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## Monthly report : 2014 : 11

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

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November 2014 Monthly Report Executive Summary: DL/IMS

- The data below is based on 952 allocated man-hours for the month of November. This is based on 17 workdays and includes seven staff members. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- We had a new employee start in the month of November, bringing our team back to full strength.
- This month we implemented a new software tracking system called Toggl. This software provides more details in our monthly reports and reduces staff time producing reports. We also dropped Initiatives and website services from our reports. It will take a couple of months to work out all the fine details that the software offers and to establish a new baseline for reporting.
- Search committee is now meeting for the new director and staff has been asked to serve on other library committees. As a result, we saw an increase of 81% in committee work being reported for the month of November.
- We now have five courses under QM internal review. As a result, we had an increase of 154% of staff time supporting Quality Matters.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Administrative Meetings	54	-29%
Canvas Support	11	-44%
Teaching Technology	126	-25%
Committees	28	81%
Communication	132.5	-7%
Data Gathering	12	-53%
Faculty Meetings	11.5	-67%
Initiatives (Dept.) (delete for Dec)	0	-100%
Instructional Design	53	-34%
Professional Development	93.5	-7%
QM	47	154%
Report Writing	14	8%
Special Projects (Lib/Campus)	13	86%
Training	48.25	-25%
Video Production	94.5	42%
Web Site (delete for Dec)	0	0%
<b>ACTUAL: (Allocated Man Hours: 952)</b>	<b>738.25</b>	<b>-19%</b>