

Associate Degree and Advanced Diploma Graduation Requirements

KAU-AC awards academic degrees to its graduates upon completion of their course of study usually lasting three years for the Associate Degree and a year and a half for the Advanced Diploma (sales program only)

The Associate Degree is equivalent to the first two years of a four-year university degree. This degree forms the foundation of a bachelor's degree by allowing students to complete the entire general education requirement prior to (possible) transfer to the University. The Associate Degree of Specialized streams: Network Administration, Graphic Design, Accounting, Marketing, Insurance should meet the minimum requirements of credit hours as specified below (67-71 credit hours). However, the Sales program awards an Advanced Diploma upon completion of only 38 Credit Hours.

10. College Academic Affairs

Academic Calendar

The academic year which consists of two semesters, normally starts in September and ends in June, and is followed by an eight-week Summer Session, which is optional for both students and faculty members. There is a break between the semesters.

Department Head

A Department Head is an elected faculty member with certain administrative functions as assigned by appropriate college personnel (Dean or Vice-Dean).

It is a goal of KAU-AC to promote the development of academic leadership within the College and to provide opportunities for faculty members to serve in leadership roles during their careers at the College. Consistent with this goal, new department heads are elected to serve for a two-year period. Re-election for up to two additional years is an available option. However, no department head may serve more than six consecutive years. After serving as Department Head, the person will return to a full-time teaching position. During the term of service, the Department Head may give notice of resignation, or the Dean may remove the Department Head at his discretion.

Duties & Responsibilities:

- Establishes departmental mission statements and objectives.
- Guides the department (in cooperation with faculty) toward established goals, and periodically reviews the department's progress in achieving missions and objectives.
- Establishes and evaluates departmental policies and procedures.
- Provides leadership for the department in all professional matters, including developing program plans, coordinating activities, and maintaining high-quality performance in teaching.
- Conducts regular department meetings, establishes department committees, represents department interests to the Administration, and when appropriate, prepares department for accreditation and evaluation.
- Keeps faculty members informed of department, college, and institutional plans and activities.
- Encourages student-centered instructional programs in the classroom and labs.
- Recommends, revises, supervises, and implements a college grading system, student attendance and withdrawal system.
- Participates in the recruiting process of new faculty members as needed.
- Advises and monitors faculty members of their responsibilities, which include but may not be limited to, teaching, advising, consulting with students/office hours, committee work, and departmental meetings.
- Monitors sick leave and personal affairs leave by faculty and staff.
- Supervises and evaluates faculty.
- Works with the Vice-Dean to appoint, supervise, and evaluate the program coordinators.
- Develops semester course schedules and faculty assignments.
- Develops, designs, coordinates marketing, advertising and outreach programs including the web pages and ensures the availability of counseling services for students.
- Monitors the need for changing program specialization to ensure that specialization assignments within the department are current and appropriate.
- Supervises the development/review of curricula consistent with current research.
- Assists in the recruitment and selection of new faculty and staff for the department.
- Participates in the program review process.
- Facilitates the resolution of issues and problems that may arise between faculty, staff and students.
- Participates in the development and implementation of college policies, procedures and guidelines.
- Serves on university and college-wide committees.
- Represents the department in the College and University and with off-campus organizations.
- Reports to the Vice-Dean.
- Performs other duties as assigned within the scope of the department.

Program Coordinator

The Program Coordinator is an appointed faculty member with certain administrative functions. The scope of responsibility may include planning and maintaining course staffing for year-round periods, evaluating and developing curriculum, consulting, training and serving as a resource person to faculty and staff.

Duties & Responsibilities:

- Meets with department head to coordinate planning and staffing of courses.
- Supervises and trains faculty and prepares reports on student retentions, student performance, exams and student grades.
- Reviews, revises and develops curriculum materials, syllabi and tests.
- Selects books and any other instructional materials required for the program.
- Identifies professional training development needs, and designs training and professional development programs.
- Assists and supports faculty efforts in the instructional development and student outcomes measurement process.
- Maintains contact with and monitors adjunct faculty performance.
- Analyzes data to determine effectiveness of curriculum and makes recommendations for program modification.
- Identifies and develops plans to address needs for technology and equipment associated with delivery of the program.
- Makes recommendations on physical arrangement of laboratory space.
- Develops and coordinates workshops and seminars.
- Assists in the development and implementation of policies and procedures.
- Assists in maintaining documents and preparing reports for the college dean, and university.
- Performs other duties as assigned within the scope of the program.

Course Coordinator

A faculty member may be selected by the department head to act as a course coordinator for a multi-section course. The scope of responsibility may include planning and maintaining course staffing for year-round periods, preparation of a common syllabus and grading policy, evaluating and developing curriculum and maintaining a basic coordination for uniform course coverage.

Duties & Responsibilities:

- Meets with the program coordinator/department head to coordinate planning and staffing of courses.
- Develops and maintains syllabus for the subject matter.
- Identifies all supporting materials needed to teach the course.
- Makes a study guide available to students at the start of each semester.
- Prepares, revises and maintains quizzes and exams including the final exams.
- Works with other faculty to prepare the final grade report.
- Collects and provides information on student attendance, withdrawals and students' progress.
- Prepares, evaluates and updates course documentation, and maintains course files and supervises course provision.
- Teaches students using appropriate instructional methods such as lectures, tutorials, seminars and special projects.

- Manages appropriate teaching staff, ensuring the quality of teaching, learning and assessment according to the College's strategies and regulations.
- Performs advisor duties to students.
- Participates in the design and preparation of learning resources to support student learning related to the subject area.
- Participates in the program, department, and college committees and meetings.
- Engages in personal and professional development, as identified and agreed with the program coordinator and department chairperson.

Curriculum Development

Curriculum development is a complex process as it involves integration of not only the current educational and training needs of the profession but also the anticipated needs due to rapid changes at the national and international levels.

At KAU-AC, DACUM (Developing A Curriculum) approach is used to develop and design our academic curricula based on the realities of the workplace. Expert workers from industries and our professional curriculum development faculty work together as one team to identify the occupational, academic, and employability competencies (learning objectives) needed to enter a given occupation. This team not only lists the competencies but also clusters those competencies into broader units (tasks) and details the knowledge, skills and attitudes needed to perform each competency. This list will be used to develop our educational programs and courses that provide the students with the knowledge, skills, and attitudes that will allow them to achieve the graduate outcomes stated in the program documentation and address the needs of business and industry.

Program Review

The Vice-Dean and the academic departments are jointly responsible for academic program review. This review process is a formative evaluation designed to bring about systematic improvement in programs, to identify program needs so that the resources of the institution may be appropriately applied, and to assist in curriculum and staff development.

Each program shall be reviewed every three (3) years. The Vice-Dean establishes a program review committee for each program under review. The program review committee must consist of (program faculty, department head, Vice-Dean, one (1) faculty member external to the program, and one (1) advisory council member).

The findings of the program review committee will be reported to the Dean of the College and to the University's curriculum development office, and the University Council.