



Applied Engineering College  
كلية الهندسة التطبيقية



# ACADEMIC GOVERNANCE

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In Partnership  
with



كلية لينكون  
المملكة العربية السعودية  
Lincoln College  
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## Introduction

The reputation of the AEC centers on excellence in making informed decisions. Governance plays a vital role in all strategic, educational, legislative and stakeholder responsibilities. The AEC's academic governance structure follows a traditional international model, where all academic decisions are made by within the designed structure established to meet external statutory and non-statutory requirements. This chapter is designed to build an understanding of the academic governance structure at the college.

## Overview

- i. The AEC has a planned and clearly articulated quality management framework, which resides under the authority of the developed Governance system (see AEC Governance Structure).
- ii. Designated groups and committees offer proportionate powers in terms of maintaining and developing all programs at the college. These include Quality Assurance and Curriculum committees.

Academic governance at the AEC is maintained through a structured committee system that supports and enables academic, disciplinary and departmental independence whilst providing the appropriate oversight at all organizational levels. Each committee is outlined in brief below, summarizing the full memberships and terms of reference documentation.

### Dean's Executive Group (DEG)

The Dean's Executive Group (DEG) meets twice per semester (minimum), is chaired by the Dean of the AEC and comprises the Vice-Dean of Academics and the Vice-Dean of Administration and Student Affairs. Reporting to LCI Senior Management Group, the DEG is responsible for the oversight of the AEC's academic provision and governance.

### Senate

AEC Senate meets once per semester (minimum), is chaired by the Dean of the AEC and comprises the Deputy Manager, Vice-Dean of Academics; Vice-Dean of Administration and Student Affairs; Associate Dean of Quality; all academic Heads of Department; and, the Heads

of Information Services, Human Resources and Student Affairs. Reporting to the DEG, the AEC Senate is responsible for academic and non-academic oversight that links all AEC departments. During the sessions, departments discuss ongoing issues, share updates and propose new college initiatives.

### **Disciplinary Committee (DC)**

The Disciplinary Committee meets once per semester (minimum), is chaired by the Dean of the AEC and comprises the Vice Dean of Academics, Vice Dean of Administration and Student Affairs, Head of Student Affairs and Head of Student Counselling. Reporting to DEG, the Disciplinary Committee is responsible, on a case-by-case basis, for the consideration and resolution of referred student actions deemed to be against the Student Code of Conduct or the prescribed academic standards of the college, including academic misconduct.

### **College Curriculum Development Committee (CCDC)**

The College Curriculum Development Committee (CCDC) meets once per semester (minimum), is chaired by the Vice-Dean of Academics and comprises the Associate Dean of Quality and all academic Heads of Department. Reporting to DEG, the CCDC is responsible for oversight of all areas of curriculum development across the AEC provision. In particular, CCDC considers the approval and implementation of departmental proposals for new programs and approves recommendations for the development of existing provision.

### **College Examination Board (CEB)**

The College Examination Board (CEB) meets once per semester (minimum), is chaired by the Vice-Dean of Academics and comprises Heads of academic Departments. Reporting to DEG, the CEB is responsible for ratifying and moderating department Examination Board decisions and recommendations. In particular, the CEB decides on the action taken for students for students who are not meeting the college's academic standards (e.g. number of failed modules).

### **Academic Management Committee (AMC)**

The Academic Management Committee (AMC) meets once per semester (minimum), is chaired by the Vice-Dean of Academics and comprises Heads of academic Department. Reporting to

DEG, the AMC is responsible for overseeing and directing the usual business of academic departments.

### **Quality Committee (QC)**

The Quality Committee (QC) meets twice per semester (minimum) is chaired by the Associate Dean of Quality and comprises academic quality representatives from each academic department. Reporting to DEG, the QAC is responsible for the oversight, implementation and development of quality processes across the college provision. In particular, the QAC advises academic departments on quality processes and supports their development, including the identification and dissemination of good practice.

### **Departmental Curriculum Development Committees (DCDC)**

The Departmental Curriculum Development Committees (DCDC) meet once per semester (minimum) are chaired by the appropriate Head of Department and comprise its academic staff. Reporting to CCDC, DCDC is responsible for department-based curriculum development. DCDC implements CCDC requirements, develops for CCDC consideration proposals for new disciplinary provision, and approves and makes recommendations for the development of existing provision.

Each department holds committees for Examinations and Bachelor Theses that meet once per semester (minimum) and are chaired by the appropriate Head of Department. These report to and advise the appropriate college Committee and make recommendations related to their individual remits.

Academic Governance and Committee Structure

