

10-1-2015

## Monthly report : 2015 : 10

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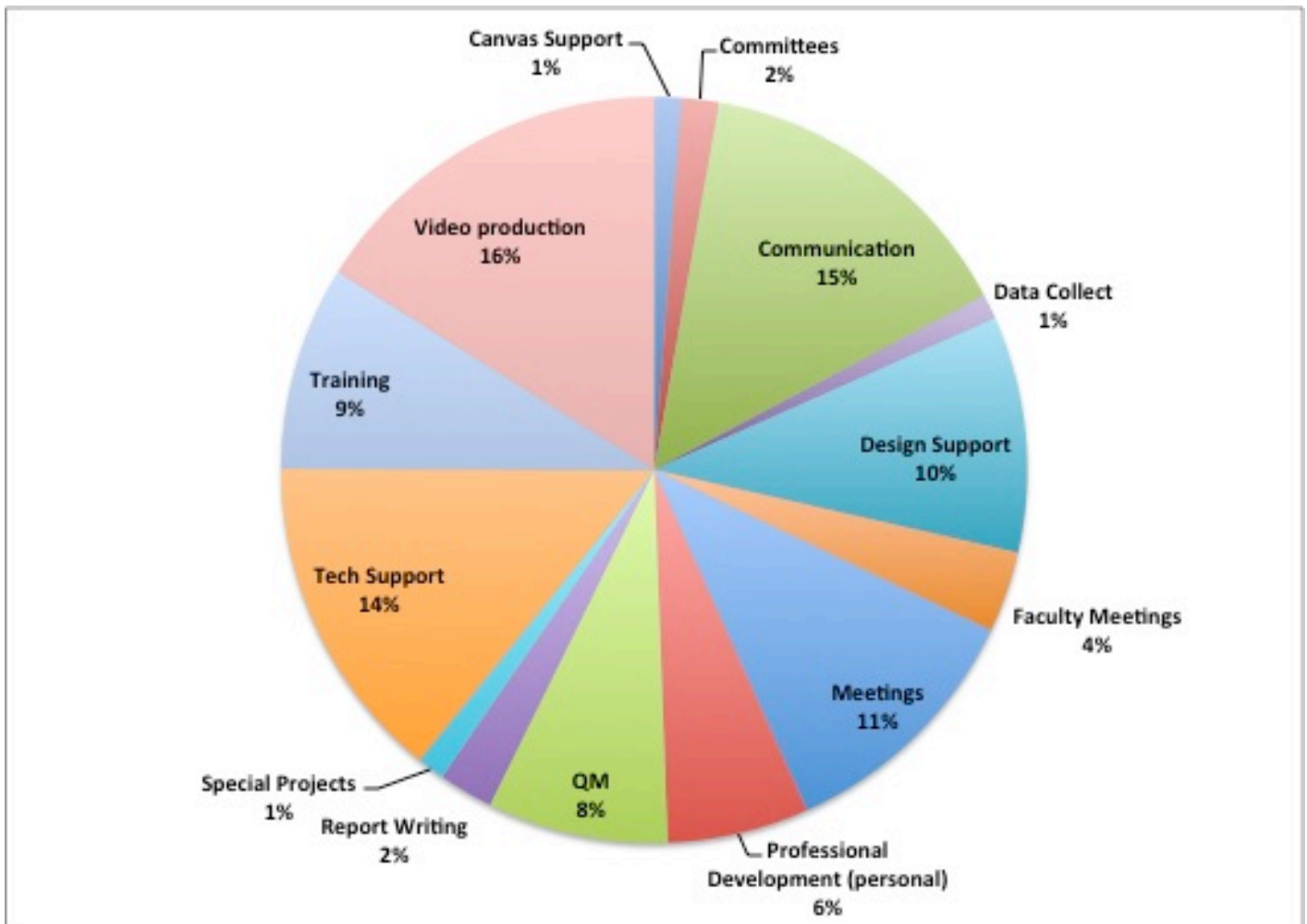
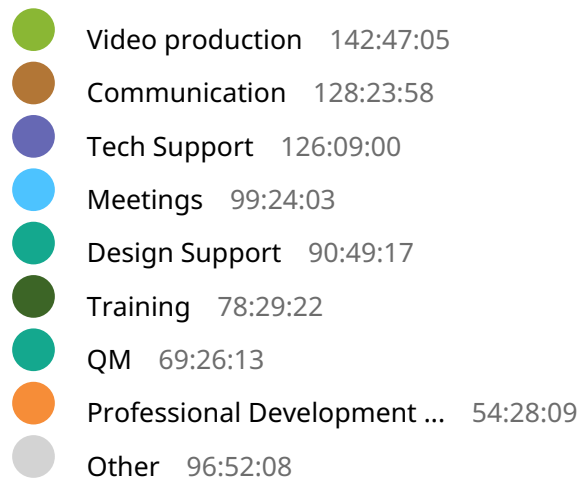
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# OLITS Monthly Report

2015-10-01 - 2015-10-31  
Total 886 h 49 min



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



Projects / Time entries	Duration
<b>Canvas Support</b>	<b>10:26:12</b>
ANT - Walkin	01:00:00
Ashley Canvas Support	15:00 min
Ashley Video help	30:00 min
Brewing Arts Designs	01:30:00
EDA 6192, ECP 3302, MAN 3301 - Canvas Support	26:16 min
EXP 4680 - Exam issue	36:00 min
FIN 3403 - timeline prep	30:00 min
FIN 3604 - make review copies	30:00 min
ISM 3113 - qm seal	17:50 min
ISM 3113 - question banks	23:59 min
ISM 3113 - quiz issue	16:43 min
Leung - tech support	30:00 min
LI 3451 - Film Links	17:21 min
Library - Turn It In	30:00 min
MUL 2010 - Meet with Tracy	01:00:00
PPE 4003 - swank digital video	23:03 min
PSY 2012 - video issue	30:00 min
SPN1120 course design/zaption videos	01:00:00
<b>Committees</b>	<b>14:11:30</b>
Dean Search	05:30:00
DL Access Comm - meet with Anthony	45:00 min
DL Access Comm - prep and CATE meeting	02:03:32
QM IDA Meeting	52:58 min
Space committee	04:00:00
Tech committee ITN	01:00:00
<b>Communication</b>	<b>128:23:58</b>
email	17:55:00
Email	77:18:58
emails	01:00:00
University Correspondance	10:40:00
University Correspondence	21:30:00
<b>Data Collect</b>	<b>09:30:00</b>
Assisted a DL student with finding an APA template	30:00 min
Equipment Orders	03:00:00
Karla PPT QM	01:30:00
Light Board	01:30:00
Stipens	01:30:00

toggl updates	01:30:00
<b>Design Support</b>	<b>90:49:17</b>
ACG 3341	09:05:00
ACG 3341 - PowerPoint Work	01:00:00
ACG 3341 - review module	21:04 min
ACG 3341 - review slides	32:20 min
Adjunct Orientation - Prep and Dean's meeting	01:28:00
Adjunct Orientation - reconnect and design planning	01:50:49
ARH 4724 Intake meeting	01:00:00
Brewing Arts Course Design	03:00:00
Brewing Arts - Film on location	04:00:00
Brewing Arts Planning	01:04:46
Brewing Arts - planning meeting	01:00:00
Brewing Arts - review module design	20:00 min
Brewing Arts - Video YouTube Account	42:46 min
Clean out Panopto folder	10:23 min
CLP6477 - Anne Course Support	02:00:00
Course design	26:00:00
Design Project Planning	30:00 min
ECP 3302 - Midterm redesign	01:08:22
EDA 6242 - make sandbox copy for Tucker & Vanover	57:04 min
EDG 6285 - course building	01:30:00
EDG 6285 - development timeline and plan	40:00 min
Ed leadership Program meeting follow up	01:10:42
EDS 6050 - meet with Jenifer Hartman to review materials	01:15:00
EDS 6050 - meet with TLE	01:00:00
EDS 6050 - timeline prep	30:00 min
EXP 3302 - course building	55:16 min
EXP 3302 - discuss exam	25:00 min
FIN 3604 - refinement meeting	01:45:00
FIN 3604 - refinement review	18:00 min
FRE1120 - articles	01:00:00
FRE1120 - courses ideas	01:00:00
FRE1120 - design support	02:30:00
Intake meeting ACG 3341	01:15:00
ISM 3113 - update question banks	04:07:47
ISM 3232 - captions	18:19 min
ISM 3232 - Video review for captions	55:50 min
Jim Leonard	01:30:00

Margarita Altuna	01:00:00
Maria Caban Garcia - options smartpen and bamboo tab	42:49 min
Martine Wagner	01:00:00
Organize Courses	01:00:00
Phone - Amanda	20:00 min
Research options for language courses	01:30:00
Salnaitis PPT/Course edits	02:30:00
SPN 3391 - films search	01:30:00
video editing - Brewing Arts	03:00:00
<b>Faculty Meetings</b>	<b>31:09:00</b>
ACG 3341 - Meeting with Patty Gaukel	01:00:00
Canvas Intro Meeting - IFMH	01:30:00
EDA 6232 - design meeting with Glen	45:00 min
EDA 6232 - Meet with Glen Steward	01:04:08
EDG 6285 - meeting with Olivia and Charlie	01:00:00
EDG 6285 - meet with Charlie Vanover	02:04:00
EDG 6931 - meeting with Anna Lewis	01:15:00
Ed leadership Program Meeting	01:27:31
FIN 3604 - meet with Todd re: refinement	02:00:00
IFMH Meeting and follow up	01:40:46
IFMH Pinto Meeting	01:15:00
ISM 3113 & ISM 6123 - Meet with Chris	56:35 min
Jennefer Khattabi	01:00:00
Jim Leonard	01:00:00
Joan Reid	01:00:00
LIT 3301 - Heather Jones	01:00:00
Meeting - Dr. Johns GEA2000	01:00:00
Meeting - Margarita	01:00:00
Meeting - Martine	02:00:00
Meeting Prep - SPN & FRE	01:00:00
Meeting with Margarita	01:00:00
Patty Gaukel	01:00:00
QMB 3200 Initial meeting	01:00:00
QMB 3200 - Meet with Maria Corton - potential course	01:11:00
SON 3391 - Meet with Frederick	30:00 min
Steve Ritch	01:30:00
<b>Meetings</b>	<b>99:24:03</b>
BOG staff Training	01:00:00
Brewing Arts ID Staff meeting	01:00:00

Brewing Arts Meeting	01:00:00
Brewing Class Meeting	01:00:00
Captioning vendor meeting	01:00:00
Crestron Meeting	01:00:00
Design Process Meeting	02:00:00
design unit procedures	01:00:00
Design Unit Processes Review	01:52:00
FAAST PPAC	01:00:00
Harbor Hall Meeting	06:00:00
Infocus Meeting	52:00 min
LLT Meeting	01:30:00
Logo Meeting	01:00:00
Logo Meeting - Symposium	01:30:00
Meeting about Summer Orientation Dates	30:00 min
Meeting - review portal	01:00:00
Meetings with USFSM	01:00:00
Meeting with Timi	45:00 min
Meeting with USFSM	01:00:00
Meet with Amanda - QM	30:00 min
OLITS/SM meeting	06:30:00
OLITS staff meeting	04:30:00
Psych TA Training Update Meeting	50:00 min
Sar-SP Team Meeting	01:30:00
SAR/STPETE Meeting	01:00:00
SAR/STPETE Weekly Meeting	03:03:58
Staff meeting	25:30:00
Staff Meetings	02:00:00
STG Classroom upgrade	03:00:00
STG Pre-Bid meeting	03:00:00
Symposium web meeting - Patrick Baxter	01:00:00
TA Meeting	01:00:00
team meeting	02:30:00
Team meeting	02:00:00
Team Meeting	10:31:05
Team Meeting Follow Up	20:00 min
Vendor meeting Harbor Hall	02:40:00
Weekly Team Meeting	01:00:00
<b>Professional Development (personal)</b>	<b>54:28:09</b>
APPQMR	19:44:39

clean office	04:30:00
FAAST	04:30:00
FAAST Meeting	43:30 min
Learning Various programs	02:00:00
PCI credit card training	02:00:00
Read through Classroom AV Design Presentations given through the Extron Institute	01:15:00
Research	08:00:00
Technology Course Mooc	02:00:00
travel - QM conference	08:00:00
Watched an recent archived webinar given by CCUMC on Classroom Digital Conversion	01:45:00
<b>QM</b>	<b>69:26:13</b>
APPQMR Follow up	26:00 min
APPQMR training	07:30:00
APPQMR training prep	03:51:36
DEP4220 Meeting w/ Ahsley	01:00:00
DEP4220 Review	01:00:00
FIN 3604 - Reviewing Course	01:30:00
Gaskin-Butler Course Updates	01:30:00
IYOC	03:00:00
IYOC Prep	05:57:57
IYOC - QM Training	02:00:00
MAN 3025 - QM Internal review meeting	01:18:00
MAN 3025 - QM Meeting Steve Diasio	01:00:00
MAN3025 QM Review	01:00:00
MAN 3025 - review copy and set up internal review process	03:28:34
Peer Reviewer Course	15:30:00
Plan for QM Meeting	01:53:32
QM Conference Prep	30:00 min
QM IDA committee work	37:55 min
QM IDA Meeting prep	30:00 min
QM Internal Review Meeing - MAN3025	30:00 min
QM Meeting Salniatis	01:00:00
QM Presentation	02:33:00
QM Presentation Webinar	01:04:39
TAX 4001 - Internal QM Review Mtg	01:00:00
TAX 4001 - QM External Request follow up	15:00 min
TAX4001 QM Meeting - Vance	01:00:00
Tax 4001 QM review	02:30:00
Tax QM Review	06:00:00

<b>Report Writing</b>	<b>21:00:36</b>
Begin Writing End Of Year Report	48:00 min
Day 6 Data Processing Fall 2015	05:00:00
End of Year Report	02:54:47
Monthly Reports	03:00:00
OLITS End Of Year Report	01:15:00
Report writing	01:00:00
Toggl	20:47 min
Toggl reporting	01:12:02
Toggl reports department	02:30:00
Toggl reports department/Aug	01:00:00
Toggl updates	01:00:00
Whiteboards	01:00:00
<b>Special Projects</b>	<b>10:34:50</b>
Draft - ID Introduction letter to colleges	34:33 min
Office Housekeeping	02:00:00
Review captioning policy from Tampa	36:17 min
Symposium logo updates	01:30:00
Symposium Logo Updates	01:30:00
Symposium Logo work	01:00:00
Symposium website	01:44:00
Symposium - website content	30:00 min
Table Dismantling	01:10:00
<b>Tech Support</b>	<b>126:09:00</b>
APG	01:00:00
A review of all recent classroom work that has been done recently and correctly reported	01:30:00
a Short and Quick Daily wrap-up, cleanup, shutdown	20:00 min
Assisted Gary Tucker In Studio Booth	30:00 min
Assisted Richard Burnette in Davis 242	30:00 min
Assisted Rob with a few Adobe Premier Items	01:00:00
Assisted Rob with Setup and provided some tech support for Jim Schnur	01:34:00
Assisted Student in Studio Booth	45:00 min
Assist Rob with VC Test	20:00 min
Check Dav 130/FCT118S	45:00 min
Classroom Check Post Reading Festival Usage	03:00:00
Classroom Filter Cleaning	03:30:00
Classroom Maintenance	38:00 min
Classroom Mid Semester Filter Cleaning and Routine Maintenance	14:35:00
Classroom Support Tickets for Davis 239 Coquina 212 and 232	01:30:00



Coquina 224	01:02:00
Coquina 232 Image Tweek	20:00 min
Daily wrap-up, cleanup, shutdown	17:00:00
DAV 217 Doc camera	20:00 min
DAV 259-audio issue	30:00 min
Davis 224 DVD Playback	11:00 min
Davis 228 Switcher Replacement	01:00:00
Davis 239	15:00 min
Davis 239 Lamp Replacement, Projector Testted, and Equipment cycledand provided assitance to Dr. Heather Jones	01:30:00
Davis 239 Power Cycle	20:00 min
Davis 239 Power Cycle and Post Cycle Troubleshooting	45:00 min
Davis 245 Dawn Cecil Assistance	30:00 min
Davis 246 Support Call (MisReported Davis 246 is not a classroom Davis 242)	01:00:00
Davis 250 Projector Replacement	01:30:00
Dr. Gary Mormino Emergency Assistance Data Recovery	21:00 min
End Of Month ID Card Accounting	01:47:00
Falculty Assistance Power Point Creation	02:00:00
Followed up on an ID Card Name Change Issue with the Registrar's Office	20:00 min
Harbor Hall 131	01:30:00
ID Card Accounting	30:00 min
ID Card Inquiry Follow Up	41:00 min
ID Card Reconiliation	02:00:00
Inventory Scan and Battery order	45:00 min
Investitgate Coquina 232	30:00 min
Investitgating Coquina 232	01:38:00
lightboard	03:00:00
Light Board Install	01:00:00
Monitor Coq 232	35:00 min
move whiteboards	30:00 min
Obtaining and making available the raw video recording for VPS	01:00:00
Office Housekeeping	40:00 min
Organized a Relampit Order and delivered to Academic Affairs	01:05:00
Organizing and Archiving ID CARD Documentation from calandar year to Date	03:00:00
Pre-Bid Davis Review	19:00 min
Pre-Bid Meeting	10:00 min
Rare Urgent support for a Mormino presentation	01:00:00
Reading Fest	45:00 min
Reading Festival Organizing	01:30:00

Records update	45:00 min
Repair Attempt Extron System 5 IP	02:00:00
Replacement ID Card Issue	30:00 min
Researched lamp options for Polyvision/Steelcase Projectors	30:00 min
Researching various Speaker and Audio Output options and Wiring Arrangements	01:42:00
Researched some of the Infocus Display Products presented in previous meeting	01:00:00
Researching the Crestron Alternative	01:30:00
Routine Maintenance and Updates to Office Laptop	01:30:00
STG 112 Faculty Classroom Support	30:00 min
Studied all the current published documents on USFSP Classroom Equipment Standard	02:00:00
Studied, Researched, and Made Notes of all New AV technology to be installed during December's Semester Break	02:00:00
Studio Server	01:30:00
studio tests -humidity issues	01:45:00
Support Assistance for Brewing Arts Booth Recording	15:00 min
Support Assistance for Gary Tucker	30:00 min
Support Assitance for the Brewing Arts Booth Recordings	30:00 min
Switcher Diagnostics	01:30:00
Tested Bulbs from the group of non working Epson Projectors	01:00:00
Times Festival of Reading	08:00:00
Times Reading Festival Preparations	01:00:00
Trouble shooting and Routine Maintenance to the studio Extron SMP 351	01:00:00
Updating Records	01:00:00
Video Production Relief	30:00 min
Video Production Services Extron SMP 351 Unit	05:01:00
virus scan- computer	15:00 min
VTC	30:00 min
worked on ID printer and off printer	01:30:00
work on Reading festival	01:00:00
Writing of End of Year Report	01:10:00
<b>Training</b>	<b>78:29:22</b>
APPQMR	07:30:00
APPQMR Workshop	09:00:00
BB Collaborate - Charles Vanover	56:00 min
BB Collaborate - Rebecca Harris	01:00:00
Create Intro to QM in Grovo	03:38:53
Ellingsen Studio Booth Tour	30:00 min
Faculty stipend	08:00:00
Google Hangout Training	01:00:00

Grovo	04:00:00
Grovo captioning discussion	24:29 min
Intro to QM	01:00:00
MyStudioBooth - Heather Jones	01:00:00
OLC Online Conference	02:00:00
preparing for training	01:00:00
Symposium	08:00:00
Training class	17:30:00
Training course development	10:30:00
training with Otis	30:00 min
Zaption Training - Otis w/Martine and Margarita	01:00:00
<b>Video production</b>	<b>142:47:05</b>
Amanda camera tutorial	40:00 min
Assist Rob With Studio Coverage	01:00:00
Brewing Arts - video editing support Amanda	01:20:00
BUL 3320 - edit videos	20:42:26
clean off computer	45:00 min
Discuss video with Jimbo	30:00 min
download and label videos	02:00:00
download-label final N Stowell talks	01:00:00
download label Gaukel talks	40:00 min
download P. Gaukel for Ricky	30:00 min
download talks for karla	45:00 min
download videos	40:00 min
ECP 3302 - video editing	10:39:39
edit Jimbo Talk	03:30:00
edit Jim Schnur talk	04:00:00
film C. Salnaitis	15:00:00
Film Nikki Stowell	12:00:00
film Patricia Gaukel	04:30:00
Film Patricia Gaukel	03:00:00
film Poynter Corner-Jimbo	03:00:00
Lightboard setup	01:00:00
livestream audio tests	01:30:00
livestream tests	02:30:00
livestream with Mathon	02:30:00
On-site Video shoot	11:00:00
rearrange tables in studio-clean up	01:00:00
redo studio for C. Salnaitis	35:00 min

re do studio with team	30:00 min
set up -test for C. Salnaitis	35:00 min
set up VTC	30:00 min
Start editing Jimbo talk	02:00:00
start jimbo edit	01:30:00
Steph canvas issue	20:00 min
Studio booth assistance - Harting	30:00 min
studio downloads/organize	02:00:00
studio gear tests	01:30:00
studio maintenance	02:30:00
studio tests	02:30:00
Upload start Jimbo talk	02:50:00
Video editing - Ashley/Dr. Durand	10:00:00
video editing - Brewing Arts	06:00:00
VTC for ACEAC Council	30:00 min
VTC issues	45:00 min
VTC test-new room	30:00 min
write up studio report	01:30:00