices\ tourbleshoot	01:00:00
Canvas open lab	02:00:00
CLP 4143 Canvas Grades .csv file troubleshoot	02:30:00
CLP4314 Instructor needed assistance with Canvas grades	01:00:00
CLP 4314 Phone meeting with instructor	01:00:00
CLP 6477 Instructor migrating content	01:00:00
DEP 4220 Adding/dropping student/ TA's requested information	01:00:00
DEP 4220 Course development/ Publishing course for instructor	01:00:00
EEX 4742 - Terry Rose assistance with cross list	28:00 min
EXP 4680 Student Accomodations in Canvas	01:00:00
FING 3604 - canvas assistance to TA	10:11 min
Gary Mormino	30:00 min
John Jewel	02:00:00
Norine Noonan	38:36 min
Open Lab	04:00:00
PSY 2012 Instructor needed assistance with Canvas grades	01:00:00
SOW 6243 Canvas video links reinserted	01:00:00
SOW 6243 Canvas video links reinserted/ New links	01:00:00
SOW 6243 Video issues in Canvas	02:00:00
Stoddard - TAs Canvas support	06:19 min
TA's added to the training course	30:00 min
<b>Committees</b>	<b>06:01:15</b>
QM Conference Proposal	03:00:56
Search Committee - UAS	02:00:19
Space committee meeting	01:00:00
<b>Communication</b>	<b>177:14:15</b>
email	67:16:00
Email	81:38:57
Office Correspondence	27:37 min
University Correspondence	47:35 min
University Correspondence	24:28:05
University Correspondence ( Last Minute Emails )	18:00 min

University & Office Correspondence	02:18:01
<b>Data Collect</b>	<b>10:00:00</b>
Applications for student worker	01:00:00
Equipment Orders	01:00:00
Faculty Stipends Project	05:00:00
ID card payment process	01:00:00
process new laptops	01:00:00
toggl	01:00:00
<b>Design Support</b>	<b>120:31:55</b>
ANT 2410 - produce videos	10:24:43
ANT 2410 - upload videos	01:27:50
BUL 3320	01:33:26
CCJ 3117 - Re-design video lecture links	42:09 min
CLP 6243 PPT Module 7 original requested by instructor	30:00 min
CLP 6462 Coordinated video taping for the fall	30:00 min
CLP 6462 course design	02:00:00
CLP 6462 Created Sandbox	01:00:00
CLP 6462 Instructor requested videos	01:30:00
CLP 6462 Learning Objectives	02:00:00
CLP 6462 Searching for rubrics for course	01:00:00
CLP 6462 Updated dates in Syllabus	01:00:00
Course design	16:00:00
Course Design	02:00:00
Course videos	05:00:00
CRW 3013	17:42 min
CRW 301 - phone with Heather Jones	02:08:51
CRW 3103	02:30:00
DEP 4053 - transcripts to QM version	01:19:38
ECP 3302	01:39:57
ECP 3302 - prep for summer recordings	47:30 min
EDA 6503, EDA 6242, EDA 6061	12:32 min
EDF 3604 - panopto video folders	50:46 min
EDG 4909	53:00 min
EDG 4909 - video copy	56:00 min
ENC 3250 - update for Summer	11:26 min

Eric Steimle	01:00:00
EXP 4680 Assignment issue/ Links broken	01:00:00
EXP 4680 Course Development	02:00:00
ISM 3113 - Research	02:54:00
ISS 6942 Course Development	03:00:00
Jim Leonard	05:30:00
John Arthur	04:00:00
LIT 3451 - video link issue	01:08:56
Mark Pezzo, Psychology	03:00:00
Meeting with student/ Graphic design assistance	01:00:00
MMC 6939 QM meeting with faculty	01:30:00
OLITS blog	01:00:00
Pezzo request for Grovo and Zaption	30:00 min
POS 2041 - update for Summer	57:00 min
PSY 2012 Course development/ CC	05:30:00
PSY 2012 Course development/ Uploaded and email video to faculty	01:00:00
PSY 2012 Course development/ Video updates	30:00 min
PSY 2012 Meeting with Instructor and TA's	03:00:00
PSY 2012 Pre-planning/ Meeting with Instructor and TA's	01:00:00
PSY 4931 - captions	01:10:37
PSY 4931 Course development	02:30:00
PSY 4931 Instructor needed help accessing online help in "Getting Started" section	01:00:00
PSY 4931 Instructor needed help / discussion board	01:00:00
PSY 4931 Meeting with instructor and TA	02:00:00
Quizzes and meet with Todd	01:00:00
Show-off course/ <iframe> coding	01:00:00
SOW 6243 Coordinated videos available for Fall	01:00:00
SOW 6243 Set up sandbox for Fall	01:00:00
SOW 6243 Uploaded course videos	02:30:00
SOW 6243 Worked and uploaded PPT Mod. 07	01:00:00
SOW 6243 Worked on finding missing videos on Youtube	01:00:00
Steve Diasio	03:30:00
TAX 4001 - testing accommodations	01:55:52
Visual Aids PPT/ Professional Dev.	01:00:00

<b>Faculty Meetings</b>	<b>16:15:53</b>
CLP 6462 Meeting with Instructor and TA	01:00:00
DEP 4053 Meeting with new Instructor Marielle	30:00 min
Ed Lead Program Mtg - Olivia, Gary, Lynne	01:58:53
Meeting With Mormino	38:00 min
Meeting with PSY Course Coordinator	03:00:00
Preparing for Meeting with Mormino	39:00 min
PSY 4931 - meet with Adrianna	02:00:00
PSY meeting with Department Chair, Marielle, and Adriana	02:30:00
PSY meeting with Department Chair/ Pre-planning with Otis	02:00:00
SOW 6243 Hangout meeting with Instructor and TA's	02:00:00
<b>Meetings</b>	<b>60:41:16</b>
20/20 Meeting	05:00:00
BOT meeting	02:00:00
Carol Farewell	01:01:44
Designer Interview	30:00 min
HR meeting	01:00:00
LLT meeting	01:00:00
Meeting w/ Carol	01:00:00
Meeting with David	30:00 min
Meeting with interim dean	02:00:00
Meeting with Mathon	30:00 min
Meeting with staff 20/20 update	01:00:00
Meeting with team	02:00:00
Meet with Interim Dean	01:25:00
Meet with otis	47:29 min
New Designer w/Karla	01:00:00
New Designer w/Karla	30:00 min
Online Proctor Meeting	01:30:00
PSY meeting/ post-planning with Otis	01:00:00
PSY meeting/ Preparing Zaption sample video	02:00:00
Resolution to the issues below was found and tested to be effective after meeting with Mark Couch	33:00 min
RVCAA meeting	01:30:00
Staff	25:30:00
Student Interview	01:00:00

team meeting	01:30:00
Team Meeting	03:54:03
Team Meeting/ Lightboard	01:00:00
<b>Professional Development (personal)</b>	<b>25:32:51</b>
Adobe Photoshop tutorial	02:00:00
Adobe Premier Pro tutorial	02:00:00
Captivate training	01:00:00
Conference research	32:51 min
Creating Flowcharts	01:00:00
Creating Storyboards	06:00:00
ID models and templates	06:00:00
Photoshop website design	01:00:00
Reading and researching Various Classroom Technology articles and vendor product descriptions	01:17:00
Wideo/ Video app	01:30:00
Wordpress web design	01:00:00
Worked through a CTS Practice Exam to guage personal skill level and discover areas of deficiency to be improved upon	02:13:00
<b>QM</b>	<b>14:30:44</b>
Denni Elliot	01:00:00
JOU 6360 - QM Meeting	02:04:01
JOU 6360 QM Peer review	03:00:00
MMC 6936 QM Internal Peer Review	03:00:00
MMC 6936 - QM Meeting with Faculty	56:43 min
QM review	01:00:00
QM Review Digital Law	02:00:00
QM Review JOU 6320 (DJD)	01:30:00
<b>Report Writing</b>	<b>16:22:52</b>
Monthly Reports	02:00:00
Ticket Writing	11:52 min
toggl	02:00:00
Toggle Reporting	54:00 min
Toggl Reporting	08:06:00
Toggl Reporting (Continued)	01:00:00
Toggl updating	18:00 min
Update Toggl	01:30:00
Updating Toggl entries	23:00 min



<b>Special Projects</b>	<b>28:13:09</b>
Assisted the Dean of the Library	26:00 min
Contact and Interview Prep - New ID	01:56:00
Deliver PC to John Diaz	17:00 min
Digitization of VHS (Brodosi)	01:13:00
Interview Ricky Zager	03:00:00
Interview Stephanie Fuhr	01:54:51
Meeting with David - Candidates	20:00 min
Office move	05:00:00
Phone Interviews - ID Candidates	05:00:12
Photoshop Edits and Corrections	01:23:26
prep for ID interviews	39:14 min
Prep for ID Interviews	02:58:55
Review and Feedback of Chris Martinez's Online Presentation	01:53:09
Review faculty stipend document	24:22 min
Troubleshoot Desktop Computer and Software obstacles due to updated Software.	01:47:00
<b>Tech Support</b>	<b>91:45:04</b>
Annual Review Goals & Progress	32:58 min
A round of random Classroom inspections to assure operational integrity.	01:18:00
Assistance given on a follow up Faculty inquiry with a unique and very specific technology issue. After my ObservationThe Faculty member was directed to the System IT helpdesk.	43:00 min
Assisted a Faculty Member (Mormino) with creating a digital presentation ( experienced Technical issues with software causing the seesion to be cut short)	01:14:00
Assisting Dawn Dyer in Davis 102	27:00 min
Assisting with the creation of a digitized slide presenation (Mormino)	01:57:00
Backroom and Office organization/cleanup	53:00 min
Back to Back Meetings With Instructors in Davis 102 and Davis 103	47:00 min
Classroom Inspection Continued and Completed	38:00 min
Classroom Laptop Maintenance	27:00 min
Classroom Laptop Maintenance Updates	01:46:53
Classroom Maineniace	30:00 min
Classroom Operation Demo	48:44 min
Classroom Support Call Coquina 220	27:00 min
Classroom Support Call (from Brodosi)	15:00 min

Cleanup and Organize Office & Work Area for Closing	01:03:00
Completion of Deb Henry's 3 year old slide scanning project that was put on an indefinite hold	01:25:24
Created a new location for used Projector lamps to be recycled through Relampit	06:00 min
Daily Cleanup	51:53 min
Daily Cleanup and Perimeter Check	25:22 min
Daily Wrap-Up-Clean-Up and Office Closure Routine	01:03:52
Daily wrap-up, cleanup, shutdown, and perimeter check	03:23:14
Daily wrap-up, cleanup, shutdown, and perimeter check	37:00 min
Davis 102 ( Follow up from a probable issue reported by Jeff Reisberg )	59:20 min
Davis 102 Projector Display Presentation Adjustments	51:00 min
Davis 102 Provided assistance to Robert while addressing a Projector complaint in Davis 102	23:00 min
Davis 102 Troubleshooting Laptop issues	26:00 min
Davis 225 Address/ Diagnose/ Resolve a complaint that the Projector display is too dull	48:00 min
Davis 239 Faculty Training	23:00 min
Equipment Tutorial and extensive training for two Instructors from PSCSB for AV and Network/ Computing Needs	48:00 min
Experimenting with the Extron SMP 351	01:17:00
Exploring Options and Feasibility of Upgrading PRW 123 Projector	01:15:00
Follow up on Faculty member's message/question from earlier in the morning.	18:00 min
Follow up to Davis 224 Troubleshoot/Diagnose/Report-Document-Ticket	33:00 min
Further research on latest Mac Updates and External display issues	36:00 min
Further work on Initiatives	01:06:00
Inspecting the condition of working inventory items (POY 224) Pre-Semester	01:16:10
Inventory Control	01:36:35
Inventory Database Maintenance	01:07:00
made Ids	02:00:00
Measuring the exact size of needed screenspace in PRW 123	17:29 min
Meeting with Faculty Member PRW 118	32:37 min
Organizing office Calendar in regards to Requests	54:00 min
Orientation	02:22:00
Photo Digitization Corrections	01:27:00
Photo Shop Corrections	51:00 min

Photoshop work on digitized slides	01:33:00
Picked up from a Faculty support session earlier in the day that was cut short (Mormino)	01:11:00
Preparation Work for Mormino Meeting the next day	01:12:00
Pre-Semester Classroom Maintenance	01:46:21
Projector Repair Attempt	01:12:00
Project planning and goal progress	01:22:00
Project Research and Planning	45:18 min
PRW 123 Modification To Installed AV Equipment	04:20:15
Random Inventory and Backroom Check	55:00 min
Record Keeping	57:10 min
Replace Davis 224 Projector	37:00 min
Resolve Cable and Equipment Failure In POY Corner	28:00 min
reviewing industry accepted video production standards. Editing techniques. Error discovery, common pitfalls for file corruption and encoding standards	35:00 min
Skype Interview	02:45:00
Slide Digitization	03:22:08
Slide Digitization and Photo Shop Corrections	02:19:00
STG and Harbor Hall Classroom Maintenance	01:38:47
Studio Camera Issue	04:00:00
Summer Classroom Technology Maintenance and Enhancement Projects (Defining, prioritizing, Aligning to annual goals, and outlining and arranging the process steps for accomplishment. This day forward tasks that fall within this scope will be referred in Toggl reports as "Summer Technology Assignment Activities" or abbreviated to "STA" Activities	01:41:00
Transfer Orientation	03:00:00
Trouble shooting & Documenting Two Separate Classroom Support Calls That came within minutes of each other (Coq 208 & Dav 102)	01:41:00
Troubleshooting ID Card Problem	17:00 min
Tweaking and fine-tuning the physical modifications to the mounting architecture to reflect upgraded equipment.	04:06:08
Tweaking and fine-tuning the PRW 123 Projector upgrade ( PROJECT COMPLETED)	02:30:34
Updating Guidelines	23:00 min
Updating Records	36:00 min
VTC Setup	01:00:00
VTC - SIS	01:00:00
Working On Laptop and Preparing for Classroom Faculty Meeting for Support	52 sec
Working with laptop and preparing for a meeting with an Instructor for Classroom Support	43:00 min
<b>Training</b>	<b>21:30:00</b>
AnnMarie Gunn	02:00:00

Constant Contact	04:00:00
Lightboard	30:00 min
My Studio Booth - Dr. Gunn's class	03:00:00
Training	01:00:00
Training curricula	03:00:00
Training platform development	04:00:00
Training schedule	04:00:00
<b>Video production</b>	<b>128:00:16</b>
ECP 3302 - set up recording	49:00 min
filmed John Arthur	01:30:00
film Rebecca Harris	16:18:00
finish Shank Post	02:30:00
Fix Studio-power failure	02:30:00
Lightning talks import issues	01:30:00
MAN 3025 Student video	03:00:00
MAN 3025 Student video/ post-production	05:00:00
Patricia Gaukel	02:23:16
Patricia Gaukel organize all vids	03:00:00
Post Prod T Shanks	05:00:00
power out-fix studio	02:45:00
set up studio for Patricai	30:00 min
set up VTC	30:00:00
Shank Chapter 10 post edit	03:00:00
Shank glitch-post	01:00:00
Shank post Prod	05:00:00
Shank video edits	03:00:00
Todd Shank post prod	30:00:00
Todd Shank Videos	08:30:00
work on studio cameras	45:00 min
<b>Website</b>	<b>04:57:07</b>
OLITS Website	04:00:00
Website Updates	57:07 min