

Ming Chuan University Curriculum Committee Establishment Procedures

Passed at the Academic Affairs Committee Meeting on June 22, 2009

Passed at the Academic Affairs Committee Meeting on May 12, 2016

Passed at the Academic Affairs Committee Meeting on November 24, 2016

- Article 1 These procedures are established to instigate thorough curriculum planning, to enhance curriculum quality, to achieve teaching effectiveness, to develop distinctive instruction, and are in accordance with the curriculum planning regulations in the Enforcement Rules of the University Act.
- Article 2 There are three levels of curriculum committees:
1. Department/ Graduate Program Curriculum Committee
 2. School Curriculum Committee
 3. University Curriculum Committee
- The university has developed curriculum committees at each level of department/ graduate program (Center), each school (General Education Committee Meeting), as being responsible for planning and reviewing curriculum-related affairs.
- Article 3 Establishment procedures are set for each level of curriculum committee. The Procedures for Establishing Department / Graduate Program Curriculum Committee must be approved by the Department / Graduate Program Affairs Committee and reported to the School Affairs Committee for approval. The Procedures for Establishing School Curriculum Committee must be approved by the School Affairs Committee and reported to the Academic Affairs Committee for approval.
- Article 4 The responsibilities of the Department / Graduate Program Curriculum Committee are as follows:
1. Establish the fundamental principles, development direction, and structure for the department/ graduate program curriculum.
 2. Establish and revise the curriculum framework, minor, and double major courses for the department/ graduate program.

3. Review the Chinese and English course names, course contents, core competencies, course map, and course learning hours for the department/ graduate program.
4. Review other curriculum issues that are related to the department / graduate program.

The items recommended by the Department / Graduate Curriculum Committee should be reported to the School Curriculum Committee for approval.

Article 5 The responsibilities of the School Curriculum Committee are as follows:

1. Review the curriculum framework, minor, and double major courses for each department/ graduate program within that School.
2. Review newly offered courses within the School.
3. Plan and draft inter-departmental / inter-graduate program courses within the School.
4. Plan and review the Focused Course Program courses within the School.
5. Review other curriculum issues that are related to the School.

The items recommended by the School Curriculum Committee should be reported to the University Curriculum Committee for approval.

Article 6 The responsibilities of the University Curriculum Committee Meeting are as follows:

1. Draft, revise, and review the shared principles for curriculum planning, including the credits required for graduation, common required courses, professional required courses, and principles for setting course offerings and content for all departments and programs.
2. Review the curriculum framework for inter-departmental / inter-graduate program and Focused Course Programs, the course planning for minor and double majors for each department/ graduate program in each School.
3. Review the General Education Committee curriculum planning and development direction.
4. Review the distance education course offerings.

5. Review the faculty's basic instruction hours and university-wide course arrangement principles.
6. Coordinate and integrate the university-wide course offering resources and qualified faculty.
7. Review other curriculum related issues.

Article 7 The procedures establishing each level of Curriculum Committee should state the regulations for student representative selection and participation in each respective Curriculum Committee. In addition, procedures should also stipulate the selection of representatives from industry, government, academia, and alumni to form a Curriculum Advisory Committee at each level to guide course establishment and suggest revisions during meetings held once every semester.

Article 8 The ex-officio members of the University Curriculum Committee Meeting consist of the president, the vice president, the secretary general, the dean of Academic Affairs Division, the dean of Student Affairs Division, the dean of each school, the associate dean of each school, the dean of General Education school, the dean of Library, the executive director of the Human Resources Division, the executive director of the Research and Development Division, the executive director of the University Extension Division, the executive director of the International Education and Exchange Division, the executive director of the Mainland China Education and Exchange Division, the executive director of the Career Planning and Counseling Division, the chief operating officer of the Innovation and Industry-academia Collaboration Division, the director of the General Education Center, the director of the Teacher Education Center, the director of the Physical Education Office, the department chair of each department, the director of each graduate program, the director of each specialized degree program, the section chief of each section of Academic Affairs Division and the direction of the Enrollment Center, the section chief of the Taoyuan Academic Affairs Section, the director of the English Language Center, and the director of the Military Training

Office. In addition, the president will appoint one faculty member from each academic unit and a student association president as committee members.

Article 9

The University Curriculum Committee Meeting is conducted as follows:

1. A meeting is held once every semester with the Dean of Academic Affairs as the convener and the president as the Committee Meeting Chair. Additional meetings are held as necessary.
2. A majority of members must be present and a majority of those in attendance must agree on an item for final approval.
3. Committee members are appointed for one year, and may be reappointed. These are non-paid positions.

Article 10

According to the curriculum effectiveness and the course content suggestions from the Curriculum Advisory Committee, each level of Curriculum Committee should provide periodic curriculum plan reports. If a change of the curriculum framework results in students' rights to take previously announced courses, respective substitute measures should be completed prior to implementation of the new framework and this should be well-coordinated with affected students.

Article 11

Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****