

Regulations for the Curriculum Committee of the Department of Tourism and Hospitality Management, Kainan University

Passed at the 16th Departmental Meeting of the 2016 Academic Year on May 10,
2017 Passed at the 7th College Meeting of the 2016 Academic Year on March 9, 2018
Revised and passed at the 3rd Departmental Meeting of the 2017 Academic Year on
October 17, 2018 Revised and passed at the 3rd College Meeting of the 2017
Academic Year on October 19, 2018 Revised and passed at the 10th Departmental
Meeting of the 2017 Academic Year on April 17, 2019 Revised and passed at the 11th
College Meeting of the 2017 Academic Year on April 26, 2019

Article 1 In accordance with the provisions of the organizational regulations of Kainan University, these regulations are established for the Curriculum Committee of the Department of Tourism and Hospitality Management (hereinafter referred to as "the Committee").

Article 2 The responsibilities of the Committee (hereinafter referred to as "the Committee") of the Department are as follows:

1. Establishment, planning, and development of required and elective courses in the Department.
2. Coordination of mutual support for teaching among internal academic units.
3. Review of the course outlines for professional programs within the university.
4. Evaluation and improvement of professional courses in the Department.
5. Review and coordination of scheduling in the Department.
6. Formulation of principles for retaking and deferring required courses in the Department.
7. Assessment of student applications for course exemptions and credit transfers.
8. Promotion of special lectures, seminars, and related activities in the Department.
9. Formulation of other matters related to professional courses in the Department.

Article 3 The Committee is convened and chaired by the Department Chair, and consists of at least eight full-time faculty members from the Department. Committee members serve a term of one year and may be re-elected consecutively upon completion of their term. The Committee invites scholars, experts, industry representatives, alumni, and student representatives from both within and outside the university to participate in course planning and consultation at least once a year.

Article 4 The Committee shall hold meetings at least once per semester, and may convene extraordinary meetings when necessary. The meeting shall only commence if

more than half of all committee members are in attendance, and resolutions shall be passed with the consent of over half of the attending members.

Article 5 During Committee meetings, the Department Chair shall serve as the chairperson. In the absence of the Department Chair, a designated committee member shall act as the proxy.

Article 6 Records shall be kept during Committee meetings, documenting the decisions made, and shall be signed by the Department Chair.

Article 7 Unspecified matters in these regulations shall be handled in accordance with the regulations and relevant provisions of the university's Curriculum Committee.

Article 8 These regulations, after being approved by the Departmental Meeting, shall be submitted for approval by the College Meeting and implemented. They may also be revised in the same manner.