

NATIONAL TAIWAN NORMAL UNIVERSITY
Department of Chinese as a Second Language
Curriculum Committee Establishment Guidelines

Approved at the second Program of Chinese Language and Culture for International Students and
Program of Applied Chinese Language and Culture integration and preparatory meeting in the first
semester of Academic Year 2016–17 on December 13, 2016

Filed for future reference at the second NTNU Curriculum Committee meeting of
Academic Year 2016–17 on April 19, 2017

1. The *National Taiwan Normal University (NTNU) Department of Chinese as a Second Language Curriculum Committee* (hereinafter, “the Committee”) *Establishment Guidelines* (hereinafter, “the Guidelines”) have been established by the Department of Chinese as a Second Language (hereinafter, “the Department”) in accordance with the NTNU *Curriculum Committee Establishment Guidelines*.
2. The Committee shall consist of the following members:
 - 1) The Department chair as an ex officio member and convener.
 - 2) All full-time faculty members of the Department as ex officio members.
 - 3) Four students from the Department selected by their peers as student representatives.

Two undergraduate student representatives: One selected from the Program of Chinese Language and Culture for International Students, and one selected from the Program of Applied Chinese Language and Culture.

Two graduate student representatives: One selected from the Master Program and one selected from the Doctoral Program.
 - 4) Several representatives selected from alumni, industry professionals, or external experts/scholars.
3. The Committee’s responsibilities are as follows:
 - 1) Plan, discuss, and review the Department’s curriculum structure, graduation credit requirements, and various courses.
 - 2) Plan matters related to interdisciplinary professional programs (credit programs).
 - 3) Coordinate, integrate, or improve the Department’s teaching and course-related matters.
4. The Committee must hold at least one meeting each semester, with additional meetings to be convened if deemed necessary by the convener.

5. Committee meetings require the attendance of at least half of its members. Resolutions may only be made with the support of at least half of the members in attendance.
6. Upon approval by the College Curriculum Committee meeting, the Guidelines shall be presented to the NTNU Curriculum Committee to be filed for future reference before implementation. The same shall apply when amendments are made.

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.