Monthly report : 2013 : 09

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

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• **Our unit has 1280 allocated man hours and we executed all of these with a slight deficit of 38 hours.** In this calculation, we are not counting off-time (holidays, sick days, vacation days, or lunches). However, we are including professional development conducted outside of work (education programs, courses, workshops, conferences).

• We welcomed a new Instructional Designer, **Timi Hager**, who will focus on faculty training needs.

• **The progress on the Departmental Initiatives is now to 40%**. Slow but steady progress!

• **The Departmental Initiatives consumed 15% of the staff’s time.** We remain at an ideal pace as the ideal number for a sustainable and effective change plan is 15%, so we are right in the zone.

• **The Canvas migration is now slightly higher than 60%**. The migration is at 5% of the collective IDs workload.

• The Instructional Design Unit treated **46 courses** this month. Nearly all of the treatments are refinements and migrations. With the course award program on hold, this will decrease new course development until senior administration provides direction on a new course awards process.

• **The video production studio was utilized for 41 hours.**

• **4 hours of training were conducted to an unknown number of participants**. Training will increase when with Timi’s arrival.

• The **Teaching Technology Unit dealt with 47 hardware, software, and support issues**.