

Guidelines for the Establishment of the Curriculum Committee of the School of Forestry and Resource Conservation, National Taiwan University

1. To plan and review the curriculum of the School of Forestry and Resource Conservation, National Taiwan University (hereinafter referred to as "the Department") and to achieve the Department's educational goals, these guidelines (hereinafter referred to as "the Guidelines") are established by Article 2 of the "National Taiwan University Directives for Establishing Curriculum Committees."
2. The Department Curriculum Committee (hereinafter referred to as "the Committee") shall consist of the Department Chair, eight full-time faculty members elected by the Department, one representative from the undergraduate program, one representative from the graduate (master's or doctoral) programs, and up to two external members appointed by the Department Chair.
The term of committee membership is one academic year and may be renewed.
One of the elected full-time faculty members shall be selected by peers to serve as the Department's representative on the College Curriculum Committee.
3. The duties of the Committee are as follows:
 - (1) To plan and review the content and structure of the required and elective courses the Department offers.
 - (2) To review the offering and modification of semester courses by university regulations.
 - (3) To coordinate, integrate, and improve matters related to the Department's curriculum and teaching.
 - (4) To handle tasks assigned by the Departmental Affairs Meeting.
4. The Department Chair shall serve as the convener of the Committee.
The Committee shall meet at least once per semester and may be convened additionally by the convener or upon the request of at least one-third of the committee members.
Relevant personnel may be invited to attend meetings as non-voting participants when necessary.
5. Committee meetings require the attendance of more than half of the members to constitute a quorum. A majority of those present must approve resolutions.
6. These Guidelines shall take effect upon approval by the Departmental Affairs

Meeting and the College Curriculum Committee, and confirmation by the College Affairs Meeting from the date of promulgation.