ILC System-Wide Coordinators Meeting

Date: Monday 3rd March 2014
Time: 10am – 3pm
Location: Sharjah Colleges – Women’s College

Present: Aamena Al Mansoori; Alan Pollock; Andy Steele; Brenda Boyle; Darcy Harris; David Carter; Debra Crary; Dr. David Kennedy; Helen Weston; Janice Coats; Louise Sikkens; Matthew Pastula; Michelle Housley; Peter Waters; Swapneela Koul

Apologies: Danville Fourie, Robert Mccarthy

Chair: Peter Waters

Minute taker: Peter Waters

1. Welcome and introductions
Peter thanked David Carter and Sharjah Colleges for hosting the meeting.
Peter welcomed and introduced Dr. David Kennedy, the new Executive Dean of Teaching & Learning to the meeting.

2. Confirmation and action items of minutes from the previous meeting
The minutes were confirmed as read.

3. OLZ tour and Presentation
David Carter gave a comprehensive presentation and extensive 1 hour tour of SWC Online Learning Zone.

ACTION
David Carter to send out student feedback and grades data

4. ILC software Update
All ILC software and descriptions are now listed on the HCT ILC Website http://hctilcs.weebly.com/ilc-software.html

This year (1 Jan – 31 Dec 2014) we have 5000 licences available for Clarity Suite, which means every Foundation student at HCT is entitled to a licence.

HCT usage data for Clarity Suite 2013

Overall, there were 15,941 individual sessions conducted during 2013 totaling 4,613 hrs of online activity from our students.

Licences used per college:

<table>
<thead>
<tr>
<th>College</th>
<th>Licences used</th>
<th>Sessions</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abu Dhabi Men's College</td>
<td>675</td>
<td>4089</td>
<td>1198</td>
</tr>
<tr>
<td>Al Ain Women's College</td>
<td>240</td>
<td>1480</td>
<td>506</td>
</tr>
<tr>
<td>Ruwais Colleges</td>
<td>233</td>
<td>3803</td>
<td>820</td>
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<tr>
<td>Fujairah Women's College</td>
<td>189</td>
<td>1162</td>
<td>330</td>
</tr>
<tr>
<td>Madinat Zayed College</td>
<td>186</td>
<td>3388</td>
<td>989</td>
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<tr>
<td>Abu Dhabi Women's College</td>
<td>168</td>
<td>527</td>
<td>136</td>
</tr>
<tr>
<td>Ras Al Khaimah Women's College</td>
<td>116</td>
<td>338</td>
<td>75</td>
</tr>
<tr>
<td>College</td>
<td>2013 Avg no. of hrs spent per Ss</td>
<td>2012 Avg no. of hrs spent per Ss</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>1. Madinat Zayed College</td>
<td>5.32</td>
<td>2.29</td>
<td></td>
</tr>
<tr>
<td>2. Fujairah Men's College</td>
<td>5.07</td>
<td>0.74</td>
<td></td>
</tr>
<tr>
<td>3. Ruwais Colleges</td>
<td>3.52</td>
<td>1.53</td>
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</tr>
<tr>
<td>4. Ras Al Khaimah Men's College</td>
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<td>0.90</td>
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</tr>
<tr>
<td>5. Al Ain Women's College</td>
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<td>2.48</td>
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<tr>
<td>6. Abu Dhabi Men's College</td>
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<tr>
<td>7. Fujairah Women's College</td>
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<tr>
<td>8. Abu Dhabi Women's College</td>
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<td>0.92</td>
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<tr>
<td>9. Ras Al Khaimah Women's College</td>
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<td>0.22</td>
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<td>10. Al Ain Men's College</td>
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<td>11. Dubai Men's College</td>
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<td></td>
</tr>
<tr>
<td>14. Sharjah Women's College</td>
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</tr>
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</table>

**Usage stats by average no. of sessions per student:**

<table>
<thead>
<tr>
<th>College</th>
<th>2013 Avg no. of sessions per Ss</th>
<th>2012 Avg no. of sessions per Ss</th>
</tr>
</thead>
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<tr>
<td>1. Madinat Zayed College</td>
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<tr>
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<td>8. Ras Al Khaimah Men's College</td>
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<td>11. Dubai Men's College</td>
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<tr>
<td>12. Dubai Women's College</td>
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<tr>
<td>13. Sharjah Men's College</td>
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</tr>
<tr>
<td>14. Sharjah Women's College</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**ACTION**

Peter to check the URL to Clarity on the HCT Portal is fully functional

ALL urged all Coordinators to continue promoting ILC software to students and faculty
5. ILC Annual Report 2013/14

Peter encouraged everyone to make a note of the accomplishments, activities and projects that occurred in their ILCs during semester 1 & 2. Here are the agreed main report headings:

1. Name
2. HCT email address
3. College/Campus
4. Campus student numbers AY 2013/14
5. Official name of your ILC facility
6. Staffing structure
7. Photograph of your ILC
8. Highlights of the Year/ Significant Events/Success Stories
9. Facilities & Services
10. Resources
11. Learning Technologies
12. Student Support
13. Supporting Data
14. Curriculum Support & Collaboration
15. Promotion & Advocacy
16. Screenshot of your ILCs online presence
17. Web link(s) to your ILCs online presence
18. Community Outreach
19. Professional Development
20. Special Responsibilities
21. Goals for Next Year

**ACTION**

**Peter** to send out detailed annual report headings to ILC Coordinators

6. HCT ILC Website **http://hctilcs.weebly.com/**

The HCT ILC website was discussed in detail with suggestions for the following improvements:

- Change the domain name from Weebly.com to HCT.ac.ae
- Update ILC profiles
- Include an ILC staff directory
- Include teacher & students ILC testimonials
- Include an A Day in the Life of an ILC Coordinator
- Links to HCT College websites
- A private area/Password protected area for meeting minutes, internal documents etc.

**ACTION**

**Peter** to request domain change from Weebly.com to hct.ac.ae
**Peter** to send out request to ILC Coordinators to update their ILC Profile
**ALL** to approach teachers and students to write ILC testimonials
**ALL** to send Peter any suitable high quality photos for the website
**ALL** to send Peter ideas for additional pages/features
7. ILC Campus reports:

**Abu Dhabi Men's College**

During the past semester, a major project that the ADMC ILC team has undertaken was the organisation of the Reading Challenge based on the online M-Reader programme and Scholastic reading Counts. Over 700 students from all Foundation classes participated in the competition. A weekly leaderboard was published, showing the class points and top readers. At the end of Semester 1, an awards ceremony was held celebrating student achievement. In Semester 2, the ADMC ILC staff has been assisting KCWC and ADWC in setting up their own Reading Challenge as well as continuing support for the ADMC Foundation classes.

During the past few months, the ILC staff has updated the ADMC ILC website to include new links and delete links that are no longer relevant. The ILC Librarian has also been contributing monthly to the ADMC Library newsletter. Published items include: apps, databases and monthly news items.

Ongoing ILC activities:

- Registration/support for students on Clarity programmes (Road to IELTS, TenseBuster etc)
- Orientations to the ILC and Reading Challenge
- Troubleshooting during class lessons in the ILC
- Individual student support – English, information Literacy, assignment support, assisting with CVs, introduction to Grammarly
- Technical support in the ILC
- Faculty support when accessing ILC materials
- Liaising with faculty
- CEPA exam support
Abu Dhabi Women’s College City Campus; Abu Dhabi Women’s College Khalifa Campus

- There was a reshuffle in January with a new supervisor appointed – Helen Weston. She is now the head of libraries and ILCs in ADMC, ADWC, and KCWC. The term Information Commons has been dropped and we are now referred to as the Library and ILC. The Ed Tech staff are no longer part of the library as they are now a separate dept again – over the 3 AD campuses.
- The womens colleges are benefiting from the (comparatively) extra staffing of the Men’s college to help on the service desks.
- There are also benefits from exchanging expertise and ideas between the 3 colleges.
- The MReader program at ADWC/KCWC has benefited from copying aspects of the organization of the ADMC MReader program. There will be a pilot leaderboard between the AD colleges and Fujairah colleges.
- The Digital Media Course is now being taught as part of various programs across the curriculum – Business, Health and Education.
- Clarity is going to be a recommended resource for the Foundation classes so I expect to see it getting far more use than last semester.

Al Ain Women’s College

- Janice and Brenda have taught classes voluntarily for the past two semesters.
  - 1st semester – Foundations 2 and LSC 2103
  - 2nd semester – 2 sections of LSC 1103
  - This helped us to get more insight into course content and student needs
- A spelling course based on Oxford 3000 has been updated and is now being used in F1, F2 and F3 as part of their English course and counts toward the final grade. This course was developed to meet learning outcomes for Foundations which were not being addressed in the classroom and students work independently to complete it.
- Tutoring has been offered in both semesters. Majority of bookings are student initiated, but there is also teacher and counselor requested tutoring support of at risk and some student’s with special needs. There is a lot of demand for IELTS support. Student’s who have failed and are permitted to use the ILC and Library are also supported.
- BB Learn courses have been created for student independent use. Teachers assign these courses for students who are weak in specific skills. Most recent courses developed include a PET and KET listening course for Levels 2 and 3. Student progress is trackable and tapescripts are provided.
- Workshops have been created to support Academic Writing. A lot of the material used for the workshops comes from an excellent resource aimed at IELTS band 5.5 called “epax Improve your Academic Writing”. There is both video ( narration while viewing a text) and practice exercises on topics like academic style, paraphrasing, punctuation etc. For those interested in purchasing the CD, the company is epax, sole trader is Eveline Powell, and email is eveline@epax.co.uk.

Fujairah Men’s College

- Moved to much smaller space – this has led to problems with being a co-ed campus
- Lost our temp. support staff so I am now running the place alone – working 8 – 5 Sunday – Thursday, no other option was offered.
- Did 1 hour a week with Janice’s BB learn spelling course – stopped this semester, but will encourage students to do it independently
- Working heavily with Bachelor students
- Poetry Day in April – will support SSCE and Library for 1 week
Khalifa bin Zayed Air College

- Projectors have finally been installed in 2 ILCs making the smartboards operational after approximately 2 years of delays. Good feedback is coming in from the faculty utilizing the smart boards/projectors.
- All 3 ILCs are almost fully booked throughout the week and the Reading Oasis is more frequently booked as well, so there can be up to 4 different classes in the Library & Learning Centre at a time.
- New construction for KBZ is supposed to begin sometime this year after some delays. This expansion is in response to expected growth by the military and number of cadets attending KBZ. There are plans to expand the ILC area to include 8 or 9 ILC classrooms/labs in which specialized software will be installed. Some of the labs will be Aviation Science only and have flight simulator/ engineering software installed, while the other labs will be multi-purpose rooms which would also be used for Tense Busters and Road to IELTS. The current ILC setup is almost completely used by the English department.
- There is projected to be an increase in student numbers by 20-25% at KBZ. The military is also considering relocating the training program for the presidential guards to the base according the chair of Aviation Science. This would leave space shortages across the campus as the classrooms are currently almost at full capacity. The compulsory military service initiative recently launched by the UAE government is also expected to grow numbers at the college over time.
- The Clarity paperwork is in processing (Road to IELTS general training and TenseBusters); these are very popular in the ILCs. The quote was for the subscription to last only until the end of December to align with the academic year at KBZ which runs from January to December. We will also be subscribing to SpellingCity premium.
- There is a military library on the other end of the base in which the military would like HCT to support/administer. This is unlikely to happen due to the staffing and the location being very far from the classrooms.
- The contract between CERT and the military has not yet been renewed, even though the current academic year began on January 5. It was reported at the staff meeting that HCT/CERT had approved the new contract, but the military wanted to change some aspects on the financial responsibilities.
- The iPads are reportedly going to be arriving soon. These will not be centrally maintained or have a set number of apps installed on them when they are distributed. There have been some delays in ordering the iPads due to the contract not being signed. If these do arrive, this could be a good sign for the contract with HCT, which will hopefully be signed in the near future.

Madinat Zayed and Ruwais Colleges

This semester, the ILC business at both campuses has taken a serious nosedive with a total of only 117 students’ visits in MZC and 430 in RUC in the month of February compared to 614 student visits in MZC and 1134 in RUC in February last year.

Possible contributing factors could be
1. the reduced numbers of foundations’ sections – There’s no level 1 in MZC and RUC + only one section each of levels 2,3,and 4 in women’s colleges and just levels 3 and 4 in men’s colleges.
2. in most cases, full class schedule with zero non-contact hours for students.

Our main users have been foundations’ students who had 2 sessions per week scheduled in the ILC to work on online language resources mainly Clarity. With hardly any free hours on the class schedule this semester, it was not possible to assign any ILC hour to students.
Similarly, the Bachelor students too hardly have any free hours where they can come and work in the ILC either to do research work or complete project in groups. Working during the lunch break was not an option. However, week 3 onwards, things are looking up again in Ruwais ILC as more and more content teachers from foundations, Diploma and CERT have booked slots in the ILC bringing the user
numbers up again. Possibly because ILC is a favoured change of venue to break the routine and due to the variety of supplementary resources that the ILC offers.

The current users of ILCs at MZC and RUC are as follows:

- **MZW/MC – ILC sessions (led by ILC staff)** – 1 hour each – levels 3 & 4 for Women. Level 2 women and levels 3 & 4 men have no free hours that can be used towards their ILC session. Total comes to 2 ILC sessions only compared to 11 sessions in semester 1.
- **MZW/MC – Teacher led sessions** – 7 classes conducted in the ILC during students’ class hour where foundations students work independently on either Clarity Suite or any other resource assigned by their teacher.
- **RUW/MC - ILC sessions (led by ILC staff)** – 1 hour each – levels 2, 3, & 4 for Women. Levels 3 & 4 men have no free hours that can be used towards their ILC session. Total comes to 3 ILC sessions only compared to 10 sessions in semester 1.
- **RUW/MC – Teacher led sessions** – 14 classes (women’s college) and 11 classes (Men’s college) conducted in the ILC during students’ class hour where foundations, Diploma, and CERT students work independently on either Clarity Suite or any other resource assigned by their teacher.

We continue with the following:
- **Weekly ILC Reviews** – ILC staff led - as learning support with every Foundations section, in which they revisit the language items studied in their main classes
- **ILC teacher bookings** - teacher led - for foundations and Bachelors
- **ILC self-bookings** for any interested student from any level/programme
- **Speaking Corner** - IELTS speaking and Foundations practice in speaking
- **CEPA tests and other online testing**
- **Staff PD events** – iPad training and workshop, etc.

We have discontinued the following services due to aforementioned restraints:
- **ILC Workshops** – Share2Learn – weekly student led workshops
- **ILC Extras** - remediation and support for at risk students
- **ILC Peer Support** - Tutor2Tutee

In addition to:
- **ILC student newsletter**: the monthly issuance of the newsletter
- **Learning to Learn handouts**: the monthly study guides for students

**Future initiatives:**

Due to restructuring and budget cuts, the ILCs at MZC and RUC are either being shut down or merged with the library. As of academic year 2014-2015, there won’t be any ILC services at the Gharbia colleges of HCT. The ILC coordinator’s position has been closed and the staff concerned terminated. ILC Technician’s position (A.M.) in RUWC may be under consideration for termination too. The remaining two ILC assistants’ employment status is a bit vague as this point in time.

**Ras Al Khaimah Colleges**

- New website designed for RAK ILC
- Marketing with social media: Instagram & Twitter
- Classroom visits to all Foundations sections to promote Clarity and ILC activities
- iGenius - selected students from each section are trained in new technologies and troubleshooting and return to train their classmates
- Clubs: Spanish, Japanese, Korean
- Peer Tutoring: strong students volunteer for one to one tutoring with weak students
- National Day: “How to….wear a shayla, gutra, Middle East Trivia contest
- Monthly iPad game competitions
• QR Code Week: a week of activities promoting use of QR codes (workshops, PD for faculty, games, treasure hunts, prizes)
• PD’s in Explain Everything, Pic Collage, Listening Master, Photo Card, Sonic Pics, Grammarly, Clarity, QR Codes in the Classroom
• Tutoring students
• Meet and Greet New ILC with iPad games and breakfast Semester 1
• Meet and Greet new team event with QR treasure hunt Semester 2
• Plan for this semester: create tutorials with Applied Media dept for website
• Plan for this semester RKWC: 4 Foundations faculty working with ILC to offer extra help to scheduled groups of Foundation students
• Plan for this semester RKMC: Each foundation section scheduled for one hour per week in ILC classroom to work with iReading and Active Reading

8. Impero Demo
The Impero demo was postponed until next meeting due to time constraints

9. ILC Action Plan Group reports by team leaders ensuing discussion

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ILC Strategy
The ILC Strategy team continued working on the ILC Strategy map. The group is on schedule with the first draft of the plan being completed. Over the next few weeks, the ILC Action Plan team will look at the document again individually and add any missing information. At the end of March/beginning of April, the document will be sent to all HCT ILC Coordinators so that they are able to add their own college strategies and initiatives. We are hoping to have the document published by mid-May, 2014.

ILC Peer Review Prgm
Janice presented details of her highly successful visit and Peer Review of Ras Al Khaimah Women’s College ILC. PowerPoint presentation and report to follow.

ACTION - Janice to send PowerPoint peer review and report to ILC Coordinators

ILC Marketing – Postponed due to team leaders absence
ACTION - Team leader to email ILC Coordinators an update

ILC Best Practices - Postponed due to team leaders absence
ACTION - Team leader to email ILC Coordinators an update

AOB
None

Next meeting date
TBA