

Regulations for Curriculum Committee Organization

Department of Optometry, Asia University

Approved on May 2, 2024, at the fifth departmental meeting

Article 1 To ensure the comprehensive planning of the department's curriculum such that the curriculum structure and content fully reflect its foundational purpose, educational goals, and the basic and core competencies that students should possess, to meet market demands and societal development, the department has established this Curriculum Committee.

Article 2 The Curriculum Committee (hereinafter referred to as "the Committee") shall have one Chairperson, who shall be the department head, and members consisting of three to seven full-time faculty representatives of assistant professor level or above and two to three student representatives.

Article 3 The responsibilities of the Committee are as follows:

1. Plan the curriculum and set graduation thresholds based on the department's foundational competencies/core capabilities.
2. Discuss and revise mandatory and elective courses specified by the department.
3. Coordinate with other educational units on joint courses.
4. Review and study issues related to the improvement of teaching quality within the department.
5. Ensure the faculty's expertise aligns with the courses they offer.
6. Ensure the content of the course syllabi provided by the faculty aligns with the department's educational goals.
7. Address other matters related to the coordination, integration, and improvement of courses.

The department's curriculum planning should adhere to its foundational purpose and educational goals. Prior to Committee meetings, information from other institutions should be collected, and opinions from faculty, students, graduates, and their employers regarding the curriculum should be considered for planning purposes.

Article 4 Meetings of the Committee should include participation by experienced scholars from other schools, industry representatives, and alumni.

Article 5 The Committee shall convene at least once each semester. The department-level curriculum committee should complete its deliberations and submit the meeting materials to the college-level curriculum committee before the seventh week of each semester.

Article 6 Scholars from other schools and industry representatives invited to attend Committee meetings may be provided with attendance fees and travel expenses.

Article 7 Any matters not covered by these regulations shall be handled in accordance with the

regulations of the Ministry of Education and the university.

Article 8 These regulations shall be implemented following approval at a department meeting, and the same applies to amendments.