

# Ming Chuan University Procedures for Self-Assessment

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- Article 1 Ming Chuan University (herein referred to as the university) established these procedures in accordance with the regulations of the Ministry of Education in Taiwan (MOE). The purposes of these procedures are to enhance educational performance, promote education quality and assure achievement of the goals of striving for excellence, as well as sustainable development.
- Article 2 Self-assessment at the university is divided into three categories based on purpose and function, as University Affairs Accreditation, School or Departmental and General Education Accreditation, and Specialized Accreditation. In principle, the University Affairs Accreditation and School or Departmental and General Education Accreditation is implemented every three to five years. However, the accreditation schedule will be adjusted as needed. According to Specialized Accreditation requirements, self-assessment will be conducted as needed. Units being accredited by Ministry of Education-recognized organizations may apply for accreditation waiver to the University Assessment Committee within the valid period. The assessment items of each self-assessment is to be determined by the University Assessment Committee.
- Article 3 The contents and implementing units for each category of self-assessment are as following:
1. University Affairs Accreditation: The accreditation content is set according to the regulations of the Ministry of Education in Taiwan (MOE). Clear and definite educational philosophy and prospects for the university, overall conditions related to academic affairs, student affairs, research, general affairs, library, information, human resources, accounting, service and administration performance. The self-assessment content is established in accordance with the regulations and standards of the MOE and MSCHE, which includes self-definition, features, university management, performance, teaching and learning resources, internationalization and sustained quality improvement. The self-assessment implementers are the administrative units (Divisions, Offices, Sections, Library, Centers and responsible units); academic units must co-operate with the administrative units.
  2. School or Departmental and General Education Accreditation: The content of the accreditation is established in accordance with the regulations announced by the MOE, including education goals, course design, faculty's teaching, faculty qualifications, learning resources, learning outcomes, facilities and equipment, graduates' career follow-up mechanisms, administrative management and continuous quality improvement. The implementing units are Schools, Graduate Schools, Departments, Specialized Degree Programs and General Education Center. The administration units must cooperate with the academic units.
  3. Specialized Accreditation: This accreditation is implemented in accordance with a special purpose or need, to evaluate the relevant works or units, such as performance in Gender Equality Education Promotion, Campus Environment and Security Management, Physical Education and Protection of Intellectual Property Rights. The content of these accreditations is dealt with separately. The implementers are the units responsible for the special program; all other administration and academic units are to cooperate with the executing unit(s).
- Article 4 Ming Chuan University Self-assessment Steering Committee (herein referred to as the Steering Committee) is established to supervise the affairs related to self-assessment, provide suggestions to improve self-assessment results, plan the self-assessment work, improve the related implementation and evaluation process.

The duties of the Steering Committee are as follows:

- (1) Supervise the policy and direction of self-assessment.
- (2) Supervise self-assessment related regulations and procedures
- (3) Supervise the content and work plan of self-assessment
- (4) Approve assessment results
- (5) Supervise self-reflection meetings and the establishment of improvement projects
- (6) Supervise other assessment related affairs

The steering committee is comprised of seven to eleven on- and off-campus committee members. The president serves as Committee Chair; the Vice President for Academic Affairs is the on-campus Ex-officio Member. The off-campus committee members are scholars and experts who have served as university president, first level administrators, and directors in business or of equivalent credentials and are appointed by the president, and they must make up more than three-fifths of the total committee members. The term is 4 years in principle. The Executive Director of the Research and Development Division is the Secretariat for the committee, and the Research and Development Division (herein referred to as the R&D Division) is in charge of the affairs of the Steering Committee.

The committee shall hold a regular meeting at least once every academic year; special meetings may be convened when necessary. At least two thirds of members must be in attendance for quorum, and agreement of at least two third of members in attendance is necessary to pass any resolution.

Article 5 Each category of self-assessment has its own committee, the level, duties and organization are as follows:

1. University Affairs Accreditation Committee, in order to conduct University Affairs Accreditation and Departmental Accreditation, is divided into University Affairs Accreditation Committee and Professional Accreditation Committee. The R & D Division is in charge of the administrative affairs of the University Affairs Accreditation Committee, while Academic Affairs Division is in charge of the administrative affairs of the Professional Accreditation Committee. The duties are as follows:

- (1) Draft self-assessment implementation plan;
- (2) Convene working group meetings and implement assessment procedures;
- (3) Control and evaluate assessment procedures;
- (4) Follow up on the situations to be improved after the assessment;
- (5) Review and supervise self-assessment related affairs.
- (6) Recommend site visit committee members.

The University Affairs Accreditation Committee is formed by the first level directors of administrative and academic units; members are appointed by the president. The president is the convener. The term of service is two years. The committee may invite related unit representatives to attend the meeting based on the meeting agenda. The responsible unit is in charge of the administrative affairs of the committee.

2. The School Accreditation Committee is to be comprised of faculty representatives and convened by the school deans or center directors. The duties of the committee are to implement school and departmental assessment in accordance with related procedures and the supervision of University Affairs Accreditation Committee.
3. The Departmental Accreditation Committee is to be comprised of faculty representatives and convened by the chairs/directors of departments, graduate programs, specialized degree programs and General Education Center. The duties of the committee are to implement self-assessment affairs in accordance with related procedures and the supervision of University Affairs and School Accreditation Committee.
4. The committee organization and duties of Specialized Accreditation committees will be established separately due to the variation of cases.

Article 6 Under the supervision of the steering committee, R&D Division is responsible for the

implementation of self-assessment. The duties are as follows:

1. Promote and implement external self-assessment;
2. Hold self-assessment training and seminar;
3. Assure assessing units are conducting assessments in accordance with the work plan;
4. Carry out external assessment site visits;
5. Collect and archive assessment results and send to Steering Committee for review, report to the president and announce;
6. Accept assessed units' explanation and response cases, and handle in accordance with Self-assessment Explanation and Response Handling Procedures. The procedures for explanation and response are established separately;
7. Follow up on the situations to be improved after the assessment;
8. Handle external self-assessment related affairs.

Article 7 In principle, the University Affairs Accreditation, School or Departmental and General Education Accreditation, and Specialized Accreditation will be carried out with site visits. Site visit procedures include assessed unit's brief presentation, review of documents, check of venues, equipment evaluation, and relevant personnel interviews.

Article 8 From five to seven members should be appointed for each site visit. All members must be invited from the off-campus community; the appointment must follow the principle of avoiding conflicts of interest and comply with the following:

1. University Affairs External Accreditation Committee members should be chosen from senior professors who have researched or have field experience in higher education and are familiar with university affairs.
2. School or Departmental and General Education External Accreditation Committee members should be chosen from faculty members who have higher education teaching experience or representatives from industry.
3. External assessment committee of specialized accreditation should be formed with scholars with teaching or researching experiences in higher education or representatives of specialists with relevant credentials.

Assessment committee members are to be recommended by the accreditation committees, and are to be invited by the committees after being ratified by the president.

Members with any one of the following should be avoided:

1. Have been hired as full-time or part-time employee of the university in the past three years.
2. Have applied to be full-time faculty of the university in the past three years.
3. Highest academic degree obtained from Ming Chuan University.
4. Have accepted honorary degree from Ming Chuan University.
5. Spouse or third degree lineal relative(s) is faculty, staff or student of Ming Chuan University.
6. Have taken paid or unpaid position at Ming Chuan University and have common interests.
7. Have been appointed as accreditation committee member of the accredited department during concurrent accreditation year.
8. Have benefitted in any kind of commerce with the university within the past three years.

Article 9 R&D Division will hold assessment-related capacity building workshops; related staff members are required to attend at least one meeting each academic year.

Article 10 The self-assessment results are divided into "pass", "pass conditionally" and "fail."  
The unit receiving self-assessment must establish improvement strategies and accept regular follow-up and evaluation based on the result of the assessment:

1. Pass: Implement improvement strategies based on the assessment results.
2. Fail: Implement improvement strategies after being counseled by self-assessment committees at each level and be re-assessed after one year. The procedures are established separately.

3. Pass with conditions: Implement improvement strategies after being counseled by self-assessment committees at each level and undergo follow-up assessment after one year. The procedures are established separately.

Units that have passed the assessment, or passed after follow-up or re-assessment will be accredited for six years starting from the first date of the accreditation result announcement.

Article 11 All assessment results must be reviewed by the steering committee and approved by the Ministry of Education and then announced on the university website..

Article 12 The evaluated units in the University Affairs Accreditation, School or Departmental and General Education Accreditation, and Specialized Accreditation must establish improvement projects in accordance with the self-assessment results, which must be brought into the annual work plan of the unit, and followed up and evaluated by the University Accreditation Steering Committee. The assessment results and improvement status of each unit will be taken into consideration when adjusting resource allocation, unit organization, in revising the University Affairs Development Plan, and for evaluating unit performance.

Article 13 The budget required for self-assessment is to be drafted in and paid from the annual budget of the Research and Development Division.

Article 14 Upon being passed at the University Affairs Committee 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.\*\***