

# **Organizational Charter of the Curriculum Committee of the Department of Chemical Engineering, National Chung Hsing University**

Established at the Curriculum Committee Meeting on December 22, 2022

Revised and Approved at the Department Affairs Meeting on January 11, 2023

## **Article 1:**

In accordance with Article 5 of the "Organizational Charter of the Curriculum Committee of National Chung Hsing University", the Curriculum Committee of the Department of Chemical Engineering, National Chung Hsing University (hereinafter referred to as "the Committee") is established, and the "Organizational Charter of the Curriculum Committee of the Department of Chemical Engineering, National Chung Hsing University" (hereinafter referred to as "this Charter") is formulated.

## **Article 2:**

The responsibilities of the Committee include establishing guidelines for curriculum planning for the department and reviewing the proposed curricula. Any curriculum proposals submitted by faculty members must first be approved by the Committee before being forwarded to the College Curriculum Committee for review.

## **Article 3:**

The Committee is chaired by the Department Chair. Each academic year, one faculty member is recommended to serve as the convener, and several faculty members are appointed as committee members during the Department Affairs Meeting. The president of the undergraduate student association serves as the student representative. The Chairperson may invite relevant faculty members to attend the meetings as needed.

## **Article 4:**

The term of office for committee members and the student representative is one year.

## **Article 5:**

Committee meetings require the attendance of at least two-thirds of the members. Resolutions are passed with the approval of at least half of the attending members and representatives.

## **Article 6:**

The Committee shall convene at least once each semester.

## **Article 7:**

This Charter shall be implemented after approval by the Department Affairs Meeting. Amendments shall follow the same procedure.