

Guidelines for the Establishment of Curriculum Committee of Language Center,  
National Changhua University of Education

Approved at the Center Meeting on May 28, 2016

Approved at the Teaching Counseling Committee Meeting on Jan. 4 2017

Approved at the University Curriculum Committee Meeting on Mar. 8 2017

1. In order to effectively plan and coordinate matters in relation to curriculum, the "Guidelines for the establishment of Curriculum Committee of Language Center National Changhua University of Education Language Center" are established in accordance with the "Guidelines for the establishment of the Curriculum Committee of the National Changhua University of Education" (hereinafter referred to as the university) and the "Guidelines for the establishment of the Language Center (hereinafter referred to as the center).
2. The main functions of this committee are listed as follows:
  - (1) To discuss issues in relation to the design and teaching of the courses offered by the center.
  - (2) To discuss the courses, along with its credits and course time slots, offered by the center every semester.
  - (3) To discuss the changes of the courses offered by the center.
  - (4) To discuss other matters in relation to courses and teaching.
3. The committee consists of several members, including ex-officio members, elected members, student representatives, and external members:
  - (1) The director of the center is an ex-officio member.
  - (2) The elected members are formed together by each of the following units (each unit should elect one teacher as a representative): the Office of Academic Affairs, Center for General Education, Office of International and Cross-Strait Affairs, Department of Chinese, Department of English, Division of Chinese Language of the Center, and Division of Foreign Language of the Center. If each unit could not produce a representative, the Director of the center shall invite appropriate persons to be the members. The incumbents are eligible for re-election.
  - (3) The student representatives shall consist of a representative from the Student Union and the other from the Student Council every academic year.
  - (4) The external committee members shall be appointed through at least one representative of associate professors or above in relevant fields outside the

university.

4. The director of the center serves as the convener of the committee. If the convener cannot attend the meeting for some reason, the convener will appoint one of the members to serve as the chairperson. The term period of each member is one academic year. External members could request attendance fees and travel fares.
5. The Committee may hold meetings at any time if the situation requires. When a meeting is held, at least half of the members shall attend the meeting. A resolution can be reached if a consensus is gained by more than half of the members present.
6. During the committee meetings, relevant unit staff or personnels could be invited to attend.
7. The committee shall hold a meeting at least once every semester, and may convene impromptu meetings when necessary.
8. The guidelines were approved at the meeting of the Center and the Curriculum Committee of the university, and were implemented by the approval of the principal. The same procedure applies for the amendments.