

# Ming Chuan University Assessment Committee Organizational Charter

Passed at the Administrative Council Meeting on November 9, 2009

Passed and revised at the 250<sup>th</sup> Administrative Council Meeting on February 25, 2013

Passed and revised at the 265<sup>th</sup> Administrative Council Meeting on November 18, 2013

Passed and revised at the 275<sup>th</sup> Administrative Council Meeting on May 5, 2014

Passed and revised at the 297<sup>th</sup> Administrative Council Meeting on June 8, 2015

## **Article 1.**

Ming Chuan University (herein referred to as the university) established Ming Chuan University Assessment Committee Organizational Charter (herein referred to as the charter) to enhance education quality, establish university-wide assessment mechanism, assure to feedback on and make improvement to organizational projects and to carry out regular assessment of administrative and academic units to achieve the goal of sustainable development.

## **Article 2.**

Ming Chuan University Assessment Committee (herein referred to as the Committee) is established in accordance with this charter and its duties are:

1. Promote university-wide assessment related matters.
2. Promote student learning outcome affairs.
3. Promote other assessment related affairs.

## **Article 3.**

The president serves as Committee Chair. The committee includes two vice chairpersons, served by the vice president for administrative affairs and the vice president for academic affairs. First-level administrative and academic unit directors are ex-officio members, while three to five other members will be chosen from among full-time faculty of the university by the president.

The committee members serve two-year terms and will not receive payment for their service.

## **Article 4.**

The committee shall hold a regular meeting at least once every academic year; special meetings may be convened when necessary. The meeting is assembled and chaired by the chairperson. If the chairperson is unable to attend or lead the meeting,

a vice chairperson shall lead the meeting.

**Article 5.**

The Executive Director of the Research and Development Division serves as the Secretariat for the committee, and is responsible for the promotion and implementation of all assessment affairs.

**Article 6.**

Schools establish a “School Assessment and Accreditation Promotion Committee” to review related matters among Schools. The charter of School Assessment and Accreditation Promotion Committee should be passed at the School Affairs Committee Meeting and sent to the Assessment Committee as reference.

Departments establish “Department Assessment and Accreditation Promotion Committee” to review related matters inside departments. The charter of Department Assessment and Accreditation Promotion Committee should be passed at the Department Affairs Committee Meeting and School Affairs Committee Meeting and sent to the Assessment Committee as reference.

**Article 7.**

Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*