Independent Learning Centres Annual Report

AY 2012/13

ILC Annual Review

AY 2012/13

Madinat Zayed College & Ruwais College Independent Learning Centre

- 1 bulletin board
- 10 magnetic display boards
- 1 glass cabinet
- 1 filing cabinet
- 2 folding display racks
- 2 staff desks with 2 chairs
- 2 sofa seats with 1 coffee table

Resources at RUC ILC

Equipment:
- 5 iMacs
- 29 wired laptops
- 1 promethean board
- 1 B/W printer
- 1 digital photo frame (for ILC promotional purposes).

Furniture:
- 34 student desks with 34 chairs
- 1 display desk
- 1 bulletin board
- 8 magnetic display boards
- 1 glass cabinet
- 1 filing cabinet
- 2 folding display racks
- 2 staff desks with 2 chairs
- 2 sofa seats with 1 coffee table

MZC & RUC Materials:

- links to paid and free online interactive learning resources and software on the ILC Homepage arranged under proper headings
- paid and free learning CD ROMs installed on all the machines
- 'Readings to go' handouts (MZC LRC produced)
- laminated 'Write away' Foundations writing cards
- laminated Foundations Speaking Cards (RUC own produced) and laminated IELTS speaking cards
- laminated Sudoku puzzles and word search
- Internet guides and website posters (subject based)
- study tips (handouts)
- handouts on useful links to various subject areas
- class binders containing checklists of the tasks students are working on
- online and physical dictionaries (Eng- Eng + Eng-Ar)
- daily ILC user log where students sign in time in and time out their daily/weekly visit
- monthly 'Learning to Learn' (study skills handouts).

Executive Summary

This year, we continued to help our students with our well established ILC support mechanisms, namely the 'ILC Reviews' and the 'ILC Workshops'. We started with the involvement of two of our women students, one each in RUWC and MZC, in running these workshops on web tools and apps. These students worked together with the ILC staff in the entire process of planning and conducting the workshops. One of the positive outcomes of this initiative is that many more students have expressed their eagerness to be given a chance to present a web tool or an app to their colleagues. This is an example of how ILCs at RUC and MZC are providing purposeful opportunities to students to get involved in meaningful learning activities.

ILCs at both campuses planned for and have started ILC support for the at-risk students. A unique logo has been created and the support is termed 'ILC Extras'. Also a related template called 'My ILC Extras' has been designed for the students to outline and record the progress they make in their work/studies. Weekly e-mail reminders go out to all the students identified to be 'at risk' of failing the foundation courses and they are invited to come and work at the ILC. There's a steady flow of such students towards the ILCs and they work with the help of resources, individually recommended for each one of them, towards improving upon their areas of weaknesses. The consolidated attendance from week 5 to week 12, for those who have taken up ILC Extras to any significant extent and continue to attend, is about 50% for MZC and 25% for RUC. Their weekly progress reports and attendance is regularly communicated to the Programme Chair and the Director. In addition to ILC produced posters, study guides and tips, the practice of issuing ILC Student Newsletter each month has been sustained successfully this year as well.

Official name of ILC facility Independent Learning Centre

Campus student numbers AY 2012/13

MZWC – 166; MZMC – 23; RUWC – 181; RUMC – 176 Total = 546

Staffing Structure

Swapneela Koul – ILC Coordinator (MZC + RUC)
Aisha Merchant – ILC Technician (RUWC)
Sreeshna Meethal – ILC Technician MZC (part timer)
Britto Emmanuel – ILC Technician (part timer – evening (RUMC)

Facilities & Services

Facilities at MZC ILC:
- a structure (Length:11.75m X Width:5.75m X H:3.05m) that comprises:
- one room to accommodate 30 students at a time
- one speaking corner within the ILC
- one work station within the ILC.

Facilities at RUC ILC:
- a structure (Length:12.5m X Width: 7.5m X Height:3.6m) that comprises:
- one room to accommodate 30 students at a time
- one speaking corner within the ILC
- one work station within the ILC

As for the services provided, they comprise a variety of support mechanisms. The major ones are listed as follows:

ILC Reviews: ILC staff conducts two scheduled sessions each week at the ILC for Foundations students. This provides them opportunities to review, consolidate, and revise concepts and processes in Maths and English language studied in their classes.

ILC Workshops: Weekly workshops on web applications, tools and iPad apps are presented jointly by students and ILC staff to help students in creating and designing presentations, posters, brochures, and video clips.

ILC Extras: These Extras are planned and implemented for students who are recommended by their teachers or supervisors to work extra hours (2 or 3 hours each week) at the ILC to improve their skills in English language and/or Maths. The purpose is to help such students to succeed in their exams and coursework. Their attendance and progress is monitored carefully and weekly reports are sent to their teachers/supervisors.

Teacher-led Sessions: Teachers book weekly sessions at the ILC, as it provides not only a suitable environment, but also interactive online learning resources and software directly relevant to their courses of study for their students to practice language skills individually. [Note: Most teacher-led ILC sessions are booked for the whole semester.]

Learning to Learn: Producing guides on study skills 'Learning to Learn' periodically is yet another service being provided by the ILC for the benefit of all the concerned.

ILC Student Newsletter: It is monthly newsletter that provides information about learning web tools, apps, and links to learning resources. It is useful for both the teachers and the students.

Promotional Materials: ILCs produce a range of promotional materials such as subject based websites, posters, handouts, ILC announcements, brochures, student newsletter, ILC workshop reminders etc.

Other services:
- Serving as a Centre for CEPA exams.
- Designing available learning materials such as Speaking Cards in attractive formats for the students to use at the ILC.
- Providing software administration for Clarity Products such as Road to IELTS.
- Providing lists of suitable resources, websites and software to the faculty for use with their students.
- Providing a suitable environment for the faculty to conduct occasional tests in language skills (speaking and listening) in addition to teaching.
- Providing a suitable environment and space for other services such as LRC for movie shows.
- Providing a suitable venue and environment for college PDs.
- Providing a suitable venue and environment for students' oral presentations.

Resources

Resources at MZC ILC

Equipment:
- 9 iMacs
- 24 wired laptops
- 1 promethean board
- 1 B/W & 1 colour printers
- 11 iPads with 1 iPad PowerSync Tray
- 1 Apple TV
- 1 digital photo frame (for ILC promotional purposes).

Furniture:
- 33 student desks with 33 chairs
- 1 display desk

Learning Technologies

IT classes have been held at the ILC (MZC as well as RUC) the whole academic year round, as a suitable range of the required equipment and software/materials was available throughout the year.

Business and Health students frequented the ILCs at both campuses to use the available equipment and resources to produce posters, brochures, magazines, etc.

Bachelors students along with the faculty used the ILCs to deliver their final oral presentations.

Student Support

The ILC activity in the ILCs is aimed at encouraging our students to take charge of their learning. To achieve this objective, we offered three key services to our students:

- ILC Reviews,
- ILC Extras and
- LC Workshops

Orientation and induction sessions for the new and the returning students were organized at the start of the semester to familiarize them with the ILC, its services, functions, and regulations. The ILC staff also visited the students in their free hours, in the cafeteria and/or the majlises to get to know them better. This has been useful as strong mutual trust is built between the students and the ILC staff. Students approach the ILC staff freely for advice on learning materials or related issues. Some of our able students have also shared links to learning resources (known to them) with the ILC staff requesting us to add them to the ILC Homepage. In one instance, a Degree (Bachelor's) student requested/demanded the ILC staff to register the whole class for an online English language course to improve their language skills for upcoming report writing and other academic writings.
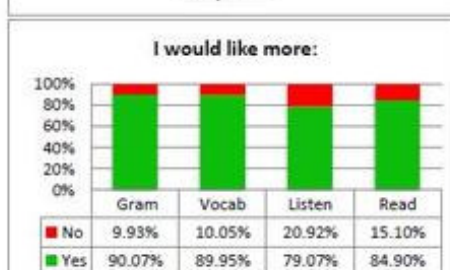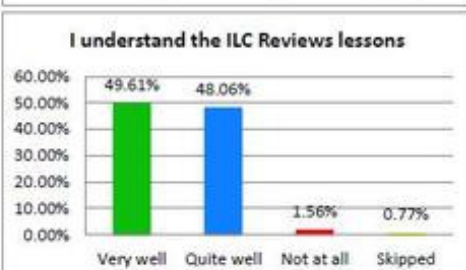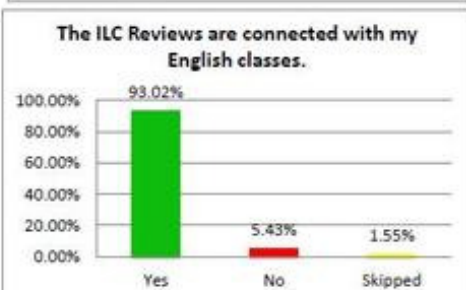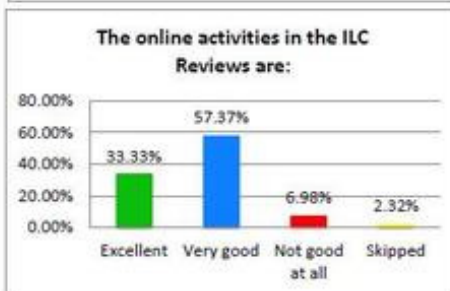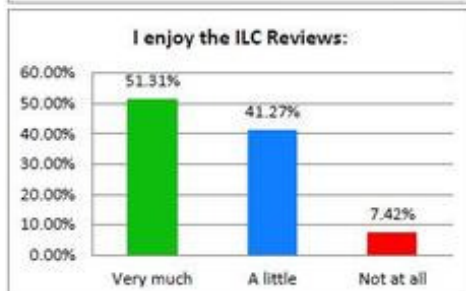
Independent Learning Centre Madinat Zayed and Ruwais Colleges
Statistics for the month of April 2013-Sem 2

Madinat Zayed College	Ruwais College
Total student visits: 592	Total student visits: 549
Items/software used or worked on:	Items/software used or worked on:
Active Reading	Active Reading
Tense Buster	Tense Buster
RT IELTS Academic	RT IELTS Academic
Grammar Tests	Grammar Tests
Headway online	Randall's ESL Listening
Writing Exercises	Foundations Vocab
Natural English	Grammar Practice
Foundations Vocab	ESOL Courses
Randall's ESL Listening	Writing Exercises
Easy Readings	Headway Online
	Teach Ya!
Hours of independent study:	Hours of independent study:
Week 1: Spring Break for students	Week 1: Spring Break for students
Week 2: Spring Break for students	Week 2: Spring Break for students
Week 3: 143 hrs	Week 3: 241 hrs
Week 4: 240 hrs	Week 4: 191 hrs
Week 5: 162 hrs	Week 5: 209 hrs
Total: 545 hrs	Total: 641 hrs

Independent Learning Centre
Madinat Zayed & Ruwais Colleges ILC Reviews

Here is what you said about the ILC Reviews:

The ILC Reviews help me to improve my English:

- A lot: 67.44%
- A little: 29.46%
- Don't help me: 3.10%

The ILC Reviews are:

- Very useful: 27.13%
- Useful: 61.24%
- Not useful at all: 10.07%
- Skipped: 1.56%

I enjoy the ILC Reviews:

- Very much: 51.31%
- A little: 41.27%
- Not at all: 7.42%

The online activities in the ILC Reviews are:

- Excellent: 33.33%
- Very good: 57.37%
- Not good at all: 6.98%
- Skipped: 2.32%

The ILC Reviews are connected with my English classes.

- Yes: 93.02%
- No: 5.43%
- Skipped: 1.55%

I would like:

- More ILC Reviews: 34.11%
- The same no. of ILC Reviews every week: 54.26%
- No ILC Reviews: 10.07%
- Skipped: 1.56%

I understand the ILC Reviews lessons

- Very well: 49.61%
- Quite well: 48.06%
- Not at all: 1.56%
- Skipped: 0.77%

I would like more:

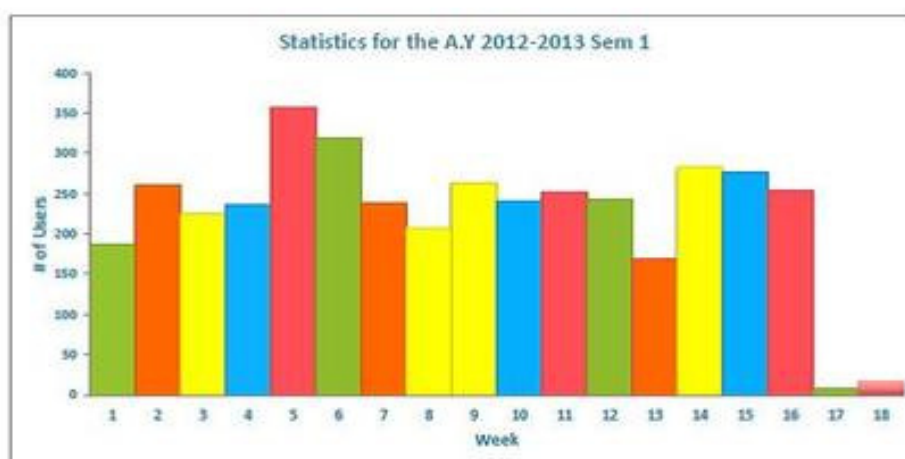|	Gram	Vocab	Listen	Read
No	9.93%	10.05%	20.92%	15.10%
Yes	90.07%	89.95%	79.07%	84.90%

Independent Learning Centre

Independent Learning Centre
Madinat Zayed College

Statistics for the A.Y 2012-2013 - Semester 1
9 September 2012 - 2 February 2013

Week	No. of Students	No. of Hours	Comments
1	187	228:00	
2	260	245:43	
3	226	206:18	
4	237	185:49	HCT Annual Conference
5	358	310:19	
6	318	266:13	
7	238	215:40	
8	206	179:27	Eid Al Adha Holiday
9	264	136:00	Mid Semester Exam
10	241	227:39	Al Hijri Holiday
11	251	223:47	
12	243	216:23	National Day Celebration
13	168	136:00	National Day Holiday
14	282	245:03	
15	276	248:48	
16	253	223:28	
17	9	22:45	Final Exam
18	17	40:00	Final Exam
19	0	0:00	PD Week
Total	4034	3557:22	

Statistics for the A.Y 2012-2013 Sem 1

Curriculum Support & Collaboration

ILC continued to work in partnership with the faculty in populating and updating the ILC interface with useful websites and resources, ensuring access to appropriate and purposeful resources.

The faculty members rely more heavily than ever on ILC as an integral support to learning among student and are happily sharing their favourite learning resources with the ILC staff. Such resources are then added to the ILC Homepage (a repository of free and paid online resources).

Certain faculty members recommended and assigned their students to conduct workshops in the ILC as part of their studies as a course project (Learning by Doing).
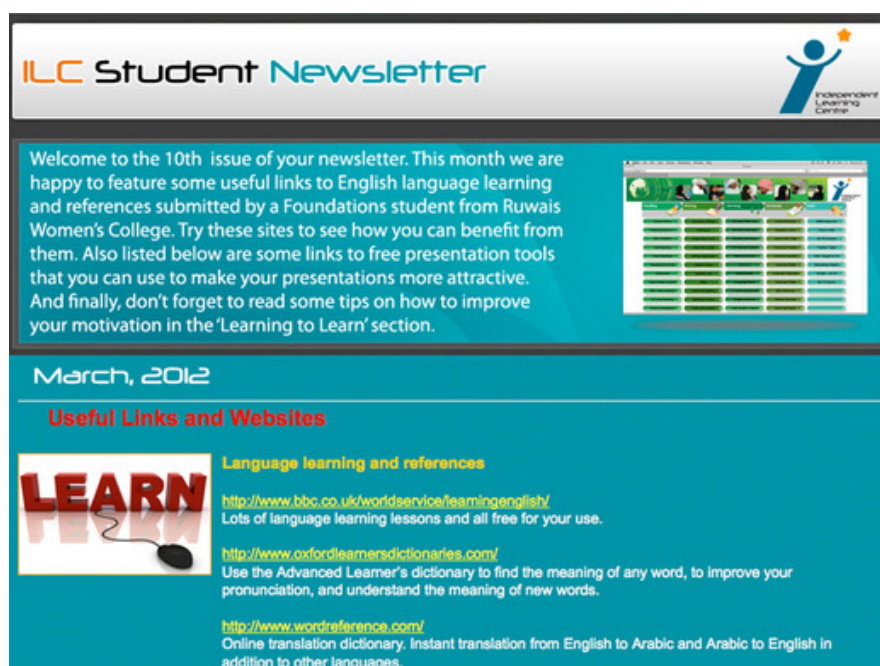
Promotion & Advocacy

ILC continued to promote and communicate about the ILC work and services to students and staff via ILC Newsletter, ILC slides on digital signage and digital monitor, emails, ILC posters and leaflets around the college, classroom bulletin boards and occasional write-ups in Director's weekly update.

ILC Web link(s)

http://mzc.hct.ac.ae/ilc/ilc-news/ilc_news20.htm
http://mzc.hct.ac.ae/ilc

Community Outreach

As in the last year, this year too, the ILC staff actively participated in college work and events such as handling duties on Health and Wellness Day, proctoring CEPA CBT exams, introducing the visiting school students to IL methodology on the Career Day, and the Research Fair.

In November, 2012, the ILC staff accompanied the college Outreach Team to visit secondary schools and Family Development Foundation Centres in Al Gharbia with the objective of encouraging partnerships among the school and the college staff members to exchange experiences and views on learning and related matters.

ILCs also introduced the visiting 12 grade school students to the purpose and approaches to IL through 15 minute introductory sessions in the second semester. These introductions were amply successful as the visiting groups of students started working on the online resources and were reluctant to leave the centre to continue the rest of the college tour. Many of the students copied the URLs of the sites they found most useful.

Professional Development

All the three ILC staff, Aisha, Sreeshna, and Britto have successfully completed their CELTA.

Special Responsibilities

The ILC staff accompanied the college outreach team on school visits to promote and market the college. Further, they helped the college students prepare and finalize their research posters for the college Research Fair.

Goals for Next Year

In addition to continuing our current services and support to the students, we intend to start with:

- 'Learning to Learn' study guides on iBooks.
- 'Learning to Learn' workshops for students.
- Student ILC e-portfolio.