



# **ILC Annual Review**

## **AY 2013/14**

**Ras Al Khaimah Colleges  
Learning Centre**

## **Executive Summary**



Since the RAK Colleges Learning Centres had been inactive in 2012-2013, marketing our services this year became a top priority. The ILC staff made scheduled visits to all classes at the beginning of the semester to promote our services and a “Meet and Greet” was organized for faculty and staff. The ILC also increased its presence through social media, Twitter and Instagram. As of May 2014, the ILC had approximately 700 followers in Instagram. A website with RAK ILC logo was also created. RAK Colleges website: <http://lc.rkwc.hct.ac.ae/>

A major initiative this year has been the promotion of Clarity programs. Introductory PD’s in Clarity programs were offered to both staff and faculty. Clarity use has shown a marked increase in this academic year and IELTS grades in December 2013 at RKMC were the highest recorded ever.

Another initiative this academic year was our promotion of QR codes which are increasingly being used in education. QR Code week’s activities included workshops for students and staff on the use of QR Codes in today’s mobile world, raffles, games, and surprises. QR codes with links to resources were placed around the Library and ILC. There was also a PD for faculty on uses of QR Codes in the classroom that included a treasure hunt.

Math, Debate, Spanish, Japanese and Korean clubs were run by volunteer faculty members. Students met once a week and at the end of the semester, all participants were awarded a certificate.

Brain Booster and I Genius workshops were offered by the ILC throughout the semester. Topics included soft skills such as Self-Exploration and Study Skills and training in iPad Apps such as Explain Everything, iMovie, Pic Collage.

**Official name of your ILC facility** Library and Learning Centre  
**Campus student numbers AY 2013/14**

## Staffing Structure

### RKWC:

- Aamena Al Mansoori: Supervisor
- Robert McCarthy: ILC Coordinator RKWC (semester 1 only)
- Debra Crary: ILC Coordinator (RKMC mornings, semester 2)
- Aaisha Al Duhoori: ILC Technician RKWC (permanent/2day a week RKWC))
- Hend Al Salman: Web Designer RKWC (permanent)
- Paul Harrison: Foundation faculty RKWC (part time/temporary/semester 2)
- Samantha Mac Donald: Foundation faculty RKWC (part time/temporary/semester 2)
- Daniel Carroll: Foundation faculty RKWC (part time/temporary/semester 2)

### RKMC:

- Debra Crary: ILC Coordinator RKMC (permanent)
- Aaisha Al Duhoori: ILC Technician RKWC (permanent/3days a week RKMC)

## Facilities & Services

### RKWC:

- An open area above the RKWC Library with 6 laptops for student use
- 4 work stations for staff
- LC Laboratory with 10 laptops, Apple TV, interactive white board

### RKMC:

- 10 laptops for students use
- ILC Classroom with 23 PC's for student use, Apple TV, printer, and scanner
- 1 small study room with 1 PC and printed ESL resource material
- 2 work stations for staff

## Resources

### RKWC:

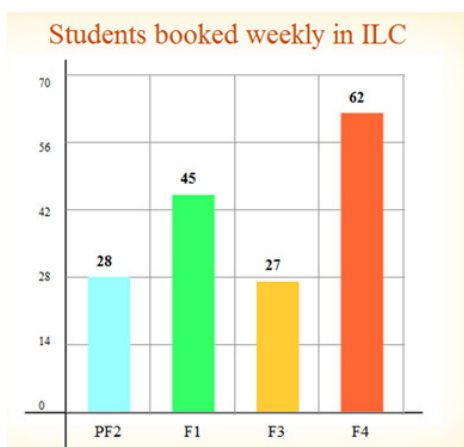
- 1 colour laser printer
- 1 iPad station to synchronize and charge up to 30 iPads
- Small tables and chairs for students
- 1 sofa
- 2 armchairs

### RKMC:

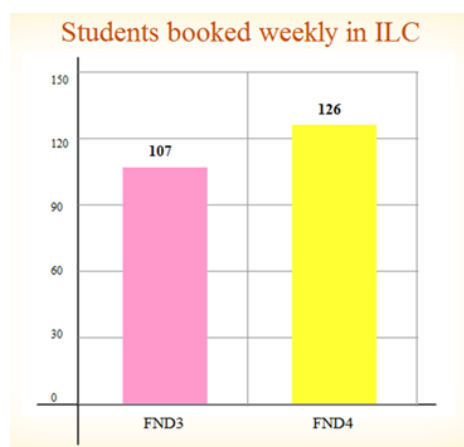
- 1 iPad station to synchronize and charge up to 30 iPads
- 3 laser printers
- 2 scanners
- 1 laminator
- Tables and chairs for students
- 1 TV and DVD player

## Learning Technologies

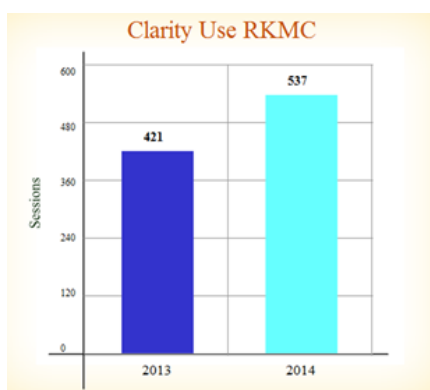
- A major initiative this year has been the promotion of Clarity programs. Seven Foundation groups were booked weekly in the RKMC ILC Classroom for work with the Clarity program, Active Reading. Road to IELTS was promoted among Level 4 Foundation students. Introductory PD's in Clarity programs were also offered to both staff and faculty. Clarity use has shown a marked increase in this academic year and IELTS grades in December 2013 at RKMC were the highest recorded ever.
- A repository of self-access materials are available on Learning Centre Website and SharePoint for all students
- Workshops were given at both colleges in iPad Apps iMovie, Explain Everything, Updating iOS system were given to faculty and students.
- Coordinator visited classrooms assisted by ED Tech technicians to assist in iPad basics like setting up an Apple ID, getting mail.
- The first week of semester was QR Code Week which included activities and PDs in the use of QR codes in today's mobile world and education.
- Workshops for faculty and students were given to faculty and students on 'How to Use Clarity' and on 'Grammarly'.



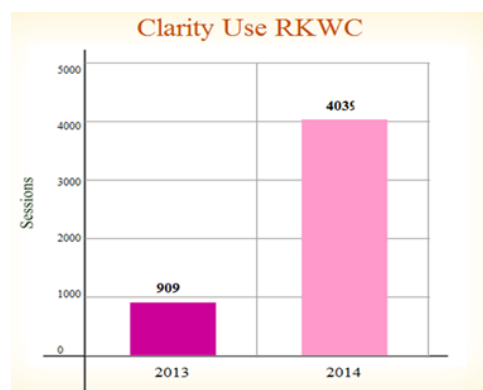
RKMC



RKWC



22% increase



77% increase

## Student Support

Both Learning Centres offer a variety of direct student support including:

- Booked tutorials for at-risk students
- Orientation and assistance in finding resources
- 1 -1 drop in sessions for students needing support with assignments
- IT support for iPads
- Workshops
- Classes booked in RKWC ILC Classroom weekly for support
- Clubs: Speaking, Japanese, Korean, and Spanish

## Curriculum Support & Collaboration

- ILCs work closely with Chairs of Foundation programs to insure that materials used support the curriculum and learning objectives of Foundation students.
- ILCs provide support to General Studies students with writing and research support and guidance in using Grammarly
- ILC worked with Students Services during Health Week. Provided QR Treasure Hunts about Health



Higher Colleges of Technology  
Ras Al Khaimah Colleges

# Learning Centre

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FEATURED POST

## RAK Colleges Launch QR Code Mobile Technology Week

HCT-RAK Colleges Learning Centre's QR Code Mobile Technology Week began on Sunday – the first day of classes at both the Men's and Women's Colleges. The week's activities include workshops for students and staff on the use of QR Codes ...

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## **Promotion & Advocacy**

- ILC Website
- HCT SharePoint site
- Meet and Greet welcome activities
- Instagram
- Twitter
- ILC team visits to classes 1st week to promote services
- Participation in Library week\participation in National Day

## **ILC Web link(s)**

Twitter: @RAKC\_libraryilc

Instagram: RAKC\_libraryilc

ILC Website: <http://lc.rkwc.hct.ac.ae/>



## **Community Outreach**

- School visits: children from local schools visit ILC to experience technology in education with iPads
- IELTS material for community: Manual for IELTS preparation created by ILC for distribution to community and ex-students preparing for IELTS
- Book donation to local school: ESL/EFL materials no longer used donated to local schools

## **Professional Development**

### **PD provided:**

- Create a PLN for educators RKWC
- New Apps and Troubleshooting for iPad RKMC (New Foundations faculty)
- Introduction to Clarity for faculty
- Grammarly Workshop for faculty
- Pic Collage App for Pre-Foundations
- Sonic Pic App for Foundations
- Photo Card App for Foundations
- QR Codes in the Classroom
- iGenius Program: Explain Everything, iMovie, iOS Operating system
- Peer Tutor Training (all semester)
- Brain Booster program: Self Exploration, Study Skills



## **Professional Development**

### **PD received:**

- Smart E-Training RKMC Activity Hall
- E-Texts DMC (Pearson)
- Results Manager Clarity RKWC
- HCT Annual Conference breakout session
- Clarity Course Builder training
- Visual Thesaurus training
- Oxford Online Dictionary (Sarah Whittaker)
- Apple Mobile Learning (Dubai)
- Pick and Mix (DWC)
- Emergency and Crises Management from SANID
- Emotional Intelligence Workshop
- Etiquette for Excellent Customer Service Workshop
- Effective Leaderships and Management

## **Special Responsibilities**

- Writing, editing, uploading RKWC and RKMC news to HCT portal (Debra)
- Writing, Proof reading and editing articles for LC Website (Debra)
- Semester 1 LC Coordinators taught 4 hours a week each of Pre-foundations at RKWC for half semester
- Collaborating with RAK Colleges activities "National Day, International Book Day, Library Week, Health Week"

## **Goals for Next Year**

- M-Readers: promote Reading of Graded Readers with M-Readers Projects
- Develop area for gaming: Big Fish games on PC
- iPad Station with iPads locked to tables for all students to use. Will feature "App of the Week"