

Regulations Regarding the Establishment of the Curriculum Design Committee of the Center for English Language Teaching, Wenzao Ursuline University of Languages

Approved in the Center for English Language Teaching meeting on September 5th, 2013.

Approved in the college affairs meeting of the College of English and International Studies on October 31st, 2013.

- I. The Curriculum Design Committee (hereafter referred to as “the Committee”) of the Center for English Language Teaching (“the Center”) is established for the purpose of pursuing pedagogical objectives and designing relevant courses for the General English Program.
- II. The Committee is headed by the Chair of the Center, with the co-chair(s) of the Center and Leaders of all proficiency levels as ex-officio members.
- III. The Committee oversees the following areas of responsibilities:
 - a. Planning and scrutinizing the development of courses of the Center.
 - b. Crafting syllabi of the courses of the Center.
 - c. Designing contents for Internet-assisted Teaching Courses of the Center.
 - d. Overviewing and approving new courses of the Center.
 - e. Assisting with other curricular matters of the Center.
- IV. Meetings of the Committee shall be convened by the Chair of the Center, or be convened through a petition by one-third or more of the Committee members. Two-thirds or more of the Committee members shall be present at any Committee meeting. Any meeting resolution shall be approved by at least half of the meeting’s attendees.
- V. Leave of absence of a Committee member at any meeting is granted after the completion of required procedures.
- VI. The Committee may invite relevant individuals, student and alumni representatives, as well as representatives from industry within or from outside of the University to attend its meetings.
- VII. Resolutions of the Committee’s meetings shall be forwarded to the meeting of the Center for review and approval.
- VIII. These regulations shall be approved in the meeting of the Center and the college affairs meeting of the College of English and International Studies, and be presented to the President for approval in order to take effect. Any later modifications shall comply with the same procedure.