

Ming Chuan University University Affairs Development Committee

Organizational Charter

Passed at the University Affairs Committee Meeting on December 20, 1996
Passed at the University Affairs Committee Meeting on November 23, 2009
Passed at the at the University Affairs Committee Meeting on November 17, 2014
Passed at the at the University Affairs Committee Meeting on November 6, 2017

- Article 1** Ming Chuan University University Affairs Development Committee (herewithin called the committee) was established in accordance with Article 13 of University Act promulgated by Ministry of Education (MOE) and Article 50 of Ming Chuan University Organizational Code.
- Article 2** The purposes of establishing the committee are to plan and promote university affairs development to achieve efficient university affairs, effectiveness in achieving goals and streamlined manpower deployment. Moreover, these should be integrated to grow along with instruction to achieve holistic development throughout the University.
- Article 3** The committee is the unit for researching and planning university affairs; the main duties are as follows:
1. Establish university development focus and characteristics.
 2. Plan and review mid-range and long-term university development plan.
 3. Review the affairs of opening or terminating class section, departments or graduate programs.
 4. Evaluate Campus Master Plan.
 5. Review major construction plans.
 6. Review annual work plan of all divisions, units and centers.
 7. Follow-up and evaluate the implementation of work plans of all divisions, units and centers.
 8. Assess annual work achievements of all divisions, units and centers.
 9. Discuss and research major university development matters as assigned by the president.
- Article 4** The president serves as committee Chair. The vice presidents serve as vice chairpersons, university affairs consultants, first-level administrative and academic unit directors are ex-officio members. The committee has one Managing Director. The Executive Director of the Research and Development Division serves as the Secretariat for the committee, and is responsible for the implementation of committee affairs.
- Article 5** Terms of the Committee members are two years and members are not paid. The Committee members may be re-nominated for the appointment when their terms expire.
- Article 6** To properly review drafted proposals, the committee chair may assign one or more committee members to research the proposals as special projects based on their professional knowledge. The results are to be reported to the committee for further discussion.
- Article 7** Committee meetings will be called as needed based on demands of university development.
- Article 8** More than half of the committee members must be present to have a quorum for a meeting, and any resolutions made by the committee must be with the agreement of a majority of those committee members present at a given meeting. Resolutions shall be assigned by the president to the relevant unit for implementation, and sent in advance to the University Affairs Committee Meeting for review as necessary.
- Article 9** The committee may request relevant staff members to attend meetings or provide relevant documents.

Article 10 Upon being passed at the University Affairs Committee Meeting and approved by the president, this organizational charter was 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.****