

7-1-2015

## Monthly report : 2015 : 07

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

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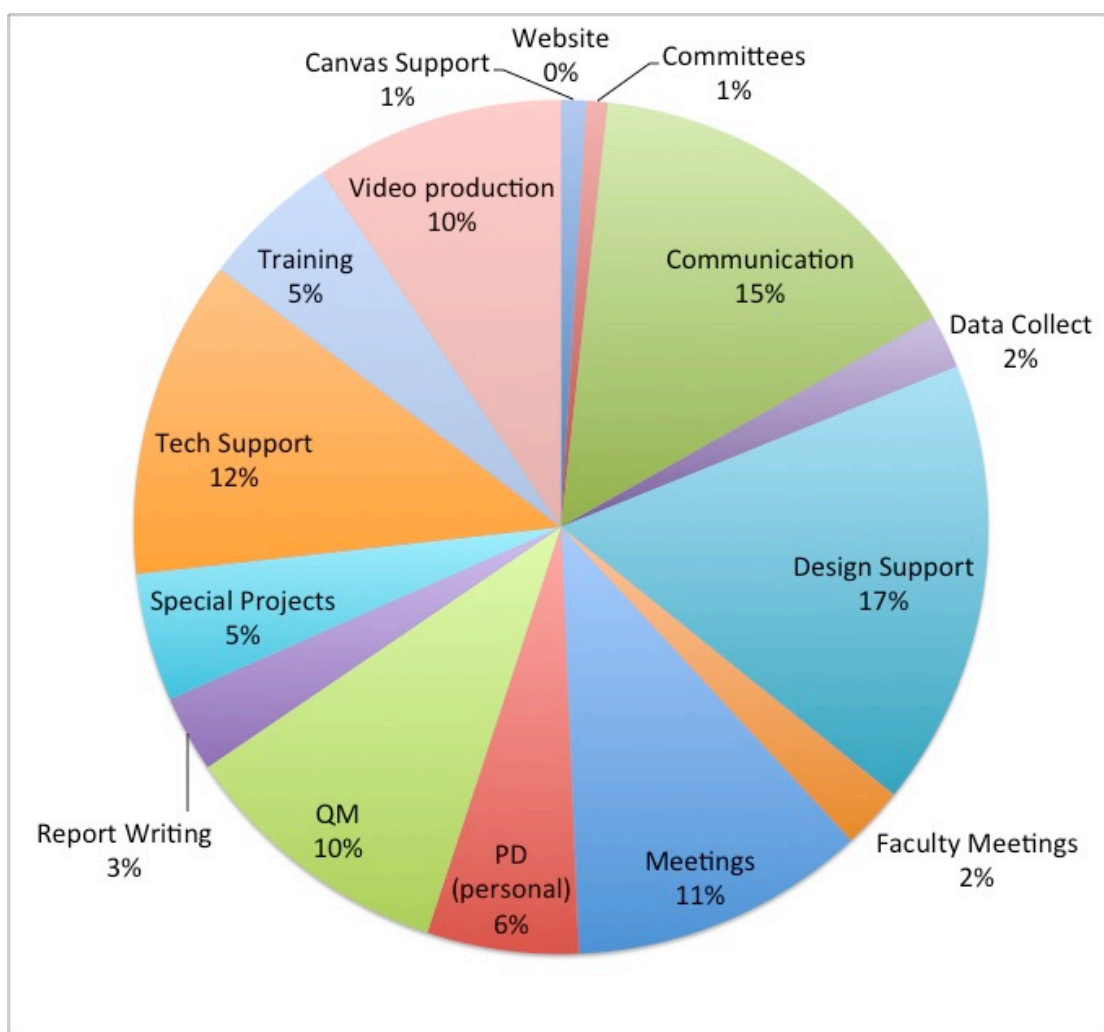
# OLITS Monthly Report

2015-07-01 - 2015-07-31

Total 888 h 57 min



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



Canvas Support - 9 hrs  
 Committees - 7 hrs  
 Communication - 134 hrs  
 Data Collect - 18 hrs  
 Design Support - 150 hrs  
 Faculty Meetings - 21 hrs  
 Meetings - 100 hrs  
 PD (personal) - 51 hrs

QM - 93 hrs  
 Report Writing - 26 hrs  
 Special Projects - 43 hrs  
 Tech Support - 107 hrs  
 Training - 47 hrs  
 Video production - 84 hrs  
 Website - 0 hrs

- The data below is based on 1056 allocated staff hours for the month of July. This is based on 22 workdays and includes seven (out of seven) staff members. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- We have a new Instructional Designer on staff. During the month of July this new staff member has been meeting with faculty. As a result, we had an increase of 939% in faculty meetings.
- The library dean is no longer with the department and OLITS staff is now assigned to some of her responsibilities. This is why we are showing a 100% increase in data collection and 84% increase in report writing.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Canvas Support	9	22%
Committees	7	-50%
Communication	134	-2%
Data collection	18	100%
Design support	150	1%
Faculty meetings	21	939%
Meetings	100	35%
Professional development	51	-22%
QM	93	63%
Report writing	26	84%
Special projects	43	27%
Tech support	107	-27%
Training	47	-27%
Video production	84	6%
Website	0	0%
<b>ACTUAL:</b> (Allocated Staff Hours: 1056)	889	4%

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

Projects / Time entries	Duration
<b>Canvas Support</b>	<b>08:31:15</b>
Carl Pacini	30:00 min
David Oneill - open course	30:00 min
DEP 4220 - grade help	01:36:00
DEP 4220 TA'S Email Access	30:00 min
DEP 4220 TA'S Email access troubleshoot	30:00 min
DEP 6607/ Issue with adding instructor to the course	01:00:00
DEP 6607/ phone call with Kirsten/ Access to Canvas, etc.	30:00 min
DEP 6607/ Pre-planning meeting	01:00:00
ISM 3001 - Tech support email response issue	43:15 min
Norine Noonan - Files	27:00 min
PPT Troubleshooting	15:00 min
PSY 2012 - adaptiv release support	30:00 min
PSY 4931/ Student unable to access Module on course	30:00 min
<b>Committees</b>	<b>07:00:00</b>
Display Committee Meeting	01:00:00
Display Committe Research	01:00:00
DL Access work group - JPED submission	01:00:00
Library Display Committee Document Review	30:00 min
Space committee	02:30:00
UAS Search Committee	01:00:00
<b>Communication</b>	<b>134:09:07</b>
email	21:10:00
Email	82:55:07
Email/Calendar	30:00 min
email/netid updates	31:00 min
Phone call Sage Publisher	15:00 min
University Correspondence	28:48:00
<b>Data Collect</b>	<b>18:00:00</b>
AV design Harbor Hall	03:00:00
Budget review for 14/15	03:00:00
Classroom upgrade STG	02:00:00
DL fee for summer	03:00:00
POY 218 Design	03:00:00

Summer DL data	02:00:00
Symposium	02:00:00
<b>Design Support</b>	<b>150:26:30</b>
Adjunct Orientation - meet with Olivia	30:00 min
Adjunct orientation recording setup	30:00 min
Adjunct Orientation - review COE ppt	01:22:00
Anna Lewis	03:30:00
cengage/sage research	01:00:00
citrix/spss	20:00 min
CLP 4143 Banner	01:00:00
CLP 4143 Email address/ phone call with Lena (TA)	30:00 min
CLP 6462 Course design/ Updated course attendance troubleshoot	30:00 min
CLP 6462 Course design/ Updated course PPT Weeks 5-6	03:30:00
Course design	09:00:00
Course Design	03:00:00
Course Designs	02:00:00
Created New flow chart and intake form	01:15:00
Created new Procedure Flow chart	03:00:00
DEP 4053 Course design/ Banner	01:00:00
DEP 4053 Course design/ Learning Objectives update	01:00:00
DEP 4053 Updated links	30:00 min
ECP 3302 - course building	16:42:33
ECP 3302 - input exams	23:00 min
EDA 6242 - change assignment type	22:52 min
Edit/Research Intake forms and course maps	01:45:00
EXP4680 support	01:45:00
EXP 4680 Updated video to podcast	01:00:00
EXP 4680 Updated video to podcast/ additional videos requested by instructor	01:00:00
Gradebook Support	30:00 min
ISM 3113 & ISM 4382 - Fall prep	10:51:54
ISS6942 Course Review	02:00:00
ISS6942 Course Updates	02:00:00
ISS6942 Meeting Prep	30:00 min
John Arthur	01:30:00

Kathy Arthur	30:00 min
LIT 3451 & ENC 3250 - Fall prep	02:00:41
LIT 3451 & PPE 4003 - Film renewal request	15:00 min
MAN 3301 - course building	19:10:52
Meeting: Christina Green Screen	01:30:00
Meeting Prep	45:00 min
project planning	01:03:56
PSB 4004 Course design	02:30:00
PSB 4004 Course design/ Banner	01:00:00
PSB 4004 Course design/ Updated "Getting Started"	01:00:00
PSB 4004 Course design/ Updated Steps in Getting Started	01:00:00
PSB 4004 Course design/ Updated Syllabus page and course schedule	01:30:00
PSB 4004 Course Overview	01:30:00
PSB4004C Updates	03:00:00
PSB4004 Desgin Updates	01:15:00
PSY 2012 Course design/ front page redesign	01:00:00
PSY 2012 Course design/ Updated navigation	02:00:00
PSY 2012 iClicker research	30:00 min
PSY 2012 Taping/ PPT revisions	01:00:00
PSY 2012 Taping pre-planning	01:00:00
PSY 2012 Taping set up	01:00:00
PSY 3204 Course Refinement/ Illustrator Buttons	02:00:00
PSY 3204 Course Refinement/ Updated course template	02:00:00
Psych Courses/Cengage	02:00:00
Psych Status Meeting	05:00:00
PSY Course coordinator meeting	02:00:00
Publisher Content	01:30:00
Quiz issues	30:00 min
Quizzes	30:00 min
review DL stipend form	01:00:00
Reviewed Intake form	02:00:00
Review Psych Courses	03:30:00
SAGE Pub integration	01:00:00
Steve Diasio	03:30:00

Todd Shank	01:00:00
UDOIT tool research	01:23:42
Uupdate Intake form/Course Map	01:00:00
Update Unit Process Flow Chart	01:15:00
Video review	01:00:00
<b>Faculty Meetings</b>	<b>20:46:53</b>
Assisted Mormino in Office	03:12:00
CLP 4314 - discuss QM	36:16 min
DEP 6607/ Banner	01:00:00
DEP 6607/ Intake meeting with instructor	02:00:00
ECP 3302 - Meeting with Rebecca	24:20 min
ECP 3302 - meet with Rebecca Harris	35:26 min
ISS6942 Review Meeting	01:00:00
MAN 3301 - meet with Chris Chen	01:30:00
Morgan Gresham and Jill McCracken - tour DL 239	58:51 min
PSY 2012 Course Fall 15 review/ meeting with instructor and TA's	02:00:00
PSY2012 Meeting -Angie	02:00:00
PSY 2012 Taping/ PPT revision with faculty	30:00 min
PSY 4931/ Meeting with instructor	01:00:00
Psychology Meetings	04:00:00
<b>Meetings</b>	<b>99:37:22</b>
AV design Harbor Hall	02:00:00
Av HArbor Hall meeting	02:00:00
Budget meeting	47:41 min
Canvas Advisory Group Debrief	01:00:50
Canvas Management Meeting	01:30:00
DAv Hall upgrade	01:00:00
Dept. Meeting	02:12:00
DL Audit	01:30:00
Dspace Videos	02:00:00
HR meeting	08:00:00
ID Team Meeting - Process Review	01:00:00
Intake Update Meeting	01:00:00
Lib Space Committe meeting	01:30:00
LLT	02:00:00

Meeting	01:00:00
Meeting Timi	01:00:00
Meeting with Dan Wilson	45:00 min
Meeting with Deb	03:00:00
Meet w/ David and Karla	01:00:00
Meet with Jill/Morgan	04:00:00
OLITS Meeting	01:00:00
Poynter Warehouse Review	02:00:00
PreBid Meeting STG	02:00:00
Procedures - procedure 1 review meeting	59:00 min
Proctoring Equipment Meeting	01:00:00
Proctoring Meeting	01:00:00
Proctoring review	01:11:00
Proctor ITN	03:00:00
Proctor ITN review	02:00:00
Proctor Proposal Library	01:00:00
Reviewed Intake form	03:00:00
Review proctoring systems	01:00:00
SAR/STP team meeting	01:00:00
Staff meeting	26:00:00
Staff Meeting	01:30:00
Staff Meetings	01:30:00
STG ITN review	02:00:00
Symposium discussion	44:00 min
Team managment meeting	01:30:00
Team Meeting	03:00:00
Training meeting	02:15:14
Training Meeting	01:00:00
USFSP & SRQ Meeting	01:00:00
weekly sarasota meeting	42:37 min
<b>Professional Development (personal)</b>	<b>51:01:00</b>
Administration Performance	01:00:00
Annual review	01:00:00
Conference research	03:30:00
Covered and read quite a bit on Audio Conecpts ( SPeakers, AMplifier, balanced , ublanced Impedance wattage , ohms ...etc)	02:04:00



Design Research	02:00:00
Exploring professional development upcoming conferences	01:00:00
Grovo walk through - otis	30:00 min
HTML Practice	02:00:00
IPDP development	01:00:00
PD Plan	01:00:00
PD Research	01:00:00
Profestional Development Chat with Otis	01:00:00
Proposal with Angie	02:00:00
QM summer camp	08:00:00
Research CTE	01:45:00
Review CTS Practice Exam Materials	01:30:00
Review USFSP Background	01:00:00
Review USFSP Canvas Courses	02:30:00
STEMS kids -Studio	03:30:00
Studio Tour w/Robert	30:00 min
studio train with Stephanie	01:30:00
Study the relationship and practical applications of Ohms Watts Voltage dB (Gain Ratio) SPL	02:42:00
Toggle Training	15:00 min
Travel	30:00 min
Travel Meeting	01:00:00
USFSP Process Training - Angie	02:00:00
USFSP Process Training - Karla	01:45:00
work with Livestream	02:30:00
Zaption	01:00:00
<b>QM</b>	<b>92:40:32</b>
DEP 4053 - QM remake maser course for Tiffany	01:00:59
DEP 4053 QM watermark added to the course	30:00 min
ISS6942 Review Objectives	01:30:00
Jou 6360 - QM Internal Review Meeting	01:00:00
JOU 6360 QM internal review/ meeting with instructor	01:00:00
JOU 6360 - QM Meeting follow up Casey	33:42 min
JOU 6708 (MMC 6936) - Qm support	30:00 min
MMC 6930 - review meeting	02:32:09
MMC 6936 - QM Copy & create QM docs	02:15:19

MMC 6936 - QM edits	01:30:00
MMC 6936 QM internal review/ meeting with instructor	01:30:00
Prep for QM IDA meeting	45:07 min
QM Announcement for Tiffany Chenneville	33:00 min
QM Course	33:45:00
QM Course Review	01:45:00
QM Course Review Meeting	40:00 min
QM IDA meeting	02:30:00
QM IDA meeting prep	30:00 min
QM IDA meeting - webinar committee	53:50 min
QM Review	02:00:00
QM Review Updates - Karla	01:30:00
QM Rubric Review	02:00:00
QM Success Stories webinar	01:00:00
QM Summer Camp	24:56:26
QM Summer Camp: Alignment	06:00:00
<b>Report Writing</b>	<b>25:45:34</b>
annual review and pd plan	05:15:34
Annual Review Angie	02:00:00
Annual Review Kmetz	01:30:00
Annual Review Otis	01:30:00
Karla PAR	03:00:00
Office build out part 2	01:30:00
PAR for Karla	03:00:00
PAR new designer	01:30:00
PD Plan and Goals	01:30:00
Phase 2 OLITS	03:00:00
toggl	02:00:00
<b>Special Projects</b>	<b>43:08:00</b>
Assisted Berrie Watson With a Pallet Order of Displays	51:00 min
Assisted Cynthia with creating a Playable DVD from separately recorded MP4 movies	53:00 min
Assisted Kaya With Moving Cabinet from POY 218	27:00 min
Assisted Robert with Portable VPS Unit	01:00:00
Backing up all of Mormino's Files	46:00 min
Backing Up Projects and Digital Files	01:04:00

Faculty CTE	03:00:00
ID's orientation	30:00 min
New Equipment	30:00 min
Onboarding Activities - New Equipment	01:00:00
Onboarding Tasks	01:30:00
Organizing Projects, Office and Digital Files	01:03:00
Orientation - Steph	03:32:00
POY 218 Chair Swap	24:00 min
Procedures - update procedure 2 for review	01:30:00
Proctoring Webinar	30:00 min
Proctor software open house	03:30:00
Sharon, student portal	01:30:00
Sound masking install	02:00:00
STEM Group visit	01:30:00
STEM Student Demo	02:15:00
STEM students	04:00:00
Student visit (K12)	02:30:00
Summer Cleanning Project	01:23:00
Symposium	03:00:00
Symposium Give-Aways	30:00 min
Team project/Ideas for future projects	02:00:00
USFSP and USFSM banner	30:00 min
<b>Tech Support</b>	<b>107:18:02</b>
APSI Harbor Hall 103 Support (Noonan)	56:00 min
Assisted Faculty member with creathing a Presenation from Images through Email (Mormino)	01:05:00
Assisted Sue Ryan In producing the Cashiers Department's Video for Student Orientation ( First time Working in depth with iMovie)	02:28:00
Assisted two students with joing clips, trimming the video, and finally rendering the recording in iMovie	32:00 min
Assisted with the the start of some new slide presentations compiled from Dr. Mormino's emails	01:14:00
Assited Staff Member with Studio Booth Movie	18:00 min
Breakdown of AV Equipment in Harbor Hall 103	31:00 min
Classroom AV Inventory Project	02:03:00
Clean Filters and Inspect Classroom Equipment in All PRW Classrooms	56:00 min
Compiled Images from a Faculty member's emails to create a presentation	01:04:00

Configure SMP 351	01:07:00
Daily wrap-up, cleanup, shutdown	19:58:00
Davis 102 Meet with Dr. Pandey	23:00 min
Davis 103	01:00:00
Davis 105	01:00:00
Davis 105 New PC installation Issues with the display	47:00 min
Davis 130 Filter Cleaning and System Messaging Reset	19:00 min
Davis 130 Projector Control	30:00 min
Davis 239	02:00:00
Dr. Richard Mbatu Instructional Technology Assistance (Davis 103)	52:00 min
Experimented with the system 5 ip and speaker outputs	01:11:00
Experimenting the configurations of the Extron switchers/amps and the speaker output	01:09:00
Experiment with the Panasonic Projectors on Loan	01:41:00
FTIC Orientation	04:00:00
FTIC Orientation Post Wrap up	44:00 min
Mobile Cart Setup	03:00:00
My Studio Booth Support	16:00 min
Orientation Preparation	01:05:00
Orientation (Transfer)	04:06:00
Patrice Boyer Support in Davis 251	17:00 min
Preparations for Technology support APSI July 13-July 17	02:12:00
Prepared The Panasonic Demo Projectors To Be Shipped Back	01:12:00
Preventative Maintenance	01:29:00
Preventative Maintenance	01:05:00
Preventative Maintenance	01:42:00
Progress Towards Annual Goals	44:00 min
PRW 118s	35:00 min
PRW 118s Switcher/AMP Adjustments TEST	43:00 min
Quick Walk by of some Classrooms being used for APSI	32:00 min
Replace DVD/VCR Combo Unit in Davis 228	58:00 min
Researching Issues relevant to the PRW 118s Audio Issue and possible causes	01:55:00
Researching Projector Lumens and appropriate use withing environments with Ambient Light	01:07:00
Reviewing My work and all steps that were taken thus far in PRW 118s.	48:00 min

Running Laptop Updates and installing new Extron Software that will be used to maintain Future classrooms	02:28:00
Screen and Room Measurements STG	49:00 min
set up spkrs -harbor Hall	30:00 min
Smart Board Projector Research	01:54:00
STG 124 symposium fix	15:00 min
Studio Recorders	04:30:00
Studio Recorders (new Extron)	03:00:00
Summer Cleaning Project	07:12:00
Survey Inventory and Main Storage Area	01:00:02
Transfer orientation	02:45:00
Troubleshooting Image Quality in Davis 103	01:29:00
Update Inventory Records	01:08:00
Update MyStudio Booth	01:00:00
Update Office Records	30:00 min
Updating/Verifying Inventory Records	39:00 min
VTC	02:00:00
Walk by of Classrooms being used for APSI	02:59:00
Work on Annual Goals	01:36:00
<b>Training</b>	<b>46:36:23</b>
Copyright Research	01:30:00
Fall faculty training	03:30:00
PD Planning Meeting	01:00:00
Proctoring Open House	02:21:23
Proctor Open House	03:00:00
Proctor Software review	03:00:00
Research active learning strategies SACS	06:30:00
STEM Visit	01:30:00
Symposium	07:00:00
Toggl training - Steph	45:00 min
Training design	04:00:00
Training schedule	06:30:00
Training videos	06:00:00
<b>Video production</b>	<b>83:56:54</b>
ANT 2410 - video production	01:00:00
Christina Salnaitis green screen test	02:00:00

download Henry Alegria talks	40:00 min
edit Patricia Gaukel	39:30:00
export all Final Gaukel videos	03:00:00
Film Dr McHale	04:00:00
Film Henry Alegria	08:00:00
Film Mandhu	06:30:00
film Mandu Pandey Chem 2	01:45:00
Film Olivia Hodges	01:30:00
label organize all videos	01:30:00
livestream tutorial	01:00:00
MAN 3301 - zaption	07:31:54
Run Studio tests etc	04:30:00
set up VTC	30:00 min
trouble shoot studio issues	30:00 min
VTC test	30:00 min