

12-1-2013

## Monthly report : 2013 : 12

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

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### Recommended Citation

Nelson Poynter Memorial Library. Online Learning and Instructional Technology Services., "Monthly report : 2013 : 12" (2013).  
*Departmental Reports and Publications*. 8.  
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December 2013 Monthly Report Executive Summary: DL/IMS

- Our unit has 772 allocated man-hours and we executed all of these with a deficit of 187 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches). In December two staff used three weeks of vacation combined.
- The Canvas migration is now complete. We spent a total of 290 man-hours in December helping faculty with course migrations. We had 46 faculty stop by our open lab during the last week before winter break. The migration workload for December was up 156% from November. 24% of our monthly man-hours were used to support Canvas Migration for the month of December.
- The Instructional Design Unit treated 36 courses this month. Nearly all of the treatments are course migrations and course refinements. With the course award program on hold, this will decrease new course development until a new course awards process is in place.
- 256 IDs were created during the month of December during three campus orientations.
- The Nelson Poynter Library's studio received new collaboration style tables.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Administrative Meetings	56.70	-46.51%
Canvas Migration	290.50	156.40%
Teaching Technology	24.00	-43.86%
Committees	20.00	2.56%
Communication	87.40	-46.56%
Data Gathering	17.00	-39.07%
Faculty Meetings	20.00	14.29%
Initiatives (Dept.)	43.50	-53.07%
Instructional Design	52.50	-60.50%
Professional Development	28.50	-80.17%
QM	6.50	-92.26%
Report Writing	22.50	-27.42%
Special Projects (Lib/Campus)	23.70	-26.40%
Training	44.30	168.48%
Video Production	35.00	-58.58%
Web Site	0.00	0.00
<b>ACTUAL: (Allocated Man Hours: 960)</b>	<b>772.10</b>	<b>-30.32%</b>