

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

Amendments adopted on May 12, 2004 at the first meeting of University Academic Council in the second semester of the academic year 2003

Amendments adopted on June 23, 2004 at the third meeting of University Academic Council in the second semester of the academic year 2003

Amendments adopted on July 12, 2006 at the first meeting of College Affairs Council in the second semester of the academic year 2005

Amendments adopted on August 16, 2006 at the first meeting of University Academic Council in the first semester of the academic year 2006

Amendments to the Guidelines ratified and promulgated by the President on May 13, 2013

- I. The Guidelines on Establishment of Curriculum Committee of College of Medicine at I-Shou University (hereinafter referred to as the “Guidelines”) are made by the College of Medicine (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 core competences that students are expected to have and performance indicators of the College and its departments (institutes and programs);
 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 departments (institutes and programs);
 3. deliberating course-related issues of the College and its departments (institutes and programs), 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 departments (institutes and programs);
5. deliberating the second part of the syllabi of the courses offered by the College and its departments (institutes and programs); 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 within 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 College and its departments (institutes and programs);
9. deliberating the analysis results of course offerings and teaching effectiveness as well as relevant improvement measure of the College and its departments (institutes and programs); and
10. deliberating any other issues related to curriculum design of the College and its departments (institutes and programs).

III. The Dean of the College, the Associate Dean, and the Chair of the departments (institutes and programs) are the ex-officio members of the Committee, and the Dean of the College shall be the convener and the chairperson of the Committee. One full-time faculty members within the departments/institutes/programs-level curriculum committees shall be selected to serve as elected members. Elected members shall be recommended by the Dean of the College and be reported to the President for appointment. The elected members shall serve for a one-year term and may be re-appointed. Scholars and specialists from within or outside the University as well as student representatives may be invited to attend if necessary.

IV. Committee members shall meet at least once every semester. Extraordinary sessions may be convened if necessary.

V. A quorum of at least two-thirds of total membership will be required to validate a meeting. A decision shall not be made unless at least half of the members present vote in favor of the proposal.

VI. Curriculum proposals of the College and its subordinate units shall first be reviewed by the Curriculum Committee of each subordinate unit as well as the Department (Institute or Program) Affairs Council, and then submitted to the Committee for deliberation. Decisions made by the Committee regarding the establishment and alternation of elective courses at the College shall be submitted to the Curriculum Section, Office of Academic Affairs (or the Academic Affairs Section, Division of Continuing Education) for alteration and registration.

Other proposals approved by the Committee 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 as well as being review and ratified by the President.

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