

National Kaohsiung University of Hospitality and Tourism Curriculum Committee Installation Guideline

Amended and approved by academic affairs meeting on December 9, 2016

- I. To plan and review the university's curriculum-related matters, the "National Kaohsiung University of Hospitality and Tourism Curriculum Committee" has been installed, and the "National Kaohsiung University of Hospitality and Tourism Curriculum Committee Installation Guideline" (hereinafter referred to as The Guideline) has also been formulated in accordance with stipulations set forth under the Enforcement Rules of the University Act article 24.
- II. The curriculum committee further installs the curriculum committee, college curriculum committee and various section, department, institute, B.A. module, center curriculum committees, with whose fiduciary responsibilities being to formulate various levels academic units' curriculums and related matters.
- III. The school curriculum committee comprises the dean of academic affairs, deputy dean of academic affairs, various college directors, general education center director, language center director, various sectional/departmental/institute/B.A. module directors, 1 representative from various sections/departments/institutes/B.A. modules, Centers (who needs to be a sectional/departmental/institute/B.A. module, center curriculum committee member), teaching and learning development center director, registration and curriculum section head and continued education academic section head and 2 student representatives; the dean of academic affairs is to act as the commissioner and chair, and in the wake of education module or curriculum-related matters, may extend invitations for international affairs office, teacher education center and related units' responsible directors to be present.
- IV. The curriculum committee's primary fiduciary responsibilities are as follows:
 - (I) Reviewing the curriculum launching and amendment on school newly launched academic units.
 - (II) Reviewing the various academic units' curriculum appendage/deletion, adjustment and planning.
 - (III) Coordinating various college courses and cross-sectional/-departmental/-institute curriculum-related matters.
 - (IV) To overall other university curriculum-related matters.
 - (V) To routinely review curriculum-related matters.
- V. Various levels of curriculum committees comprise 3 to 5 committee members and 2 student representatives, with academic unit director being the natural committee member and also as commissioner, and are also to nominate and select 2 to 4 persons on assistant professor position or higher as committee members, and if assistant professors fall short, it may be represented by lecturers.
- VI. Of various levels committee commissioners, whose tenures are to coordinate to the director's tenure, and the rest of the committee members are to serve a 1-year tenure, and reelection may allow whose tenures be extended.
- VII. Various levels of curriculum committees shall convene 1 meeting at least per semester, and where deemed necessary may convene extraordinary meetings; at a convened meeting, the commissioner is to act as meeting chair, and if the commissioner should be unable to attend, the various committee members are to nominate one to act as meeting chair.

- VIII. Various levels of the curriculum committees need to have one-half of the committee members attending in person to convene a meeting, and need to have one-half of the attending committee members' consent to vote on resolutions. Where deemed necessary, may extend invitations to have off-campus scholar and expert representatives present at the meeting.
- IX. The review procedure for various curriculums-related administration matters is sought per school curriculum review operating guideline, and relevant review procedure is also to be completed 1 week prior to convening school curriculum committee meeting.
- X. The guideline is implemented upon surpassing the academic affairs meeting's review, and declaring with the director for approval, and the same also applies to all subsequent amendments.