

# Ming Chuan University Distance Education Committee Establishment Procedures

Passed at the Academic Affairs Committee Meeting on December 3, 2015

- Article 1 These procedures were established with an aim to increase the efficiency and quality of the online and distance education courses.
- Article 2 The Distance Education Committee is composed of ex-officio members and senior specialists. The vice president for the Academic Affairs, the dean of Academic Affairs Division, the executive director of the Information and Network Division, the dean of the Library, the dean of each School, the Dean of the Institute for General Education, the director of the General Education Center, and the director of the Teaching and Learning Resources Center are the ex-officio members. The president is the Committee Chair who selects and appoints the senior specialists who have online teaching or digital learning background.
- Article 3 The responsibilities of the Distance Education Committee are as follows:
1. Review the accreditation for digital courses
  2. Review the recording for digital courses
  3. Review the digital, online, and distance education course offerings
  4. Review the subsidy for digital course.
  5. Promote related discussions and suggestions for digital learning
- Article 4 A Distance Education Committee Meeting is held once every semester with the dean of Academic Affairs as the convener and the president as the chair. Additional meetings are held as necessary.  
A majority of members must be present and a majority of those in attendance must reach agree on an item for final approval.
- Article 5 When cases involving the committee members are being reviewed, they are to excuse themselves from the discussion to avoid conflict of interest. If someone does not excuse themselves, the Committee Chair will require them to step out.

- Article 6 When reviewing cases, the members of the Distance Education Committee should ensure adherence to regulations for protection of Intellectual Property. The reviewed cases should not violate Intellectual Property Rights.
- Article 7 The Distance Education Committee Meeting establishes various working groups as necessary to proceed with teaching material production and execute the courses.
- Article 8 Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were announced and 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.\*\***