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## Monthly report : 2014 : 07

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

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July 2014 Monthly Report Executive Summary: DL/IMS

- The data below is based on 1232 allocated man-hours for the month of July. This is based on 22 days workdays and includes seven staff members. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- It has only been a few months since the team started keeping track of the number of Canvas supports calls. We have seen a 39% increase in the total number of support calls in the month of July 2014 over June 2014.
- July is the start of the new fiscal year and therefore we saw an increase of 59% in the data-gathering category. This includes gathering data on number of students enrolled in online courses and DL fees collected for AY 2013/2014. This category also represents time spent getting quotes and purchasing technology for the DL campus community.
- QM just released an updated rubric that requires staff to recertify to be eligible to be QM Peer Reviewer. Staff are working through the online workshops to get the updated certification. As a result we saw an increase of 75% in the QM category for July 2014.
- Most of our summer projects are winding down and therefore we see that staff spent 47% less time working on special projects over June 2014.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Administrative Meetings	62.75	7%
Canvas Support	17.75	39%
Teaching Technology	146.50	1%
Committees	0.00	-100%
Communication	187.75	7%
Data Gathering	39.00	59%
Faculty Meetings	29.50	-13%
Initiatives (Dept.)	90.00	13%
Instructional Design	120.00	-3%
Professional Development	104.00	-16%
QM	15.25	74%
Report Writing	29.75	19%
Special Projects (Lib/Campus)	36.00	-47%
Training	72.00	4%
Video Production	84.00	-8%
Web Site	0.00	0%
<b>ACTUAL: (Allocated Man Hours: 1232)</b>	<b>1034.25</b>	<b>-1%</b>