

**Organizational Guidelines for the Curriculum Committee of
Graduate School of Curriculum and Instructional Communications
Technology, National Taipei University of Education**

Established during the 101st Academic Year, 1st Semester, 2nd Meeting of Institute
Affairs (September 18, 2012)

1. The Curriculum Committee (hereinafter referred to as "the Committee") is established in accordance with the "Guidelines for Setting up Curriculum Committees at National Taipei University of Education" to discuss and plan the curriculum structure, content, and program schemes of the Course and Instructional Technology Communication Institute (hereinafter referred to as "the Institute"), thereby promoting the development of the institute's curriculum.
2. The Committee shall consist of a minimum of 7 members, including full-time and adjunct faculty members of the institute, relevant external scholars and experts, representatives from the industry, and student representatives (including graduates). Class representatives, other external scholars, or industry representatives may also be invited to attend as required for specific agenda items.
3. The Committee shall have one Director, who shall be concurrently held by the Director of the Institute. In the absence of the Director as the chairperson, the members shall elect a temporary replacement from among themselves.
4. The Committee shall have one Secretary responsible for organizing course-related information and handling administrative tasks. The position of Secretary shall be filled by an assistant teaching staff from the institute and shall have a term of office identical to that of the Committee members.
5. The Committee shall be responsible for the following:
 - (a) Deliberating and formulating the direction and framework of the institute's curriculum planning.
 - (b) Discussing the principles and implementation methods for course offerings, scheduling, and course selection in the institute.
 - (c) Reviewing the syllabi and instructional plans of new courses offered by the institute.
 - (d) Discussing other matters related to the institute's curriculum.
6. The Committee shall convene one meeting per semester, and ad hoc meetings may be called when necessary. Meetings may be convened by the Director or requested by two-thirds (inclusive) of the Committee members through joint signature.
7. The Director shall serve as the Chairperson of the Committee. A quorum of at least two-thirds (inclusive) of the members must be present to commence a meeting, and resolutions shall be passed with the consent of at least two-thirds (inclusive) of the attending members.

8. These guidelines are to be approved by the Institute Affairs Meeting and the College Affairs Meeting of the College of Education.