

# Ming Chuan University

## Academic Affairs Committee Meeting Organizational Charter

Passed at the University Affairs Committee Meeting on October 18, 1996  
Passed at the Academic Affairs Committee Meeting on May 13, 2004  
Passed at the University Affairs Committee Meeting on June 17, 2004  
Passed at the Academic Affairs Committee Meeting on May 22, 2008  
Passed at the University Affairs Committee Meeting on June 2, 2008  
Passed at the Academic Affairs Committee Meeting on June 3, 2010  
Passed at the University Affairs Committee Meeting on June 7, 2010  
Passed at the Academic Affairs Committee Meeting on May 14, 2015  
Passed at the University Affairs Committee Meeting on November 16, 2015  
Passed at the Academic Affairs Committee Meeting on December 3, 2015  
Passed at the University Affairs Committee Meeting on June 6, 2016

- Article 1 Ming Chuan University Academic Affairs Committee Meeting Organizational Charter (herein referred to as the meeting) is established in accordance with Article 16 of the University Law and Article 41 of the Ming Chuan University Organizational Code.
- Article 2 The following matters are deliberated at this meeting:
1. The charters and major regulations related to academic affairs.
  2. The planning of academic affairs for a given academic year.
  3. The review of the curricula of each school, department, graduate program, center, office and section as provided by the Curriculum Committees.
  4. The review of major academic affairs changes proposed by schools, departments, graduate programs, centers, offices, sections, administrative units, or by the Dean of Academic Affairs.
  5. The planning for the addition of more departments, graduate programs, classes, or schools.
  6. Other important academic affairs.
- Article 3 The meeting comprises: President, Vice President, Secretary General, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Deans and Associate Deans of each school, Dean of Institute of General Education, Executive Director of Taoyuan Campus Administrative Affairs, Executive Director of Kinmen Campus Administrative Affairs, Dean of Libraries, Executive Director of Human Resources Division, Controller, Executive Director of Research and Development Division, Executive Director of Information and Network Division, Executive Director of Industry-academia Collaboration and University Extension Division, Executive Director of International Education and Exchange Division, Executive Director of Mainland China Education and Exchange Division, Executive Director of Career Resources and Counseling Division, Executive Director of Jihe Complex Administration Division, Executive Director of Legal Affairs Division, Director of General Education Center, Director of Teacher Education Center, Director of Physical Education Office, Chairs of each department, Directors of each graduate school and program, Director of Military Training, Director of English Language Center, Registrar, Section Chief of Curriculum Section, Section Chief of General Academic Affairs Section, Director of Enrollment Center, Director of Teaching and Learning Resources Center, Section Chief of Taoyuan Academic Affairs Section, and President of Student Association or other appointed representatives.
- Article 4 A Procedures Committee for the meeting is established to pre-examine the

proposals. The Procedures Committee is chaired by the Dean of Academic Affairs, and comprises the Deans of each school and the Dean of Institute of General Education.

- Article 5 A meeting will be held once every semester, which is convened by the Dean of Academic Affairs, and chaired by the President. Special meetings may be called, as necessary.
- Article 6 At least 50 percent of members must be in attendance to hold a meeting and upon approval of 50 percent of the attendee to reach a resolution.
- Article 7 Other relevant persons may be invited to attend the meeting if necessary.
- Article 8 Upon being passed at the University Affairs Committee Meeting and approved by the president, this charter was implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***