

Guidelines on Establishment of Curriculum Committee of International College at I-Shou University

Approved on December 29, 2010 at the 2nd meeting of the University Academic Affairs in the first semester of the academic year 2010

Amendments to Articles 1~3 and 5~7 ratified and promulgated by the President on May 13, 2013

- I. The Guidelines on Establishment of Curriculum Committee of International College at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted by the International College (hereinafter referred to as the “College”) pursuant to Article 2 of the Regulations for Establishment of Curriculum Committee at I-Shou University.
- II. The Curriculum Committee of the College (hereinafter referred to as the “Committee”) is responsible for:
 1. deliberating the educational objectives, core competences that students are expected to have as well as performance indicators of the College and its departments (institutes and programs) (hereinafter collectively referred to as the “subordinate units”);
 2. deliberating the curriculum design and course weight based on the educational objectives, core competences that students are expected to have, and performance indicators of the College and its subordinate units;
 3. deliberating course-related issues, including but not limited to academic programs, students’ study plans, learning maps, course addition/change/deletion, graduation requirements, and course offerings;
 4. deliberating issues related to minors, double majors, prerequisite courses, and credit transfer of the College and its subordinate units ;
 5. deliberating the second part of the syllabi of the courses offered by the College and its subordinate units; if any two courses have the same title, the weekly outlines must be at least 60% similar;
 6. deliberating the educational background and specialties of faculty members at the College as well as the integration and allocation of teaching resources;
 7. deliberating the results of and feedback on teaching surveys as well as relevant improvement measures;
 8. deliberating the criteria of basic competences students are expected to acquire before graduation as set forth by the subordinate units of the College;
 9. deliberating the analysis results of course offerings and teaching effectiveness as well as

relevant improvement measure; and

10. deliberating any other issues related to curriculum design of the College.

- III. The Committee consists of several ex-officio members, including the Dean of the College, Associate Dean of the College, the Executive Secretary and heads of subordinate units. The Dean of the College shall be the convener of the Committee. Each subordinate unit shall elect one full-time faculty member as the elected member of the Committee. The Dean of the College shall submit a candidate list to the President for formal appointment. The tenure for elected members is one year and they may be re-appointed. The Committee shall invite scholars and experts from within or outside the University as well as student representatives to join the meeting if necessary.
- IV. The Committee meets at least once per semester. Extraordinary meetings may be convened if necessary.
- V. The quorum of a meeting requires at least two-thirds of total members. With the consent of at least one-half of the members present, a decision may be made.
- VI. Curriculum proposals of the subordinate units of the College shall first be reviewed and adopted by the curriculum committee of each subordinate unit as well as the Department (Institute or Program) Affairs Council, and then be submitted to the Committee for deliberation. Resolutions adopted by the Committee regarding the establishment and alternation of elective courses at the College shall be submitted to the Curriculum Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education) for alteration and registration. Other proposals passed at the meeting shall be submitted to the university-level Curriculum Committee for further deliberation.
- VII. The Guidelines become effective on the third day of promulgation after being adopted by the College Affairs Council and the University Academic Council and ratified by the President.

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.