# ILC Annual Review

## AY 2013/14

### Rashid bin Saeed Al Maktoum Naval College Library & Learning Centre

## Executive Summary



The Library was chosen to host the orientation program for all the new NC16 cadets with the Naval College Program Chair and the English faculty using the Library and Learning Centre to introduce themselves and their program. This also included a Library and ILC orientation of 25 minutes per class. (7 classes; 115 students.).

The Naval Science and project Research class for the NC15 (seniors) were shifted to the Library and ILCs, where the formal classes were in the Library and the practical research classes were in the ILCs.

The ILC hosted the Professional Development sessions. Faculty had a 3 day program, ranging from PowerPoint presentations, group discussions and iBook Author workshops. The ILC (29 iMacs) were extensively used.

International naval officers visited the campus and had tours of the Library and Learning Centre. The naval and military officers were very impressed with the 2 ILCs and the resources that we had. The visitors were from Pakistani Navy, Saudi Arabia Military, Nigeria Military, and Indian Navy.

This year Iwe introduced M-Reader to the NC 16 classes (juniors). Although the program was not used by all the classes, 3 of the 7 classes are participating in house.

**Official name of your ILC facility** Library and Learning Centre
**Campus student numbers AY 2013/14** 214 (115 Juniors; 97 Seniors)

## Staffing structure

**Danville Fourie** - ILC Librarian
**Jamila Ghanem Al Hosani** - Assistant, military appointment

## Facilities & Services

- Scheduling of the ILC via Outlook
- The Library and Learning Centre has 2 ILCs.
- One ILC is enclosed with a glass wall; seating for 22 students and a teacher desk.
- The other ILC is an open space with seating for 29 students at computer desks, and 20 student seats at 4 round tables conducive to Group discussions and presentations.
- Broadband to campus and also the ILCs were upgraded from 30 MB to 100 MB.

## Resources

The Enclosed ILC has 22 MacBook Air laptops, with teacher computer linked to Apple TV and projector and Interactive Smart Board. Each laptop has headphones with mic. A black and white printer is in the ILC. The computer hardware was installed in the ILC at the beginning of the academic year.
The Open ILC has 29 iMacs with Interactive Smart board at the Teacher computer. Each iMac has a headset with mic attached. The ILC has a flatbed scanner that is connected to a black and white printer. The Open ILC has also a 65'' monitor with Apple TV attached.

## Learning Technologies

The ILCs were used by the faculty for professional development sessions due to a move to use iBooks instead of printed folders and textbooks. Students were taught how to access their material from iBooks.
During the Research classes, we taught the students finer points on Word, how to print, how to transfer files from iPad (Pages) to iMac with Word.
Assisting with Nearpod, EduCreations, Explain Everyting and SoundNote.
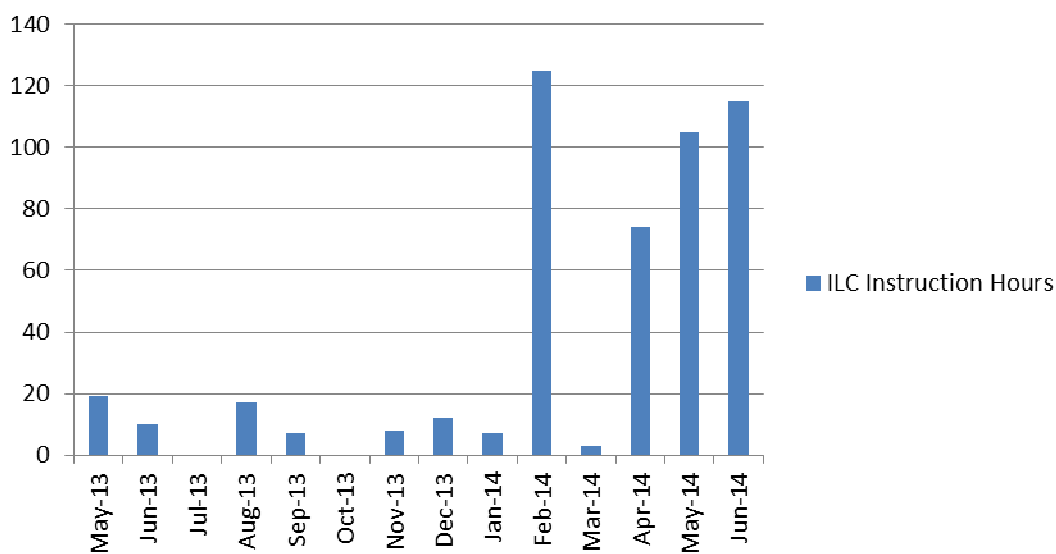M-Reader reading program – introduction to the online reading program.
Clarity software (Road to IELTS and TenseBuster); assisting the teachers and the students to use the program effectively.
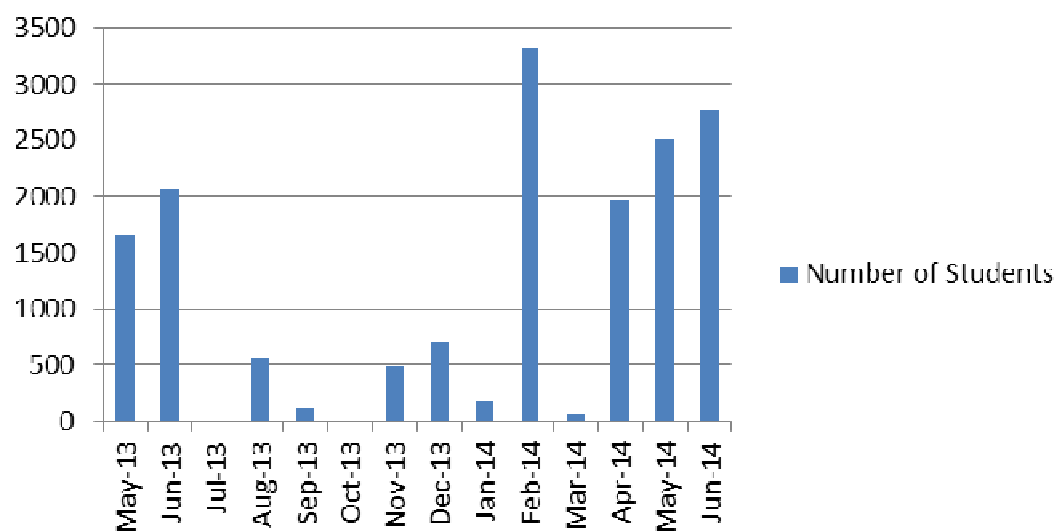Library Databases – How to use the databases in their research class.

## Student Support

Library and ILC orientation during the first 2 weeks of classes. Faculty workshops on iBooks and how to use it in classrooms with the students. Supporting the IT department with setting up the students' email accounts on the iPads. Troubleshooting the Clarity programs when students could not sign into the programs.



ILC Instruction Hours



Number of Students

## Curriculum Support & Collaboration

Textbook coordination, and moving to eBooks from textbooks.
Assisted with lesson planning and collaboration in the ILC using ILC iMacs and laptops
Locating subject video clips and play the clips via Apple TV in the ILC

## Promotion & Advocacy

- iPads used during VIP visits.
- Promotion of the ILC programs with M-Reader Top Reader score on the Naval College Moodle page.
- TV monitors and Apple TV used to display naval related video clips and information.
- Prominent stop on VIP visits to the RBSAM Naval College.
- ILC reservations are done online through Outlook.
- Faculty encouraged to use the ILC for PD

## ILC Web link(s)

http://www.admc.hct.ac.ae/ilc-nc/index.html

## Professional Development

- Clarity M Reader reading program
- Clarity Software
- Library Databases

## Special Responsibilities

- ILC Annual Action Plan 2013/14 Team Leader: ILC Marketing Plan.
- LibGuides Admininstrator.

## Goals for Next Year

- Faculty: Introduction of Clarity Course Builder to all English faculty.
- Introduce new interactive textbook, Career Paths: Navy by Express Publish.
- Students: Campus wide M-Reader program.
- Clarity Course Builder for students (How to use)
- Improve the availability of Apps to the military cadets.
- Updating web presence.