

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Biological Sciences Guidelines for Course Committee Establishment

Approved by the 4<sup>th</sup> Department General Meeting on December 16, 2008, School Year 97.

Approved by the 2<sup>nd</sup> College Course Committee Meeting on November 3, 2009, School Year 98.

Amended and approved by the 4<sup>th</sup> Department General Meeting on December 22, 2009, School Year 98.

Approved by the 3<sup>rd</sup> College Course Committee Meeting on January 27, 2010, School Year 98.

Amended and approved by the 6<sup>th</sup> Department General Meeting on March 23, 2010, School Year 98.

Amended and approved by the 4<sup>th</sup> College Course Committee Meeting on May 5, 2010, School Year 98.

Reviewed by 984<sup>th</sup> University Course Committee on May 31, 2010.

Approved by the 124<sup>th</sup> Academic Affairs Meeting on June 15, 2010.

- I. The Department of Biological Sciences (hereafter referred to as “the Department”) has established National Sun Yat-sen University Department of Biological Sciences Course Committee (hereafter referred to as “the Committee”) for appropriate and effective planning the Department’s curriculum and faculty arrangement.
- II. The Committee comprises four committee members. In addition to the chairman of the Department, who serves as the convener and an ex officio member, three other members are appointed among full-time faculty members during department general meetings. The term for committee members is one year with the prospect of re-election. Depending on meeting purposes, student representatives may be nominated to attend relevant meetings and discussions.
- III. Objectives of the Committee:
  - A. Establish the education goals of the Department.
  - B. Plan the overall curricula of the Department, allocation faculty members, and promotion of relevant tasks.
  - C. Execute and ensure the integrity of the Department’s course plans to achieve the goals and effectiveness of the Department.
  - D. Incorporate the recommendations of faculty members and students to improve the Department’s course plans.
  - E. Review the establishment of new curricula and the changes in extant curricula, and send resolutions to the college or relevant meetings for approval.

- IV. The Committee shall hold two meetings per semester, with additional unscheduled meetings when necessary. Committee meetings must present an attendance rate of 2/3 prior to review. Decisions must be supported by 50% of the attendees.
- V. Committee meetings may invite the attendance of relevant parties when necessary.
- VI. The present guidelines shall be implemented following approvals of department general meetings, the College Course Committee, the University Course Committee, academic affairs meetings. The same procedure shall be carried out when amendments are to be made.

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### Article Revision Comparison Table

Approved by the 4<sup>th</sup> Department General Meeting on December 16, 2008, School Year 97.

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Article	Original Provisions	Revised Provisions
II	The Committee comprises three committee members, elected among full-time faculty members during department general meetings. The convener of the Committee is elected by the committee members. The convener is commissioned once approved during a department general meeting. The term for committee members is one year with the prospect of re-election. Depending on meeting purposes, one to two student representatives may be nominated to attend relevant meetings and discussions.	<u>The Committee comprises four committee members. In addition to the chairman of the Department, who serves as the convener and an ex officio member, three other members are appointed among full-time faculty members during department general meetings.</u> The term for committee members is one year with the prospect of re-election. Depending on meeting purposes, student representatives may be nominated to attend relevant meetings and discussions.
IV	The Committee shall hold one meeting per semester, with additional unscheduled meetings when necessary. Committee meetings must present an attendance rate of 2/3 prior to	The Committee shall hold <u>two</u> meetings per semester, with additional unscheduled meetings when necessary. Committee meetings must present an attendance rate of 2/3 prior to review. Resolutions must be supported by 50% of the attendees.

	review. Resolutions must be supported by 50% of the attendees.	
VI	The present guidelines shall be implemented following approvals of department general meetings. The same procedure shall be carried out when amendments are to be made.	The present guidelines shall be <u>implemented</u> following approvals of department general meetings, <u>the College Course Committee, the University Course Committee, academic affairs meetings.</u> The same procedure shall be carried out when amendments are to be made.