

東海大學文學院英語中心課程委員會組織章程

民國97年10月7日英語中心中心會議通過
民國97年10月28日文學院課程委員會議備查
民國97年11月12日校課程委員會議備查
民國99年3月16日英語中心中心會議修正通過
民國99年3月26日文學院課程委員會議備查
民國99年4月9日校課程委員會議備查
民國102年3月25日校課程委員會議備查
民國102年11月12日英語中心中心會議修正通過
民國103年3月17日文學院課程委員會議備查
民國103年3月25日校課程委員會議備查
民國104年10月13日英語中心中心會議通過
民國104年10月20日文學院課程委員會議備查
民國104年10月29日校課程委員會議修正通過
民國105年11月5日英語中心中心會議通過
民國106年3月22日文學院課程委員會議通過
民國106年3月28日校課程委員會議修正通過

第一條 東海大學英語中心(以下簡稱本中心)依據「東海大學課程委員會組織規程」暨「東海大學文學院課程委員組織章程」第四條規定，設立「東海大學文學院英語中心課程委員會」(以下簡稱本會)。

第二條 本會職掌如下:

- 一、本會考量師資專長、因應學生需求，並配合社會期許，作為規劃本中心整體課程發展與修訂課綱之依據。
- 二、審議每學期新開課程名稱、學分數，以及授課大綱，並對課綱疑議進行修正建議。
- 三、提供本中心「教師評審委員會」徵才建議。
- 四、定期實施檢討或修正課程。
 - 1、每年檢討、修正英語中心課程目標、規劃、結構、授課大綱、學生評量方式，以符合學生、社會與產業需求。
 - 2、每年依據前項修正結果，更新英語中心教師手冊，引導、輔助、提升英語中心教師教學品質。
 - 3、研擬學生畢業前英文能力提升之相關措施。
 - 4、檢討教師所開授之共同選修課程是否與其專長符合。
 - 5、檢討、修正英文補救教學課程(含重修班、暑修班)。

第三條 本會委員由下述七位專任教師及一名學生代表組成：本中心主任、大一、大

二英文召集委員會委員二人、及四位由本中心之中心議會選舉之選任委員。

第四條 本會得另聘請校內外學者專家、產業界及畢業生代表參與課程之規劃、研議。

第五條 非本會委員(含本中心教師或學生)經本會委員投票通過,可列席本會會議,提交議案、請願或報告事項,作為本會審議之參考。

第六條 本會委員如為會議提案當事人或相關人,提案審議期間須暫時迴避。

第七條 本會每學期至少召開一次會議,必要時得召開臨時會議。

第八條 本會由中心主任兼任召集人,每學年第一次會議推選一人擔任主席,一人擔任會議記錄;本會主席任期一年,連選得連任一次。

第九條 本會須有過半數委員之出席方得開會,若超過開會時間十五分鐘仍未達規定開會人數,則會議延期。

第十條 本章程經本中心之中心會議通過,送院、校課程委員會審議,並經教務會議備查後實施。

ELC Curriculum Planning and Review Committee Regulations

Article 1

The Tunghai ELC Curriculum Planning and Review Committee (hereafter referred as “the ELC CPRC”) is established by: Article 4 of the Tunghai University CPRC regulations and Article 4 of the Tunghai University Arts College CPRC regulations.

Article 2

The functions of the ELC CPRC are as follows:

1. To consider the faculty members’ areas of expertise, students’ needs, and the community’s expectations to plan and revise courses offered by the ELC.
2. To review on a semester basis any new course proposal’s title, credits and its course syllabus, and to provide feedback on any recommended revisions.
3. To advise the Center FAC of relevant hiring needs.
4. To review or revise the curriculum on a regular basis.
 - 4.1 To review and revise the English Language Center curriculum objectives, plans, structure, course syllabus, and methods of student evaluation on a yearly basis in accordance with the needs of the students, the community and industry.
 - 4.2 To update and distribute the English Language Center teacher’s handbook at the beginning of each school year in order to provide guidance to the English Language Center teachers and to offer support to faculty to improve their teaching quality.
 - 4.3 To study and establish approaches to improve students’ English ability prior to their graduation.
 - 4.4 To review whether proposals for elective courses match with faculty members’ area of expertise.
 - 4.5 To review and revise remedial courses (including repeaters and summer classes).

Article 3

The ELC CPRC is composed of 7 members from the full-time faculty and a student representative: the Director of the Center, the 2 NECC members, and 4 elected members chosen by the Center Council.

Article 4

The ELC CPRC will appoint on-campus and off-campus scholars, industry professionals, and alumni as reviewers to participate in curriculum planning and review.

Article 5

Faculty members or students may attend CPRC meetings as non-voting participants to address petitions, proposals, or reports they have submitted or to serve as consultants. The ELC CPRC shall decide by a majority vote to admit such faculty members or students.

Article 6

The CPRC members who are proposing a motion or are involved in another action that may lead to a possible conflict of interest shall be excluded from actions by the committee.

Article 7

The CPRC shall meet at least once a semester and may call for extraordinary meetings, if necessary.

Article 8

ELC CPRC meetings are called by the Center Director. The ELC CPRC elects a committee chair and a recording secretary. ELC CPRC chair and recording secretary's terms of office are one year; they may be elected for a second year but may not serve more than two years consecutively.

Article 9

Half of the committee members must be present before the meeting can commence. If there is no quorum within 15 minutes of the scheduled meeting time, the meeting will be postponed.

Article 10

The ELC CPRC regulations and guidelines shall be implemented after they have been approved by the Center Council and the College and University Curriculum Planning and Review Committees and Academic Affairs Council.

Passed; Center Council; October 7, 2008

Passed; College Curriculum Committee; October 28, 2008

Passed; University Curriculum Committee; November 12, 2008

Passed; Center Council; March 16, 2010

Passed; College Curriculum Committee; March 26, 2010

Passed; University Curriculum Committee; April 9, 2010

Passed; University Curriculum Committee; March 25, 2013

Passed; Center Council; November 12, 2013

Passed; College Curriculum Committee; March 17, 2014

Passed; University Curriculum Committee; March 25, 2014

Passed; Center Council; October 13, 2015

Passed; College Curriculum Committee; October 20, 2015

Passed; University Curriculum Committee; October 29, 2015

Passed; Center Council; November 5, 2016

Passed; College Curriculum Committee; March 22, 2017

Passed; University Curriculum Committee; March 28, 2017