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Monthly report : 2014:08

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August 2014 Monthly Report Executive Summary: DL/IMS

- The data below is based on 1008 allocated man-hours for the month of August. This is based on 21 workdays and includes six 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 -58% increase in the total number of support calls in the month of Aug 2014 over July 2014. This number is expected as the new semester has yet to start.
- During the month of August we see more staff taking time off and faculty are not really on campus. For this reason we see a number of services areas with a larger percent of change.

SERVICES	HOURS	Percent change
Administrative Meetings	66.00	5%
Canvas Support	7.50	-58%
Teaching Technology	178.50	22%
Committees	16.00	1500%
Communication	122.25	-35%
Data Gathering	20.00	-49%
Faculty Meetings	31.50	7%
Initiatives (Dept.)	76.50	-15%
Instructional Design	82.75	-31%
Professional Development	57.00	-45%
QM	3.50	-77%
Report Writing	11.00	-63%
Special Projects (Lib/Campus)	17.00	-53%
Training	82.50	15%
Video Production	73.75	-12%
Web Site	0.00	0%
ACTUAL: (Allocated Man Hours: 1008)	845.75	-18%