

Guidelines for the Establishment of the Curriculum Committee Wenzao Ursuline University of Languages

Approved at the Executive Committee Meeting on Sep. 5, 2002
Amended and approved at the Executive Committee Meeting on Jan. 14, 2004
Ratified by the President on Feb. 12, 2004
Amended and approved at the Executive Committee Meeting on May 26, 2004
Ratified by the President on June 1, 2004
Approved at the 2nd Executive Committee Meeting on Sep. 26, 2006
Ratified by the President on Sep. 28, 2006
Approved at the 5th Executive Committee Meeting on Dec. 30, 2008
Ratified by the President on Feb. 18, 2009
Approved at the 1st Executive Committee Meeting on Aug. 23, 2011
Ratified by the President on Sep. 9, 2011
Approved at the Executive Committee Meeting on Aug. 6, 2013
Ratified by the President on Aug. 15, 2013
Approved at the Executive Committee Meeting on Aug. 5, 2014
Ratified by the President on Aug. 20, 2014

- I. The Curriculum Committee (hereinafter “the Committee”) is established according to the organizational charter of the University.
- II. The de facto members of this Committee are the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of Research and Development, the Dean of General Affairs, the Dean of International and Cross-strait Cooperation Affairs, the Director of the Division of Continuing Education, all college deans, all department/graduate institute chairpersons, center directors, and one teacher representative from each department/graduate institute/center; the Student Council should assign one student representative from each academic program. The Dean of Academic Affairs serves as the chairperson of the Committee. Deputy Dean of Academic Affairs and section heads of Academic Affairs may be required to attend the meetings when necessary.
- III. The Committee’s meetings are convened and presided by the Dean of Academic Affairs. The Committee meets once every semester. When necessary, ad-hoc meetings may be called. Experts, scholars and industrial representatives from outside the University may be invited to attend the meetings when necessary.
- IV. At least one half of the committee members should be present for its proceedings to be valid and consent from at least one half of the committee members is required to pass a resolution. If a committee member cannot attend the meeting, he/she should complete the procedures to ask for a leave; heads and directors of administrative and academic units should appoint an acting

person to attend the meeting.

- V. The responsibilities of this Committee include the followings:
 - A. Drafting general principles and directions for future curriculum of the University;
 - B. Reviewing the curriculum of all departments/graduate institutes/centers of the University;
 - C. Reviewing distance courses offered by all departments/graduate institutes /centers of the University; and
 - D. Reviewing matters related to the curriculum of all departments/graduate institutes/centers of the University.
- VI. The Guidelines become effective after they are approved at the Executive Committee Meeting and ratified by the President. Amendments must follow the same procedure.