

## 銘傳大學健康科技學院課程委員會設置要點

### Ming Chuan University School of Health Technology Guidelines for the Establishment of Curriculum Committee

中華民國98年12月03日教務會議通過

Passed at the Academic Affairs Committee Meeting on December 3, 2009

- 一、為規劃審訂健康科技學院（以下簡稱本院）課程，依據本校課程委員會設置辦法第三條之規定，設置銘傳大學健康科技學院課程委員會(以下簡稱本會)，並訂定銘傳大學健康科技學院課程委員會設置要點。

Article 1 The Ming Chuan University School of Health Technology Curriculum Committee (herein referred to as the Committee) and Ming Chuan University School of Health Technology Guidelines for the Establishment of Curriculum Committee were established in accordance with Article 3 of Ming Chuan University Guidelines for the Establishment of Curriculum Committee to design and evaluate the curriculum of the School of Health Technology (herein referred to as the School).

- 二、本會職掌如下：

Article 2 The responsibilities of the Curriculum Committee are as follows:

- (一)審議院定必修科目。
  - 1.Reviewing courses required by the School.
- (二)審議本院各系所課程架構及輔系、雙主修課程。
  - 2.Reviewing departmental curriculum framework and curriculum for minor and double majors.
- (三)協調及整合本院之開課資源及師資。
  - 3.Coordinating and integrating faculty members and curriculum resources.
- (四)審議本院新設系所課程。
  - 4.Reviewing curriculum for new department of the School.
- (五)規劃與擬定本院跨系所課程。
  - 5.Designing and reviewing inter-departmental courses.
- (六)規劃及審議本院學分學程及跨領域課程。
  - 6.Designing and reviewing the Focused Course Programs and interdisciplinary courses of the School.
- (七)教師創新教學之遴選。
  - 7.Nominating faculty members to be awarded for innovative teaching.

(八)審議其他與本院課程有關事宜。

8. Reviewing other matters related to School curriculum.

三、本會由委員7人組成，除院長為召集人與各系（所）主任為當然委員外，並由院長推舉專任副教授以上教師1至2人為委員候選人，經院務會議通過，報請校長遴選之，並聘請產、官、學界及本院畢業校友代表若干人為課程諮詢委員。

Article 3 The Curriculum Committee is convened by the Dean of the School and consists of 7 members. This includes ex-officio members such as the Chairs of individual departments. Other members are nominated by the Dean of the School, with one to two candidate(s) from the level of or above full-time Associate Professors. Proposed candidates must be approved by the School Affairs Committee Meeting and reported to the president for appointment. The School also contracts specialists from the industry, government units and scholars, and some alumni to be Curriculum Advisory Committee members.

四、本會委員任期一學年，連選得連任，均為無給職。

Article 4 The term of committee members is one academic year and members are not paid. Members can be re-nominated when the term expires.

五、本會委員於任期內因職務變動或其它原因無法繼續擔任本會委員時，視為當然辭職，依原程序得另行補選，補選委員繼任至原任期屆滿時為止。

Article 5 Should a Curriculum Committee member find himself or herself unable to continue his or her appointment during the term due to career changes or other reasons, he or she is automatically considered to have resigned. The vacancy can be filled through nomination procedure; the successor will keep the appointment until the term expires.

六、本會每學期召開會議一次，由院長召集並擔任主席，必要時得召開臨時會議。

Article 6 A committee meeting will be held once every semester. It will be convened and chaired by the Dean of the School. Special meetings may be called as necessary.

七、 本會開會時委員應親自出席，不得委由他人代理。

本會會議應有二分之一以上委員出席方得開議，並經出席委員二分之一以上同意，方得作成決議，會議應作成會議紀錄，記載決議事項。決議事項，有影響原訂畢業應修學分數及學分之計算者，應公告之。

本會召開課程規劃會議時，應有學生會代表1至2人列席，並得視事實需要，由召集人邀請相關人員列席報告或說明。

Article 7 When a Curriculum Committee Meeting is convened, the committee members must be present in person, and may not designate a proxy to attend the meeting.

A committee meeting can begin when majority (or more) of the members are present. A valid resolution must be passed with agreement by majority (or more) of the members present. The meeting minutes must record the resolution. Any resolution related to the calculation of required credits for graduation or credits for a course should be announced.

When the Curriculum Committee Meeting is convened, one to two student representatives must be invited to attend the meeting. The committee may invite the subject of a case to be reviewed or other related persons to attend a session and make a report.

八、 本要點未規定事項悉依本校相關法規辦理。

Article 8 Matters not covered in these procedures will be dealt with in accordance with the relevant university procedures.

九、 本要點經院務會議及教務會議通過，報請校長核定後實施，修正時亦同

Article 9 Upon being passed at the School Affairs Committee Meeting and the Academic Affairs Committee Meeting, and approved by the president, these procedures were 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.\*\*