

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

April 21, 2014 Approved by the Academic Affairs Committee  
April 30, 2014 Approved by College Meeting of College of English and International Studies  
January 26, 2015 Approved by the Bachelor's Degree Program of International Tourism and MICE Affairs Committee  
April 29, 2015 Approved by College Meeting of College of English and International Studies

I. The Bachelor's Degree Program of International Tourism and MICE (hereinafter referred to as "the Program ") shall establish the Bachelor Degree Program of International Tourism and MICE Curriculum Planning Task Force (hereinafter referred as "the Task Force") to oversee affairs related to the program curriculum.

II. The Task Force shall consist of seven members, including the program chair and six faculty representatives, with the position of convener being served by the program chair. 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 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 three or more task force members. Meetings shall only be conducted with the presence of 2/3 or more task force members. Matters requiring approval shall only be considered approved upon agreement from 1/2 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 and be enacted upon authorization by the Dean of the College of English and International Studies. The same process applies to modification of the guidelines.