Grand Rapids Community College  
Faculty Equated Overload/Release Time  
End of Semester Report  
(revised July 2013)  
School of Arts & Sciences  
Fall, 2013

Name ______Nick Hosford_________  Faculty Assignment ____AV Tech Coordinator___________

Note: Please take a moment to review the letter you received from the Office of the Provost. That letter describes your faculty assignment in detail. As you complete this document, please refer to the specific tasks that you were asked to complete.

Section 1: Report of Accomplishments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Accomplishments</th>
<th>List and briefly describe the most significant impact of your accomplishments.</th>
<th>List and briefly describe any barriers you encountered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire, orient, schedule, and supervise student lab monitors</td>
<td>The students took on personal responsibility. This made supervision easier.</td>
<td></td>
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<tr>
<td>Assist music faculty with Audio Visual Concerns in the classrooms and labs</td>
<td>We have minimized the assistance needed by faculty by educating them,</td>
<td></td>
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<tr>
<td>Troubleshoot MacBook Pro workstation problems since those are not handled as readily by the IT staff</td>
<td>We have minimized the assistance needed by faculty by educating them,</td>
<td></td>
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</table>

One student developed a brief attendance issue and did not easily take personal responsibility for it.

Know what to do with old technology. It has been resolved.

Learning the individual instructional needs of the faculty. I am learning.

Grand Rapids Community College  
Nicolas Hosford  
Fall, 2013
## Remove and catalog all of the old Audio equipment from the storage areas in all music classrooms.

*We have successfully done this.*

This allows the faculty to work more efficiently.

Determining if equipment is to be recycled or resold.

Coordinate repurposing, sale or disposal of this equipment with Mansfield Matthewson

I was able to get Lorraine to assist with this.

Takes the job off of Faculty.

Usually just tracking down the equipment and making sure we are talking about the right equipment!

### Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.

<table>
<thead>
<tr>
<th>Activity or Accomplishment</th>
<th>How it Went Particularly Well</th>
<th>How Your Efforts Could Have Been Better Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>The replacing of the midi controllers in the lab was a big job that happened during the semester. It took coordination between Kevin Dobreff, Justin Jones, and myself. I feel it went as smooth as possible!</td>
<td>I have to work on getting faster communication from the student workers. They are new to being accountable to check their email and respond.</td>
<td></td>
</tr>
</tbody>
</table>

**Dean’s / Supervisors’ Comments:**
| Please use this space to document any other concerns, suggestions, or comments. | I think main thing I can do to improve my EOL experience will be faster, clearer communication on my part. |