

# **Guidelines for the Establishment of E-Teaching/Learning Promotion Committee**

## **Wenzao Ursuline University of Languages**

Instituted by the 3<sup>rd</sup> Executive Committee Meeting on March 28, 2006  
Amended and approved at the 2<sup>nd</sup> Executive Committee Meeting on Sep. 26, 2006

Ratified by the President on Sep. 28, 2006

Amended and approved at the Executive Committee Meeting on Oct. 16, 2007

Ratified by the President on Oct. 18, 2007

Revision of the title of the regulation by the President on Aug. 25, 2013 as the college was changed into a university

Amended and approved at the Executive Committee Meeting on Oct. 4, 2016

Ratified by the President on Nov. 1, 2016

Amended and approved at the Executive Committee Meeting on Jun. 6, 2017

Ratified by the President on Jun. 26, 2017

I. The E-Teaching/Learning Promotion Committee (hereinafter “the Committee”) of Wenzao has been instituted for encouraging instructors to offer e-courses, to produce digital materials, to provide students with multi-modal ways of learning, and to improve the e-teaching quality and learning effectiveness.

II. Organization of the Committee:

A. The Committee is comprised of a chairperson and an executive member. The Dean of Academic Affairs acts as the chair and the Director of the Center for Faculty Development acts as the executive member.

B. The Director of Information and Instructional Technology Center and the Director of the Division of Continuing Education are de facto members.

C. Other members of the Committee are 7~9 instructors appointed by the President among those who are familiar with or committed to e-teaching/learning. Each member serves a term of one year. Members may serve multiple terms if appointed.

III. The Committee is responsible for:

A. devising guidelines governing e-teaching/learning;

B. planning, reviewing, subsidizing, and evaluating e-courses;

C. drafting procedures for rewarding e-teaching/learning;

D. contributing with ideas regarding issues such as facilities, platforms, digital material production, etc.; and

E. other matters related to e-teaching/learning.

IV. The Committee meets once every semester. When necessary, ad-hoc meetings may be called.

V. Members of the Curriculum Committee and other related personnel may be invited to attend the meeting.

VI. The Guidelines become effective after they are approved at the Executive Committee Meeting and ratified by the President. Amendments must follow the same procedure.