Kingdom of Saudi Arabia
Ministry of Education
King Khalid University
College of Languages and Translation
English Department

المملكة العربية السعودية
وزارة التعليم
جامعة الملك خالد
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Program Quality Assurance Manual

Bachelor of Arts in English Program at King Khalid University

Introduction

The quality assurance manual for the Bachelor of Arts in English program at King Khalid University is a comprehensive document that outlines the policies, procedures, and best practices designed to uphold academic integrity and educational excellence. This manual provides a detailed overview of the program's objectives, assessment and evaluation mechanisms, and continuous improvement initiatives, among other critical aspects.

The study of English encompasses a broad range of competencies, including literary analysis, critical thinking, creative writing, and cultural literacy. The Bachelor of Arts in English program at King Khalid University is devised to equip students with a rich blend of theoretical knowledge and practical skills pertinent to various fields within English studies. Delivered by a faculty of experienced scholars, the program combines rigorous academic coursework with opportunities for practical application.

To guarantee that the Bachelor of Arts in English program not only achieves but surpasses its stated goals and furnishes students with an exceptional educational journey, a comprehensive quality assurance system is implemented. This system is tailored to continuously evaluate the program's effectiveness and introduce improvements where necessary, aiming to enhance student academic achievements and career readiness.
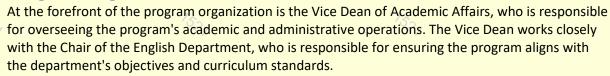
This quality assurance manual acts as a thorough resource detailing all aspects of the program, including curriculum development, evaluation methods, and strategies for ongoing enhancement. It is intended as a key reference for students, faculty, and stakeholders, fostering transparency, ensuring accountability, and confirming that the program consistently provides high-quality education.

By presenting an elaborate overview of the program's administrative and academic frameworks, this manual plays a crucial role in maintaining the continued success and growth of the Bachelor of Arts in English program at King Khalid University. Its comprehensive account of policies, procedures, and best practices serves as a guidepost for academic excellence, thereby affirming that the program remains a leader in offering an outstanding educational experience to its students.

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Program Organization and Administration

At the forefront of the program organization is the Vice Dean of Academic Affairs, who is responsible for overseeing the program's academic and administrative operations. The Vice Dean works closely with the Chair of the English Department, who is responsible for ensuring the program aligns with the department's objectives and curriculum standards.

The Program Coordinator plays a crucial role in the administration of the program, serving as the primary point of contact for students and coordinating program-related activities and initiatives. The Program Coordinator works closely with the faculty to ensure students receive high-quality instruction and support.

The faculty for the program is comprised of experienced and knowledgeable scholars and professionals who are experts in their field. The faculty works closely with students, providing guidance and support throughout the program and ensuring that students receive a comprehensive education that prepares them for success in the field.

In addition to the academic departments and faculties, the program also has an advisory committee, made up of industry professionals and experts, that provides valuable input and recommendations on the program's content and goals. The committee plays a critical role in ensuring that the program remains relevant and responsive to the changing needs of the industry.

Overall, the program's organization and administration is designed to provide students with the resources, support, and guidance they need to succeed in the program and achieve their academic and professional goals.

Faculty and Staff

The program is staffed by a team of highly qualified faculty and staff who are dedicated to providing students with a rich and engaging learning experience. The faculty and staff have diverse backgrounds and expertise, and they are committed to maintaining high standards of quality in the program.

Curriculum and Instruction

The curriculum of the Bachelor of Arts in English program at King Khalid University is meticulously designed to provide a comprehensive and progressive education in English language and literature. This curriculum is structured over four years, divided into eight semesters, each offering a carefully selected array of courses that cater to the foundational, intermediate, and advanced aspects of English studies. The program starts with basic language skills, advances through specialized topics in linguistics and literature, and culminates in applied and research-oriented courses.

In the first year, students are introduced to the core language skills necessary for proficiency in English. Courses such as Listening & Speaking, Reading Comprehension, Writing, and Grammar, each offered at introductory and then at a more advanced level, lay the groundwork for effective communication and understanding of the English language. Additionally, a course on Study Skills is provided to equip students with the necessary techniques for academic success.

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The second year builds upon the foundational skills with more advanced language training, including further levels of Listening & Speaking, Reading Comprehension, Writing, and Grammar. Vocabulary Building courses are introduced to enhance students' lexical range, essential for both everyday and academic English usage.

Year three transitions into specialized areas of English studies. Courses such as Speech Workshop, Introduction to Linguistics, Phonetics, and Introduction to Literary Forms broaden the academic horizon, offering insights into the science of language and the art of literature. This year also introduces Writing for Specific Purposes, Technology and Language Learning, English Phonology, and dedicated courses on Short Story and Drama, providing a deeper exploration of both the functional and aesthetic dimensions of English.

The final year emphasizes research, applied linguistics, and further literary analysis. Courses in Research Methods and Applied Linguistics prepare students for scholarly inquiry and practical application of linguistic theories. The curriculum also covers Morphology, Syntax, and courses focused on Poetry, Novel, and Modern Literary Movements, facilitating a comprehensive understanding of literary genres and trends. Translation courses offered throughout the program culminate in advanced levels, enhancing bilingual proficiency and translation skills.

This progressive curriculum ensures that graduates of the Bachelor of Arts in English program possess a robust proficiency in English, a critical appreciation of literature, and a solid foundation in linguistics, equipped for various professional paths or further academic pursuits.

Student Admissions and Retention

The Bachelor of Arts in English program at the College of Languages and Translation at King Khalid University is a cornerstone of academic excellence, designed to empower students with comprehensive skills in linguistics, literature, and translation. As one of the university's early-established departments, it aims to produce graduates who are not only proficient in English but also prepared to make significant contributions to the community. Admission into this prestigious program is governed by a set of criteria that ensure the selection of students with the highest potential for success and dedication to their studies.

Eligibility for the program is extended to Saudi nationals and approved international students under scholarship, reflecting the university's commitment to fostering a diverse and dynamic learning environment. Candidates are required to have obtained a Secondary School Certificate or its equivalent, ensuring they possess a foundational level of education essential for the rigors of a Bachelor's degree. This certificate must have been awarded within the last four years, guaranteeing that the student's knowledge base is current and relevant.

Furthermore, prospective students must have successfully passed the General Aptitude Test (GAT), a measure that assesses the cognitive abilities and potential for academic achievement in university-level education. This requirement underscores the importance of analytical and problem-solving skills essential for the study of English at a higher education level.

The program also stipulates that applicants must not have previously enrolled in or been academically dismissed from King Khalid University or any other university. This criterion ensures

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that all students have a clear academic slate, fostering an equitable starting point for all incoming students. By adhering to these admission criteria, the Bachelor of Arts in English program at King Khalid University maintains its high standards of academic excellence and integrity, ensuring that it continues to attract and nurture the brightest minds who are eager to advance their knowledge and skills in English language studies.

General Assessment and Evaluation

The program places a high emphasis on continuous assessment and evaluation of student learning outcomes. The program is committed to using a variety of assessment methods to accurately measure student progress and provide meaningful feedback to help students reach their full potential.

One of the key elements of the assessment and evaluation process in the program is the use of course learning outcomes. Each course within the program is designed to help students achieve specific learning outcomes that align with the program's overall goals and objectives. These learning outcomes are then assessed through various methods such as exams, assignments, projects, and other assessments.

In order to ensure the quality and effectiveness of the assessment process, the program implements best practices established by the Education and Training Evaluation Commission (ETEC) in Saudi Arabia. One such best practice is the utilization of course learning outcomes achievement data from course reports to calculate program learning outcomes on an annual basis. This helps to ensure that the program is consistently meeting its goals and objectives, and that students are making the necessary progress towards achieving their learning outcomes.

In addition to the use of course learning outcomes, the program also uses a variety of other assessment methods, including formative assessments and summative assessments. Formative assessments are used throughout the program to provide students with ongoing feedback and help instructors identify areas for improvement. Summative assessments are used at the end of a course or program to evaluate students' overall mastery of the material and their progress towards achieving their learning outcomes.

The program is also committed to continuous improvement, and regularly assesses and evaluates its assessment and evaluation processes to identify areas for improvement. Feedback from students, instructors, and other stakeholders is considered and used to guide program development and ensure that the program is meeting the needs of its constituents.
In conclusion, the program places a strong emphasis on continuous assessment and evaluation of student learning outcomes, and utilizes best practices established by ETEC to ensure the quality and effectiveness of its assessment processes.

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Specific Assessment and Evaluation

The mathematical component of the assessment and evaluation process in the program is centered around the use of data analysis and statistical methods. This allows the program to objectively measure student progress and accurately determine if students are meeting the program's learning outcomes.

One common method used in the program is the calculation of program learning outcomes using achievement data from course reports. This data is analyzed using statistical methods, such as descriptive statistics and inferential statistics, to determine the average and range of student performance. This information is then compared to program learning outcomes to determine if students are meeting the desired outcomes, and to identify areas where the program may need to make adjustments to better meet student needs.

In summary, the program leverages mathematical methods and data analysis to objectively measure student progress and make evidence-based decisions that support student success. This approach ensures that the program is meeting the needs of its constituents and contributing to the advancement of the field of Teaching English as a Foreign Language.

Student Services and Support

The program recognizes the importance of providing a supportive environment for its students, and as such, offers a range of services and support to help them succeed academically and professionally. These services include advising, tutoring, counseling, and career services.

Advising: The program has a dedicated team of advisors who are available to assist students with any questions or concerns they may have about the program, course selection, and academic progress. The advisors work closely with students to help them develop a plan of study that is tailored to their individual needs and goals.

Tutoring: The program offers free tutoring services to students who need extra support in certain courses. The tutors are experienced professionals who have a deep understanding of the course material and can provide students with personalized guidance and feedback.

Counseling: The program provides counseling services to students who need support with personal or academic-related issues. The counseling services are confidential and provided by professionals who have expertise in the areas of student support and well-being.

Career Services: The program offers career services to help students prepare for the job market and make informed decisions about their current or future careers. This includes assistance with resume writing, job search strategies, and networking opportunities.

Overall, these services and support are designed to create a supportive environment that empowers students to reach their full potential and achieve their academic and professional goals.

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Resources and Facilities

The program has a comprehensive range of resources and facilities to support student learning and academic success, including classrooms, libraries, and technology resources. These resources are designed to provide students with the necessary tools and support needed to achieve their academic goals.

Classrooms: The program's classrooms are designed to provide a comfortable and supportive learning environment, with up-to-date technology and resources to enhance the learning experience.

Libraries: The program has access to a comprehensive library with a wide range of materials, including books, journals, and online resources, to support student research and academic pursuits.

Technology Resources: The program is equipped with the latest technology resources, including high-speed internet access and multimedia capabilities, to support online learning and collaboration.

In addition, the program is affiliated with the Saudi Digital Library, which provides students with access to a wide range of digital resources, including online journals, databases, and e-books, to support their academic pursuits. The Saudi Digital Library is a valuable resource for students, providing them with access to the latest research and information.

Continuous Improvement

The program is dedicated to ensuring the highest standards of quality in its curriculum and instruction. The program takes a proactive approach to continuous improvement, and it is committed to regularly evaluating its performance and making necessary changes to align with the evolving needs of students, industry, and society.

One of the best practices of continuous improvement, as per ETEC guidelines, is closing the loop, which involves regular monitoring and assessment of program outcomes and taking appropriate actions based on the findings. This process helps to identify areas for improvement, align program objectives with changing needs, and ensure that students receive a high-quality education.

In the program, closing the loop is achieved through a combination of program assessment and evaluations, which includes both formative and summative assessments. Formative assessments are used to measure student progress throughout the program and provide instructors with the information they need to provide constructive feedback to help students improve their performance. Summative assessments, on the other hand, are used to evaluate the overall effectiveness of the program and to measure the achievement of program learning outcomes.

To close the loop in the program, program assessments are conducted on an annual basis. These assessments are used to evaluate the program's alignment with the mission, goals, and objectives, as well as to measure student progress and achievement. The program assessments also help identify areas for improvement and inform the development of action plans to address any gaps.

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One of the best practices of program assessment is the use of course learning outcomes achievement from course reports to calculate program learning outcomes. In the program, this approach is used to measure student progress and the achievement of program learning outcomes. The results of these assessments are used to inform ongoing program development and improvement efforts.

Another important component of closing the loop in the program is the collection and analysis of feedback from stakeholders, including students, alumni, industry partners, and faculty. This feedback provides valuable insight into the effectiveness of the program and helps to identify areas for improvement.

In the program, stakeholder feedback is collected through various means, including surveys, focus groups, and open forums. The results of these assessments are analyzed, and appropriate actions are taken to address any areas for improvement.

Finally, ongoing program development is a key component of the program's continuous improvement efforts. This involves regularly reviewing and updating the program's curriculum and instruction to ensure that it is aligned with the changing needs of students, industry, and society.

In conclusion, the program is committed to ensuring the highest standards of quality in its curriculum and instruction. The program's continuous improvement efforts, including regular assessments, feedback from stakeholders, and ongoing program development, help to ensure that students receive a high-quality education and are well-prepared for successful careers in the field.