

National Pingtung University Guidelines for the Establishment of the College of Management Course Committee

Passed Sep 2, 2014, after being considered in the 1st college affairs meeting in the 2014-15 academic year.

Passed Oct 9, 2014, after being considered in the 1st NPTU academic affairs meeting held in the 1st semester of the 2014-15 academic year.

Amended Apr 9, 2015, after being considered in the 1st College of Business and Management college affairs meeting held in the 2nd semester of the 2014-15 academic year.

Amended Apr 23, 2015, in the 1st NPTU university affairs meeting held in the 2nd semester of the 2014-15 academic year.

Amended Sep 9, 2015, after being considered in the 1st College of Management college affairs meeting held in the 1st semester of the 2015-16 academic year.

Amended Oct 29, 2015, in the 1st NPTU academic affairs meeting held in the 1st semester of the 2015-16 academic year.

Amended May 23, 2017, after being considered in the 3rd College of Management college affairs meeting held in the 2nd semester of the 2016-17 academic year.

Amended Jun 8, 2017, in the 2nd NPTU academic affairs meeting held in the 2nd semester of the 2016-17 academic year.

1. The College of Management formulated the Guidelines for the Establishment of the Course Committee (hereinafter referred to as ‘these Guidelines’ and ‘the Committee’ respectively) in accordance with Article 8 of the Regulations for the Establishment of the College of Management in order to enhance the quality of instruction provided and develop the unique characteristics of its departments.
2. The Committee shall be composed as follows:
 - a) The dean and associate dean of the College of Management and the chairs of each department shall serve as ex officio members. The College dean shall also concurrently serve as the Committee chairperson and convener. Term duration for ex officio members lasts for as long as they remain in their administrative roles.
 - b) Each department elects one full-time faculty member to serve on the Committee. Such members serve a one-year term and may serve consecutive terms if re-elected. If changes occur to the employment of the elected member, the department in question shall elect a new member to replace them.
 - c) Two student representatives shall serve on the Committee: one bachelor's student and one master's student. The College dean shall handpick these two representatives from a pool of candidates recommended by the College's departments (one candidate per department).
 - d) Three other members shall serve on the Committee: one representative from outside NPTU, one representative from industry, and one representative from academia. The representative from outside NPTU shall be appointed by the dean.
3. The tasks performed by the Committee are as follows:
 - a) Discuss the direction of College course development, course structures, and criteria for offering new courses.
 - b) Review all matters pertaining to courses offered by each department, compulsory and elective subjects, and course credits.
 - c) Assess the effectiveness of courses implemented by the College.
 - d) Integrate similar courses from different departments and cross-discipline courses.
 - e) Plan and evaluate compulsory general subjects which the College is required to offer, as well as matters to do with extension courses and general education courses.
 - f) Coordinate matters pertaining to class times and classroom usage.
 - g) Handle all other matters related to resources for regular and newly-offered courses; coordinate, integrate,

and make adjustments to teacher arrangements for courses.

4. The Committee shall convene at least once per semester and may call unscheduled meetings when necessary.
5. Committee meetings shall be held based on the following protocol:
 - a) The convener of the Committee shall serve as the chairperson during meetings. For a meeting to commence, at least half of all members should be present. For a resolution to be passed, at least half of all members present must agree.
 - b) When necessary, the convener may invite scholars or experts from outside the University, personnel from relevant NPTU units, or full-time faculty members to attend a meeting.
6. Each department from the College of Management should set up a course committee to deal with matters related to course planning. The guidelines for establishing such committees shall be formulated by each of the respective departments in the College, and shall be implemented after being passed in a College of Management college affairs meeting.
7. Matters not stipulated in these Guidelines shall be handled in accordance with related regulations set by the University and the Ministry of Education.
8. Resolutions made by the Committee must be passed in a University Course Committee meeting before being implemented.
9. These regulations will be published and implemented after being passed in a college affairs meeting and an academic affairs meeting, and gaining the approval of the University president. The same applies to all future amendments.

Responsible unit: College of Management