

Procedures for the Evaluation System of Curriculum Teaching Plans

On December 27, 2012, the Second Meeting of the University Curriculum Committee for the Second Semester of the 101st Academic Year was approved.

On October 30, 2013, the Academic Affairs Meeting for the First Semester of the 102nd Academic Year was amended.

On March 9, 2022, the University Curriculum Committee for the First Semester of the 110th Academic Year was amended.

On March 23, 2022, the Academic Affairs Meeting for the First Semester of the 110th Academic Year was amended.

- A. Project Spirit: To develop a comprehensive curriculum teaching plan that enhances the completeness of teaching materials, provides students with sufficient reference information, and promotes systematic learning.
- B. Evaluation System:
 - (A) University Level: Formulate the formal requirements for curriculum teaching plans and select "University Excellent Curriculum Teaching Plan Benchmarks" and "University Excellent Curriculum Teaching Plans" as references for teachers in preparing their curriculum teaching plans.
 - (B) College Level: Establish review methods for each college based on the principles of curriculum teaching plan evaluation, and recommend excellent curriculum teaching plans.
 - (C) Department Level: Establish review methods for each department (institute) based on the principles of curriculum teaching plan evaluation, and recommend excellent curriculum teaching plans.
- C. Review Principles:
 - (A) University Level: Review the excellent curriculum teaching plans recommended by each college and select the "University Excellent Curriculum Teaching Plan Benchmarks" and "University Excellent Curriculum Teaching Plans."
 - (B) College Level: Review the curriculum teaching plans recommended by each department (institute) and additionally suggest providing course design concepts, distinctive features of the course planning, and course improvements and feedback (such as differences from previous curriculum teaching plan contents). It is recommended to attach relevant information from previous syllabi and self-recommendation materials. A limited number of excellent curriculum teaching plan benchmarks will be recommended, not exceeding 10% of the total courses offered by the college.
 - (C) Department Level
 - 1. The content of the curriculum teaching plan should comply with the following criteria:
 - (1) Curriculum Teaching Objectives: The content must align with the educational goals of the department and the core competency indicators of

the curriculum.

- (2) Course Syllabus and Schedule: A syllabus in both Chinese and English is required, covering a minimum of 18 weeks of teaching content.
- (3) Assessment Matrix: Incorporate the concept of diverse assessment methods as needed for the course.
- (4) Textbook List and Reference Materials: Provide information on the required textbooks and reference materials.

2. The recommended curriculum teaching plans shall not exceed 10% of the total courses offered by the department.

D. Key Points and Schedule Planning: (The actual work schedule is based on the announcements issued each semester.)

Responsible Offices	Work Schedule	Item
Office of Academic Affairs	July, December	Issue a notification to all academic units of the university regarding the handling of curriculum teaching plan review tasks.
Curriculum Committees of Each Department (Institute)	Before August, Before January	Complete the review of curriculum teaching plans, and submit the courses recommended by the department to the college curriculum committee for review, limited to 10% of the total courses offered by the department.
Curriculum Committees of Each College	Before September, Before February	The meeting minutes of the recommended excellent curriculum teaching plans will be sent to the Office of Academic Affairs' Student Learning Development Center for reference.
Office of Academic Affairs	October to November, March to April	The excellent curriculum teaching plans at the college level will be submitted to the university curriculum review committee for evaluation.
Office of Academic Affairs	After the university-level review is completed	The review results will be sent to the Executive Committee of the Academic Affairs Meeting for

Responsible Offices	Work Schedule	Item
		discussion. Once approved, they will be published on the Student Learning Development Center website of the Office of Academic Affairs, as well as in the syllabus and teaching plan system for all faculty members' reference.

E. Other Important Considerations:

- (A) Instructors must upload the curriculum teaching plan in the university's standardized format before students select courses. The plan must include the following four components to meet the completion criteria: curriculum teaching objectives, outcome-oriented course design, course syllabus and schedule, and assessment matrix.
- (B) The review results will be submitted for faculty evaluation and will serve as reference material for faculty appointments.
- (C) To avoid disputes, the system will be closed during the review period.
- (D) Those assessed as having incomplete teaching plans may have their status changed to completed after rectification and evaluation by the department.
- (E) Courses that may be excluded from the review scope, such as internships, project-based courses, off-campus internships, distance learning, or summer courses, should be recorded in the review summary table and specified in the remarks section.