

Rules of Procedure of Departmental Affairs Council of Department of Digital Media Design at I-Shou University

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

- I. The Rules of Procedure of Departmental Affairs Council of Department of Digital Media Design at I-Shou University (hereinafter referred to as “the Rules”) are established pursuant to Article 19 of the Charter of I-Shou University.
- II. The members of the Departmental Affairs Council (hereinafter referred to as “the Council”) are full-time faculty members of the Department, and the Chair of the Department is the chairperson of the Council which is responsible for deliberating important issues related to teaching and research and other affairs. The Chair may invite students or related personnel to attend the Council if necessary.
- III. The Council shall be convened at least twice a semester. The Chair shall convene an extraordinary meeting if at least one-third of attendees propose.
- IV. A quorum of at least two-thirds of total membership will be required to validate a Council meeting. A decision shall not be made unless at least half of the members present vote in favor of the proposal.
- V. Voting of motions shall be conducted by secret ballots or a show of hands, and such motions shall be voted by members in person.
- VI. The Department may establish different committees based on practical need after discussion from the Council.
- VII. The Council is responsible for the following affairs:
 1. affairs related to department development;
 2. affairs related to self-evaluation by the Department (Institute);
 3. the establishment and amendments to important regulations and rules of the Department;
 4. academic affairs, students’ affairs, general affairs, research and other important affairs of the Department;
 5. the design and change of the curricula;
 6. the deliberation of the teaching evaluation;
 7. the determination of the directions and changes of research and development;

8. the establishment of the regulations and rules related to recruitment of freshmen, and transfer students;
9. the distribution and use of funds;
10. the affairs related to alumni;
11. the establishment of committees, the organization and responsibilities thereof, and decisions made by each committee; and
12. the implementation of each decision and other related affairs.

VIII. Resolutions of the Council shall be recorded in the official minutes.

IX. The Rules become effective after being adopted by the Council and submitted to the University for reference. The same procedure applies to any amendments to the Rules.

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