

# 國立東華大學人文社會科學學院課程委員會設置要點

## NATIONAL DONG HWA UNIVERSITY College of Humanities and Social Sciences Guidelines for the establishment of a Curriculum Committee ( Implemented October 24, 2013. )

- Article 1 The National Dong Hwa University (hereinafter referred to as NDHU) College of Humanities and Social Sciences (hereinafter, the College) has established the curriculum committee (below referred to as this committee) and formulated the Guidelines for the establishment of a Curriculum Committee at the NDHU College of Humanities and Social Sciences (below referred to as these guidelines) in accordance with the Guidelines for the Establishment of NDHU Curriculum Committees to plan and review matters related to courses and programs at departments subordinate to the college.
- Article 2 The duties and responsibilities of the committee are as follows:
- (a) Development, discussion, and review of curriculum plans for departments of the college
  - (b) Planning, integration, and coordination of cross-disciplinary programs and establishment of all-English programs
  - (c) Annual review and discussion of the actual implementation and benefits of cross-disciplinary programs and courses based on the number of students signing up for these courses and instructional evaluation data.
  - (d) Annual review and discussion of the actual implementation and benefits of all-English programs and courses based on the number of students signing up for these courses and instructional evaluation data
  - (e) Feedback and opinions in alumni databases as a reference for curriculum planning and review
  - (f) Determine whether the courses offered by home departments and the faculty expertise meet the requirements
  - (g) Determine whether the results of the instructional evaluation for courses offered by home departments should not be included in the statistical calculations of the instructional evaluation
  - (h) Review of the service-based learning courses and practice courses developed by home departments as well as the practice guidelines.
  - (i) Review of other matters related to courses offered at the college
- Article 3 The committee consists of several members. The college dean serves as ex-officio member and chairman. As for the remaining committee members, each department selects one faculty representative ranked assistant professor or higher and the student autonomous organizations of departments and institutes elect two representatives, while 1-2 external scholarly experts, industry representatives, or alumni are also invited to serve as committee members. The committee members serve for a term of one year and may serve consecutive terms if reappointed. Internal committee members are not paid for their services, while external members may be granted transportation allowances and attendance and review fees in accordance with relevant regulations.
- Article 4 The chairman is authorized to invite relevant personnel to attend meetings and state their

viewpoints to aid the committee in the review of course/program-related proposals.

Article 5 Meetings shall be convened at least once per semester or if deemed necessary by the chairman

Article 6 The chairman may determine that it is necessary to adopt teleconferencing. External committee members will only be granted review fees for teleconference meetings.

一、 國立東華大學人文社會科學學院（以下簡稱本院），為規劃及審議本院各系所課（學）程相關事項，依「國立東華大學課程委員會設置辦法」之規定，設置「國立東華大學人文社會科學學院課程委員會」（以下簡稱本委員會），並訂定「國立東華大學人文社會科學學院課程委員會設置要點」（以下簡稱本要點）。

二、 本委員會職掌如下：

（一） 研擬及檢討院內系（所）課程規劃並進行實質審查。

（二） 負責規劃、整合與協調跨領域學程、全英語授課學程之開設。

（三） 每學年依據跨領域學程相關課程選修人數與教學評量數據，檢討跨領域學程課程實施情況及其效益。

（四） 每學年依據全英語授課學程相關課程選修人數與教學評量數據，檢討全英語學程課程實施情況及其效益。

（五） 依據校友資料庫相關回饋意見做為學院各種課程規劃與檢討之參考。

（六） 複審所屬系（所）開設課程與師資專長符合認定事項。

（七） 複審所屬系（所）開設課程之教學評量結果是否得不列入教學評量計算。

（八） 複審所屬學系規劃之服務學習課程、實習課程與實習辦法。

（九） 審議其他與院課程相關之事項。

三、 本委員會置委員若干人，由本院院長擔任當然委員兼主席，其餘委員除由各系所自行推選具助理教授（含）以上職級教師代表乙名，及由系、所學生自治團體代表共同推舉產生代表 2 名擔任外，並邀聘校外學者專家、產業界或校友代表共 1~2 名。委員任期一年，連選（聘）得連任。校內委員均為無給職，校外委員得依規定支給交通費、出席費，或審查費。

四、 本委員會審議課（學）程等各項議案時，主席得主動邀請與議案相關人員列席表達意見。

五、 本委員會每學期至少集會乙次，必要時得由主席視需要召集之。

六、 本委員會必要時得由主席裁示，採通訊會議方式進行，惟以通訊方式進行時，校外委員僅得支領審查費。

七、 本要點由本院系所主管會議通過提教務會議核備後實施。