

Guidelines on Establishment of Curriculum Committee of Department of Biological Science and Technology at I-Shou University

Adopted on April 21, 2004 at the first meeting of the Departmental Affairs Council in the second semester of the academic year 2003

Adopted on May 21, 2004 at the first meeting of the College Affairs Council in the second semester of the academic year 2003

Amendments adopted on May 18, 2006 at the third meeting of the Departmental Affairs Council in the second semester of the academic year 2005

Amendments adopted on July 4, 2006 at the fourth meeting of the Departmental Affairs Council in the second semester of the academic year 2005

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

- I. The Curriculum Committee of the Department of Biological Science and Technology (hereinafter referred to as “the Committee”) is established pursuant to the Regulations for Establishment of Curriculum Committee as I-Shou University.
- II. The Committee is responsible for:
 1. examining newly established professional courses, including:
 - a. Chinese course titles
 - b. English course titles
 - c. course codes
 - d. course content
 - e. recognition as required or elective courses
 - f. credit units
 2. examining changes in courses, including cancellation, credit units, required or elective ones, the semester and academic year in which a course is offered, etc.
 3. examining the “Four-year Course Schedule for Undergraduate Students.”
 4. other relevant affairs, including matching newly opened courses with faculty members’ specialties, facilitating the development of the Department and the College, examining the connections between the development and current courses, and reviewing changes in the number of credits for graduation.

5. reviewing current courses on a regular basis and report for deletion or rearrangement when the courses is antiquated.
- III. The Chair of the Department or the full-time faculty member recommended by the Department serves as the convener. The committee members consist of at least three full-time faculty members of the Department, at least one scholar from within or outside the University and one representative student. All members are appointed by the head of the unit by the end of the academic year. Committee members shall serve a one-year term and may be reappointed. Related parties may be invited as observers to committee meetings if necessary.
 - IV. The Committee may have student representatives, if necessary, appointed by each class in sophomore, junior, and senior year to attend meetings for issues related to course changes without the power to vote.
 - V. All the decisions made by the Committee shall be submitted to the Departmental Affairs Council for approval, and then submitted to the college-level Curriculum Committee for ratification.
 - VI. Committee members shall meet at least once every semester. Extraordinary sessions may be organized as occasion requires.
 - VII. 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.
 - VIII. The Guidelines become effective after being adopted by the Departmental Affairs Council and the College Affairs Council as well as submitted to the Office of Academic Affairs for reference. The same procedure applies to any amendment to the Guidelines.

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.