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Department Report and Publications

Online Learning and Instructional Technology Services (OLITS)

10-31-2014

Monthly report :2014:10

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

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- 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).
- Now that the semester has reached the halfway point, calls for canvas support has decreased 38% over the month of September.
- Now that the semester is well underway we have seen an increase in the number of committee (94%) and administrative (7%) meetings.
- Search committee is now meeting for the new director and staff has been asked to serve on other library committees. As a result we see an increase of 114% in committee work being reported for the month of October.

SERVICES	HOURS	Percent change
Administrative Meetings	76.50	7%
Canvas Support	19.50	-38%
Teaching Technology	169.00	-16%
Committees	15.50	94%
Communication	142.25	9%
Data Gathering	25.50	-12%
Faculty Meetings	34.50	-9%
Initiatives (Dept.)	78.00	7%
Instructional Design	79.75	-1%
Professional Development	100.50	-16%
QM	18.50	14%
Report Writing	13.00	31%
Special Projects (Lib/Campus)	7.00	114%
Training	64.50	-2%
Video Production	66.50	7%
Web Site	0.00	0%
ACTUAL: (Allocated Man Hours: 1104)	910.50	0%