6-2-2014

Monthly report : 2014 : 04

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

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This Other is brought to you for free and open access by the Online Learning and Instructional Technology Services (OLITS) at Digital USFSP. It has been accepted for inclusion in Departmental Reports and Publications by an authorized administrator of Digital USFSP.
• Our unit has 1344 allocated man-hours (21 days) and we executed all of these with a deficit of 123.75 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
• At the end of the spring 2014 semester, OLITS offered open lab time to support faculty with moving courses from spring to summer. Open lab time afforded faculty the ability to stop by and get help with all types of technology or software associated with online learning. This resulted in an increase of 193% with Canvas Support over the month of March.
• Two special projects started in April, MyStudio Booth and the Poyn[ter Corner upgrade. The result was an increase of 126% for April in the Special Projects area.
• Another special project the department worked on with the Nelson Poynter’s campus lightning talks. With combined video production and postproduction work, the department had an increase of 68% in video production for the month of April.

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>HOURS</th>
<th>Percent change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Meetings</td>
<td>140.10</td>
<td>29%</td>
</tr>
<tr>
<td>Canvas Support</td>
<td>8.80</td>
<td>193%</td>
</tr>
<tr>
<td>Teaching Technology</td>
<td>109.00</td>
<td>-23%</td>
</tr>
<tr>
<td>Committees</td>
<td>15.75</td>
<td>-2%</td>
</tr>
<tr>
<td>Communication</td>
<td>199.70</td>
<td>4%</td>
</tr>
<tr>
<td>Data Gathering</td>
<td>27.50</td>
<td>12%</td>
</tr>
<tr>
<td>Faculty Meetings</td>
<td>35.20</td>
<td>-17%</td>
</tr>
<tr>
<td>Initiatives (Dept.)</td>
<td>115.50</td>
<td>24%</td>
</tr>
<tr>
<td>Instructional Design</td>
<td>173.75</td>
<td>26%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>108.05</td>
<td>-42%</td>
</tr>
<tr>
<td>QM</td>
<td>4.50</td>
<td>-85%</td>
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<tr>
<td>Report Writing</td>
<td>26.00</td>
<td>46%</td>
</tr>
<tr>
<td>Special Projects (Lib/Campus)</td>
<td>82.20</td>
<td>126%</td>
</tr>
<tr>
<td>Training</td>
<td>65.00</td>
<td>-14%</td>
</tr>
<tr>
<td>Video Production</td>
<td>109.20</td>
<td>68%</td>
</tr>
<tr>
<td>Web Site</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>ACTUAL:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Allocated Man Hours: 1344)</td>
<td>1220.25</td>
<td>4%</td>
</tr>
</tbody>
</table>