

Guidelines on the Organization of Department of Digital Media

Design at I-Shou University

Amendments adopted on August 10, 2011 at the first meeting of the Departmental Affairs Council in the first semester of the academic year 2011

- I. The Guidelines on the Organization of Department of Digital Media Design at I-Shou University (hereinafter referred to as “the Guidelines”) are established pursuant to Articles 3, 7, 30 and 31 of the Charter of I-Shou University as well as other applicable laws and regulations
- II. The purpose of the Guidelines is to systematically, properly, and effectively facilitate the departmental administration and to achieve the objectives and educational goals of the department.
- III. The official name of the department is “Department of Digital Media Design” (hereinafter referred to as “the Department”), and it offers a daytime four-year bachelor’s degree program.
- IV. The Department shall have one chair to take full charge of departmental affairs. The term of office for the chair shall be subject to the applicable regulations and rules regarding the selection and appointment of administrative heads at the University.
- V. The Department establishes the following committees: Teacher Review Committee, Committee of Department Development and Equipment Management, Curriculum Committee, Committee of Faculty-Student and Alumni Affairs, Committee of Library Resources and Academic Development, Project and Art Design Lab Committee, and Admission Affairs Committee. The Department may have other committees, if necessary. Each committee shall have one convener and two members at minimum. Except the Teacher Review Committee, the candidates for the post of committee convener and committee member shall be put up by the chair of the Department through negotiation and then submitted to the Departmental Affairs Council for approval; committee conveners and committee members shall serve a one-year term.
- VI. The establishment and the responsibilities of the Teacher Review Committee are subject to the Regulations for Establishment of Teacher Review Committees at I-Shou University.
- VII. The Committee of Department Development and Equipment Management is responsible for the establishment of multimedia units/laboratories, the planning of equipment renewal,

departmental development plans, annual budget plans, procurement projects, expense reimbursement, and the establishment and amendment of the Guidelines. The resolutions adopted by the Committee shall be implemented only after being approved by the Departmental Affairs Council.

- VIII. The Curriculum Committee is responsible for curriculum design, the number of course credits required for graduation, credit transfer applications submitted by transfer students, and the reporting of courses run every semester to the chair of the Department for a negotiation with course instructors over courses to be taught and the schedule of classes. The resolutions adopted by the Committee shall be submitted to the Departmental Affairs Council for approval.
- IX. The Committee of Faculty-Student and Alumni Affairs is responsible for facilitating the communication between faculty members and students, assisting in handling contingencies within the Department, planning team building activities, assisting with the development of the Student Association of the Department, handling affairs related to the firefighting system, health and safety of multimedia units/laboratories of the Department, cementing the relationship with alumni and advisors, planning exchanges with other departments and schools, and offering counseling to students for school life and learning. The resolutions adopted by the Committee may be submitted to the Departmental Affairs Council for approval, if necessary.
- X. The Committee of Library Resources and Academic Development is responsible for affairs related to a) academic research and development and b) books, including holding academic conferences, inviting domestic and international scholars to visit or give lectures at the Department, fulfilling the need for books and journals, buying new books and journals by following the procurement procedures of the Library, and providing information about domestic and international conferences as well as calling for submission of academic journals.
- XI. The Project and Art Design Lab Committee is responsible for visits to the Project and Art Design Lab, the management and operations of multimedia units/laboratories, and the lending and maintenance of the equipment of the Department. The resolutions adopted by the Committee may be submitted to the Departmental Affairs Council for approval, if necessary.
- XII. The Admission Affairs Committee is responsible for establishing goals, plans, strategies and action plans for the Department to accomplish the mission of student recruitment.
- XIII. A quorum of more than half of total faculty members of the Department will be required to validate a meeting of the Departmental Affairs Council. Any amendments to the regulations, guidelines and rules of the Department shall not be adopted unless at least half of the members present vote in favor of the proposal. Notwithstanding the foregoing, only with a quorum of at least two-thirds of total faculty members of the Department and with consent of at least two-thirds of the members present will the Guidelines be drawn up and amended, the budget

planned, used and reallocated, and a new chair elected.

XIV. The Guidelines become effective after being adopted by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines.

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