10-1-2015

Monthly report : 2015 : 10

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

- Video production 142:47:05
- Communication 128:23:58
- Tech Support 126:09:00
- Meetings 99:24:03
- Design Support 90:49:17
- Training 78:29:22
- QM 69:26:13
- Professional Development ... 54:28:09
- Other 96:52:08
<table>
<thead>
<tr>
<th>Projects / Time entries</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canvas Support</strong></td>
<td><strong>10:26:12</strong></td>
</tr>
<tr>
<td>ANT - Walkin</td>
<td>01:00:00</td>
</tr>
<tr>
<td>Ashley Canvas Support</td>
<td>15:00 min</td>
</tr>
<tr>
<td>Ashley Video help</td>
<td>30:00 min</td>
</tr>
<tr>
<td>Brewing Arts Designs</td>
<td>01:30:00</td>
</tr>
<tr>
<td>EDA 6192, ECP 3302, MAN 3301 - Canvas Support</td>
<td>26:16 min</td>
</tr>
<tr>
<td>EXP 4680 - Exam issue</td>
<td>36:00 min</td>
</tr>
<tr>
<td>FIN 3403 - timeline prep</td>
<td>30:00 min</td>
</tr>
<tr>
<td>FIN 3604 - make review copies</td>
<td>30:00 min</td>
</tr>
<tr>
<td>ISM 3113 - qm seal</td>
<td>17:50 min</td>
</tr>
<tr>
<td>ISM 3113 - question banks</td>
<td>23:59 min</td>
</tr>
<tr>
<td>ISM 3113 - quiz issue</td>
<td>16:43 min</td>
</tr>
<tr>
<td>Leung - tech support</td>
<td>30:00 min</td>
</tr>
<tr>
<td>LI 3451 - Film Links</td>
<td>17:21 min</td>
</tr>
<tr>
<td>Library - Turn It In</td>
<td>30:00 min</td>
</tr>
<tr>
<td>MUL 2010 - Meet with Tracy</td>
<td>01:00:00</td>
</tr>
<tr>
<td>PPE 4003 - swank digital video</td>
<td>23:03 min</td>
</tr>
<tr>
<td>PSY 2012 - video issue</td>
<td>30:00 min</td>
</tr>
<tr>
<td>SPN1120 course design/zaption videos</td>
<td>01:00:00</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Committees</th>
<th><strong>14:11:30</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Search</td>
<td>05:30:00</td>
</tr>
<tr>
<td>DL Access Comm - meet with Anthony</td>
<td>45:00 min</td>
</tr>
<tr>
<td>DL Access Comm - prep and CATE meeting</td>
<td>02:03:32</td>
</tr>
<tr>
<td>QM IDA Meeting</td>
<td>52:58 min</td>
</tr>
<tr>
<td>Space committee</td>
<td>04:00:00</td>
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<tr>
<td>Tech committee ITN</td>
<td>01:00:00</td>
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<table>
<thead>
<tr>
<th>Communication</th>
<th><strong>128:23:58</strong></th>
</tr>
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<tbody>
<tr>
<td>email</td>
<td>17:55:00</td>
</tr>
<tr>
<td>Email</td>
<td>77:18:58</td>
</tr>
<tr>
<td>emails</td>
<td>01:00:00</td>
</tr>
<tr>
<td>University Correspondance</td>
<td>10:40:00</td>
</tr>
<tr>
<td>University Correspondence</td>
<td>21:30:00</td>
</tr>
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<table>
<thead>
<tr>
<th>Data Collect</th>
<th><strong>09:30:00</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted a DL student with finding an APA template</td>
<td>30:00 min</td>
</tr>
<tr>
<td>Equipment Orders</td>
<td>03:00:00</td>
</tr>
<tr>
<td>Karla PPT QM</td>
<td>01:30:00</td>
</tr>
<tr>
<td>Light Board</td>
<td>01:30:00</td>
</tr>
<tr>
<td>Stipens</td>
<td>01:30:00</td>
</tr>
</tbody>
</table>
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

Faculty Meetings 31:09:00

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

Meetings 99:24:03

BOG staff Training 01:00:00
Brewing Arts ID Staff meeting 01:00:00
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
teach - QM conference 08:00:00
Watched an recent archived webinar given by CCUMC on Classroom Digital Conversion 01:45:00

QM 69:26:13
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
PeerReviewer 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
<table>
<thead>
<tr>
<th><strong>Report Writing</strong></th>
<th><strong>21:00:36</strong></th>
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</thead>
<tbody>
<tr>
<td>Begin Writing End Of Year Report</td>
<td>48:00 min</td>
</tr>
<tr>
<td>Day 6 Data Processing Fall 2015</td>
<td>05:00:00</td>
</tr>
<tr>
<td>End of Year Report</td>
<td>02:54:47</td>
</tr>
<tr>
<td>Monthly Reports</td>
<td>03:00:00</td>
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<tr>
<td>OLITS End Of Year Report</td>
<td>01:15:00</td>
</tr>
<tr>
<td>Report writing</td>
<td>01:00:00</td>
</tr>
<tr>
<td>Toggl</td>
<td>20:47 min</td>
</tr>
<tr>
<td>Toggl reporting</td>
<td>01:12:02</td>
</tr>
<tr>
<td>Toggl reports department</td>
<td>02:30:00</td>
</tr>
<tr>
<td>Toggl reports department/Aug</td>
<td>01:00:00</td>
</tr>
<tr>
<td>Toggl updates</td>
<td>01:00:00</td>
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<tr>
<td>Whiteboards</td>
<td>01:00:00</td>
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<table>
<thead>
<tr>
<th><strong>Special Projects</strong></th>
<th><strong>10:34:50</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft - ID Introduction letter to colleges</td>
<td>34:33 min</td>
</tr>
<tr>
<td>Office Housekeeping</td>
<td>02:00:00</td>
</tr>
<tr>
<td>Review captioning policy from Tampa</td>
<td>36:17 min</td>
</tr>
<tr>
<td>Symposium logo updates</td>
<td>01:30:00</td>
</tr>
<tr>
<td>Symposium Logo Updates</td>
<td>01:30:00</td>
</tr>
<tr>
<td>Symposium Logo work</td>
<td>01:00:00</td>
</tr>
<tr>
<td>Symposium website</td>
<td>01:44:00</td>
</tr>
<tr>
<td>Symposium - website content</td>
<td>30:00 min</td>
</tr>
<tr>
<td>Table Dismantling</td>
<td>01:10:00</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Tech Support</strong></th>
<th><strong>126:09:00</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>APG</td>
<td>01:00:00</td>
</tr>
<tr>
<td>A review of all recent classroom work that has bee done recently and correctly reported</td>
<td>01:30:00</td>
</tr>
<tr>
<td>a Short and Quick Daily wrap-up, cleanup, shutdown</td>
<td>20:00 min</td>
</tr>
<tr>
<td>Assisted Gary Tucker In Studio Booth</td>
<td>30:00 min</td>
</tr>
<tr>
<td>Assisted Richard Burnette in Davis 242</td>
<td>30:00 min</td>
</tr>
<tr>
<td>Assisted Rob with a few Adobe Premier Items</td>
<td>01:00:00</td>
</tr>
<tr>
<td>Assisted Rob with Setup and provided some tech support for Jim Schnur</td>
<td>01:34:00</td>
</tr>
<tr>
<td>Assisted Student in Studio Booth</td>
<td>45:00 min</td>
</tr>
<tr>
<td>Assist Rob with VC Test</td>
<td>20:00 min</td>
</tr>
<tr>
<td>Check Dav 130/FCT1185</td>
<td>45:00 min</td>
</tr>
<tr>
<td>Classroom Check Post Reading Festival Usage</td>
<td>03:00:00</td>
</tr>
<tr>
<td>Classroom Filter Cleaning</td>
<td>03:30:00</td>
</tr>
<tr>
<td>Classroom Maintenance</td>
<td>38:00 min</td>
</tr>
<tr>
<td>Classroom Mid Semester Filter Cleaning and Routine Maintainance</td>
<td>14:35:00</td>
</tr>
<tr>
<td>Classroom Support Tickets for Davis 239 Coquina 212 and 232</td>
<td>01:30:00</td>
</tr>
</tbody>
</table>
Coquina 224 01:02:00
Coquina 232 Image Tweak 20:00 min
Daily wrap-up, cleanup, shutdown 17:00:00
DAV 217 Doc camera 20:00 min
DAV 239 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 Tested, and Equipment cycledand provided assistance 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
Faculty 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 Reconciliation 02:00:00
Inventory Scan and Battery order 45:00 min
Investigating Coquina 232 30:00 min
Investigating 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 calendar 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
Researched 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
Researched 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 Assistance 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

Training 78:29:22

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

**Video production**

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 40:00 min
download talks for karla 45:00 min
download videos 01:00:00
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 04:30:00
Film Patricia Gaukel 15:00:00
Film Patricia Gaukel 03:00:00
film Poynter Corner-Jimbo 03:00:00
Lightboard setup 01:00:00
livestream audio tests 01:00:00
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