**NATIONAL SUN YAT-SEN UNIVERSITY**

**College of Engineering**

**Institute of Communications Engineering Guidelines for Establishment of Curriculum Committee**

Approved by the 3rd Joint Institute Curriculum Committee Meeting on November 5, 2009, School Year 98.

Amended and approved by the 4th Joint Department and Institute General Meeting on November 24, 2009, School Year 98.

Amended and approved by the 3rd College Curriculum Committee Meeting on November 7, 2009, School Year 98.

Amended and approved by the 5th Joint Department and Institute General Meeting December 25, 2009, School Year 98.

Amended and approved by the 4th College Curriculum Committee Meeting on January 19, 2010, School Year 98.

Amended and approved by the 5th College Curriculum Committee Meeting on May 11, 2010, School Year 98.

Amended and approved by the 4th University Curriculum Committee Meeting on May 31, School Year 98.

Amended and approved by the 124th Academic Affairs Meeting on June 15, 2010.

1. The present guidelines are specifically established in accordance with “National Sun Yat-sen University Guidelines for Establishment of Curriculum Committees” to improve curriculum quality and enhance curriculum structure as well as contents.
2. The committee comprises of the institute director and one representative of the institute’s full-time faculty members as well as other representatives of the Department of Electrical Engineering. The term of office of a committee member is one year with the prospect of re-election and term continuation. One to two student representatives and professionals or academics from outside the university may be invited to committee meetings when necessary. Meetings are held under the “one department; multiple institutes” structure of the Department of Electrical Engineering.
3. Duties of the curriculum committee:
	1. To regularly investigate and revise department and institute’s curriculum, curriculum structure, and direction of development (as well as to include opinions of industries, alumni, and students or parents)
	2. To hold initial evaluation of the compulsory course list for newly admitted students and relevant matters
	3. To hold initial evaluation of the following items of newly established courses:
		1. Course titles (in Chinese and English), course contents, and course abstracts
		2. To take into account other relevant factors such as correlations between newly established courses and faculty specialties, the development of the department and the institute, as well as existing courses
	4. To investigate faculty members’ teaching outcomes and discuss improvement strategies
	5. To evaluate issues relevant to curriculum
	6. To take into account faculty specialties and the balance between research and teaching loads when making arrangement and plans for lecture deliveries each school year
	7. To discuss and investigate relevant improvement strategies of the department and the institute’s curriculum and to submit strategy proposals to joint department and institute general meetings for further discussion
	8. Relevant resolutions of the committee shall be approved by a joint department and institute meeting prior to submission to a collage curriculum committee meeting for further review and approval
4. Matters unaddressed by the present guidelines shall be processed in accordance with relevant laws and regulations.
5. The present guidelines shall be approved by the joint department and institute curriculum committee as well as a joint department and institute general meeting, followed by approvals of college curriculum committee, university curriculum committee, and an academic affairs meeting prior to implementation. The same procedure shall be carried out when amendments are to be made.