

Guidelines for the Curriculum Planning Task Force in the Bachelor's Degree Program of International Business English, Wenzao Ursuline University of Languages

April 18, 2014 Approved by the Affairs Committee in the Bachelor's Degree Program of International Business English
April 30, 2014 Approved by the College Affairs Committee at the College of English and International Studies
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April 29, 2015 Approved by the College Affairs Committee at the College of English and International Studies
May 21, 2015 Approved by the Dean of the College of English and International Studies

- I. The Bachelor's Degree Program of International Business English (hereinafter referred to as "the Program") shall establish the Bachelor's Degree Program of International Business English Curriculum Planning Task Force (hereinafter referred to as "the Task Force") to oversee affairs related to the program curriculum.
- II. The Task Force shall consist of five members, including the program chair and four faculty representatives, with the position of convener being served by the program chair. The chair of the Department of English or the Department of International Business Administration who is not serving as the convener shall serve as an ex-officio member. The remaining faculty representatives shall be appointed by the program chair to serve for a one year period with possible extension and re-appointment.
- III. The Task Force shall be responsible for the following duties:
 - (1) Devising a direction for developing the program's curriculum
 - (2) Establishing the program's course map content, including syllabi, course objectives, appropriate industries and knowledge, potential post-graduate disciplines and ability indexes by year of study
 - (3) Devising content of the program's online supplementary courses for each semester
 - (4) Conducting an initial review of the new courses
 - (5) Conducting an initial review of the distance-learning courses
 - (6) Establishing guidelines for program courses and completion
 - (7) Establishing guidelines for credit transfer and waiver
 - (8) Conducting an initial review of other important course-related affairs
- IV. Meetings shall be convened by the task force convener or by petition from two or more task force members. Meetings shall only be conducted with the presence of three or more task force members. Matters requiring approval shall only be considered approved upon agreement from three or more task force members.
- V. Task force members must apply for leave of absence under the circumstance of being unable to attend a task force meeting. Substitution by another faculty member is not permitted.
- VI. The Task Force may invite other concerned members, student representatives, alumni representatives, industry experts, or scholars from Wenzao or other schools to attend the task force meetings as needed.
- VII. Matters approved by this task force shall be submitted to the Program Affairs Committee for

further review.

VIII. Guidelines established by the Task Force shall become effective after approval by the Program Affairs Committee and the College of English and International Studies. The same process applies to modification of the guidelines.