

Guidelines on Establishment of Curriculum Committee of Department of Health Management at I-Shou University

Amendments to the Guidelines ratified and promulgated by
the President on August 8, 2013

- I. The Guidelines on Establishment of Curriculum Committee of Department of Health Management at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of Health Management (hereinafter referred to as “the Department”) pursuant to Article 2 of the Regulations for the Establishment of Curriculum Committees at I-Shou University.
- II. The Curriculum Committee of the Department (hereinafter referred to as “the Committee”) is responsible for:
 1. deliberating the Department’s educational objectives, core competences that students are expected to have, performance indicators as well as their consistency and relevance with one another;
 2. deliberating the Department’s curriculum design and course weights based on the Department’s educational objectives, core competences that students are expected to have, and performance indicators;
 3. deliberating course-related issues, 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 minor studies, double majors, prerequisite courses, and credit transfer;
 5. deliberating the second part of the syllabi of the courses offered by the Department (including the course description and the condition); if any two courses have the same course title, the weekly outlines must be at least 60% similar;
 6. deliberating the educational background and specialties of faculty members within the Department as well as the integration and allocation of teaching resources;
 7. deliberating the results of and feedback on teaching surveys as well as corresponding improvement measures;
 8. amending the requirements for basic competencies student shall have before graduation;
 9. deliberating the analysis results of course offerings and teaching effectiveness as well as corresponding improvement measures; and

10. deliberating any other issues related to the curriculum design of the Department.
- III. The Department Chair and Associate Chair are ex-officio members, and the Department Chair also serves as the convener and chairperson of the Committee. The Department Chair shall recommend three full-time faculty members from the Department as elected members, and invite one scholar from within or outside the University, one expert from the industry, one student representative, and one alumnus to serve as invited members. The Department Chair shall submit a candidate list to the President for formal appointment. Elected members and invited members shall serve a one-year term and may be re-appointed.
- IV. Committee members shall meet at least once every semester. Extraordinary sessions may be convened as occasion requires.
- V. A quorum of at least two-thirds of total membership will be required to validate a committee meeting. A resolution shall not be adopted unless at least half of the members present vote in favor of the proposal.
- VI. All the resolutions adopted by the Committee shall be submitted to the Departmental Affairs Council for review, and then submitted to the college-level Curriculum Committee for approval.
- VII. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council and the College Affairs Council and ratified by the President.

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