

# **Guidelines on Establishment of Curriculum Committee of Department of Occupational Therapy at I-Shou University**

Adopted on May 5, 2004 at the fourth meeting of the  
Departmental Affairs Council in the second semester of the  
academic year 2003

Amendments adopted on May 12, 2004 at the first meeting  
of the College Affairs Council in the second semester of the  
academic year 2003

Amendments adopted on July 10, 2006 at the fifth meeting  
of the Departmental Affairs in the second semester of the  
academic year 2005

Amendments adopted on July 12, 2006 at the first meeting  
of the College Affairs Council in the second semester of the  
academic year 2005

**Provision I** The Curriculum Committee of the Department of Occupational Therapy  
(hereinafter referred to as the “Committee”) is established pursuant to the  
Regulations for Establishment of Curriculum Committee as I-Shou University.

**Provision II** The Committee is responsible for:

1. examining newly established professional courses, including:
  - a. Chinese course titles
  - b. English course titles
  - c. course codes
  - d. course content
  - e. recognition as required or elective courses
  - f. credit units
2. examining changes in courses, including cancellation, credit units, required or  
elective ones, the semester and academic year in which a course is offered,  
etc.
3. examining the “Four-year Course Schedule for Undergraduate Students.”
4. other relevant affairs, including matching newly opened courses with faculty  
members’ specialties, facilitating the development of the Department and the

College, examining the connections between the development and current courses, and reviewing changes in the number of credits for graduation.

5. reviewing current courses on a regular basis and report for deletion or rearrangement when the courses is antiquated.

**Provision III** The Chair of the Department serves as the convener. The committee members consist of at least three full-time faculty members of the Department and at least one scholar from within or outside the University and one representative student. All members are appointed by the head of the unit. Committee members shall serve a one-year term and may be reappointed.

**Provision IV** All the decisions made by the Committee shall be submitted to the Departmental Affairs Council for approval, and then submitted to the college-level Curriculum Committee for ratification.

**Provision V** Committee members shall meet at least once every semester. Extraordinary sessions may be organized as occasion requires.

**Provision VI** A quorum of at least two-thirds of total membership will be required to validate a meeting. A decision shall not be made unless at least half of the members present vote in favor of the proposal.

**Provision VII** The Guidelines become effective after being adopted by the Departmental Affairs Council and the College Affairs Council as well as submitted to the Office of Academic Affairs for reference. The same procedure applies to any amendment to the Guidelines.

*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.*