

Guidelines on Establishment of Curriculum Committee of Department of Digital Media Design at I-Shou University

Adopted on August 1, 2011 at the first meeting of the
Departmental Affairs Council in the first semester of the
academic year 2011

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 Digital Media Design at I-Shou University (hereinafter referred to as “the Guidelines”) are established by the Department of Digital Media Design (hereinafter referred to as “the Department”) pursuant to Article 2 of the Regulations for Establishment of Curriculum Committee at I-Shou University.
- II. The Curriculum Committee of the Department (hereinafter referred to as “the Committee”) is responsible for:
 1. deliberating the educational objectives, core competences that students are expected to have, and performance indicators of the Department;
 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 Department;
 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 minors, double majors, prerequisite courses, and credit transfer of the Department ;
 5. deliberating the second part of the syllabi of the courses offered by the Department; 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 Department 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 Department;

9. deliberating the analysis results of course offerings and teaching effectiveness as well as relevant improvement measure; and
 10. deliberating any other issues related to curriculum design of the Department.
- III. The Chair of the Department is ex-officio members and serves as the convener and chairperson of the Committee. The Chair of the Department shall recommend three full-time faculty members within the Department to serve as elected members of the Committee. The Committee shall also invite one scholar from within or outside the University, one expert from the industry, and one student representative. The Chair of the Department shall submit a list of candidates to the President for appointment. Both ex-officio members and elected members serve for one year and may be re-appointed.
 - IV. The Committee meets at least once per semester. Extraordinary sessions may be convened if necessary.
 - V. The quorum of a meeting requires at least two-thirds of total members. With the consent of at least one-half of the members present, a decision may be made.
 - VI. The decisions made by the Committee shall be submitted to the Departmental Affairs Council for deliberation, and then submitted to the Curriculum Committee of the College of Medicine for deliberation.
 - 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.