

Providence University Regulations on the Establishment of Curriculum Committee

Amended at the Academic Affairs Meeting on May 23, 2018.

- Article 1 The Providence University Curriculum Committee (hereinafter referred to as the “**Committee**”) is established to handle the matters on the professional required courses of the respective departments, institutes, and all levels of teaching units and the university wide general education courses.
- Article 2 The job descriptions of the Committee are as follows:
- A. To deliberate issues related to University required courses and General Education courses.
 - B. To deliberate issues related to the professional required courses, professional programs, and required graduation credits of the pertinent Colleges and Departments.
 - C. To deliberate the issues on curriculum evaluation and other related matters.
 - D. To deliberate the curriculum related issues assigned by the Academic Affairs Meeting.
 - E. Periodically review or revise the curriculum when necessary.
- Article 3 The composition of the Committee is as follows: The Dean of Academic Affairs serves as the Chair of the Committee; the ex officio members include the heads of the respective Colleges, General Education Center, Departments, Institutes, Centers, Offices; the elected members include the representatives of faculty members and student body. The faculty representatives are two full-time faculty members recommended by the respective Colleges; **the International College, General Education Center, and the Office of Physical Education shall jointly select two full-time faculty members;** student representatives are one student from the respective Colleges recommended by the Office of Student Affairs. The Committee members serve the term of one academic year and may be re-elected. For the convenience of regulations consultation and facilitating work progress, the Secretary of the Office of Academic Affairs and the Head of the Registration and Curriculum Division serve as the Executive Officers of the Committee.
- Article 4 The Committee shall convene at least once per academic year.
- Article 5 When the committee meets, the Chair of the Committee serves as the Chair of the Meeting. In the absence of the Chair of the Committee, the chair of the meeting shall be elected by the members from among themselves.
- Article 6 The meeting shall convene with a minimum of one half of the members present; resolutions may be reached with the approval of a minimum of one half of the present members.
- Article 7 A curriculum committee shall be established at the respective Colleges, Departments, Institutes, Centers, Offices and Degree Programs; the establishment regulations of these committees shall be outlined separately. The Curriculum Committees of all levels shall periodically invite extramural scholars and experts, industry practitioners, alumni, and current students representatives to participate in the meeting; the committee shall implement the comments in the curriculum adjustments or self-improvement reports and forward them to the University Curriculum Committee.
- Article 8 When a curriculum committee invites extramural representatives to the committee meeting, it is at the discretion of the committee to provide attendance fee or transportation fee; the funding shall be included in the annual budget of the pertinent units in accordance with the relevant University regulations.
- Article 9 The Regulations are enforced on the approval of the University Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on April 16, 1997.

Amended at the Academic Affairs Meeting on September 24, 1997.

Amended at the Academic Affairs Meeting on March 2, 2005.

Amended at the Academic Affairs Meeting on December 28, 2005.

Amended at the Academic Affairs Meeting on June 13, 2007.

Amended at the Academic Affairs Meeting on October 1, 2008.
Amended at the Academic Affairs Meeting on February 25, 2009.
Amended at the Academic Affairs Meeting on October 6, 2010.
Amended at the Academic Affairs Meeting on October 8, 2014.
Amended at the Academic Affairs Meeting on December 23, 2015.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**