

# 國立中興大學學士後醫學系課程委員會組織章程

## Organization Charter of the Curriculum Committee of the Post-Baccalaureate Medicine, National Chung Hsing University

111年8月11日 111學年度第1學期第1次系務會議訂定  
111年10月20日 111學年度第1學期第3次系務會議修訂  
112年8月24日 112學年度第1學期第1次系務會議修訂  
113年2月5日 112學年度第2學期第1次系務會議修訂  
113年10月17日 113學年度第1學期第3次系務會議修訂

### Amendments:

August 11, 2022: First department meeting of the 111 academic year  
October 20, 2022: Third department meeting of the 111 academic year  
August 24, 2023: First department meeting of the 112 academic year  
February 5, 2024: First department meeting of the second semester of the 112 academic year  
October 17, 2024: Third department meeting of the 113 academic year

第一條 依據本校課程委員會組織章程第五條規定，設置本校學士後醫學系課程委員會(以下簡稱本會)，並訂定本校學士後醫學系課程委員會組織章程(以下簡稱本章程)。

### Article 1

Based on Article 5 of the Organizational Charter of the Curriculum Committee of the university, the Curriculum Committee of the Post-Baccalaureate Medicine Program (hereinafter referred to as "the Committee") is established. This charter serves as its governing document.

第二條 本會由當然委員、遴選委員、校外專家學者及學生代表組成。

- (一)當然委員：系主任及副系主任，以系主任為召集人兼會議主席，任期配合其職務為準。
- (二)遴選委員：由課程代表、系統課程負責人、各組組長(詳見第三條)，若干人擔任之。
- (三)學生委員：由本系在學學生每年級各推選1人。
- (四)校外專家學者：召集人得視需要，遴聘校外專家學者擔任之，至多3人。
- (五)列席委員：召集人得邀請有關專任(案)教師、業界人士或畢業校友列席參與課程研議。

### Article 2

The Committee comprises the following members:

1. **Ex officio Members:** The department chair and deputy chair, with the department chair serving as the convener and meeting chair. Their term aligns with their administrative position.
2. **Elected Members:** Representatives of courses, heads of system-based curricula, and group leaders (detailed in Article 3).
3. **Student Representatives:** One student from each academic year, elected annually.
4. **External Experts and Scholars:** Appointed by the convener as needed, up to three members.
5. **Advisory Participants:** The convener may invite relevant full-time (or adjunct) faculty, industry professionals, or alumni to attend and contribute to curriculum discussions.

第三條 本委員會設置醫學人文小組、基礎醫學小組、臨床醫學小組、問題導向學習整合課程小組(法則另訂之)、臨床課程小組之次級委員會。各組設置組長一人，由本會召集人推薦本系專任(案)教師擔任；另置組員若干人。襄助本委員會研擬與執行教學改進方案，修訂整合課程內容，各組所提之方案須經本委員會審議。

### Article 3

The Committee establishes the following subcommittees: the Medical Humanities Subcommittee, the Basic Medicine Subcommittee, the Clinical Medicine Subcommittee, the Problem-Based Learning (PBL) Integration Subcommittee (regulated by separate guidelines), and the Clinical Curriculum Subcommittee. Each subcommittee is led by a chairperson, who is recommended by the Committee convener from among the program's full-time (or adjunct) faculty. Additionally, each subcommittee includes several members. These subcommittees assist the Committee in drafting and implementing teaching improvement plans, revising the integrated curriculum content, and submitting proposals, all of which must be reviewed and approved by the Committee.

第四條 本委員會之執掌如下：

- (一)依委員會意見，定期檢討修正本系課程大綱及課程內容。
- (二)規劃研議教學課程之科目學分、必修、選修、畢業總學分及學生修習學分相關規定。
- (三)規劃須本系支援之校內外課程與授課教師。
- (四)依課程評量，定期檢討課程規劃的適切性與回饋、畢業生流向、就業滿意

度及雇主滿意度結果。

(五) 協調其他與本系課程相關事務。

#### Article 4

##### Duties of the Committee:

1. Regular review and revision of the program's curriculum outline and content.
2. Planning and discussion of course credits, requirements, electives, graduation credits, and regulations related to student credit requirements.
3. Organizing internal and external courses and arranging instructors.
4. Reviewing curriculum suitability and feedback through regular assessments, including graduate career tracking, job satisfaction, and employer satisfaction.
5. Addressing other curriculum-related matters.

第五條 課程委員會各組之執掌如下：

- (一) 由組長召集所屬學科教師依據醫學教育評鑑委員會(TMAC)準則召開該學科領域的教學和課程相關會議。
- (二) 負責課程內容規劃與設計、教材選擇和編寫、教案審查、制定課程評量方式和評估標準、協調及規劃授課教師、依課程反饋及學習成效意見研擬教學改進方案與回應。
- (三) 各組有關課程之研議、規劃，應於下列期間，依前第四、五條文進行下列會議，並定期實施評估課程開發及教學效益分析之檢討，或修正課程，以作為課程委員會下學年度開課之改進參考。

會議名稱	參加者	時間	會議形式
課程檢討會	課程負責人、課程授課老師、學生、系秘書 備註：學生代表 事先收集課程反饋意見	期中考(一周內) 期末考(一周內)	線上或實體會議
次級課程委員會	課程整合副系主任、各組組長、相	每學期開學前2個月	線上或實體會議

	關之課程負責 人、學生代表、系 秘書 備註：彙整課程 檢討會之相關協 調整合問題	(1月及6月期間)	
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#### Article 5

The responsibilities of each subcommittee under the Curriculum Committee are as follows:

1. The chairperson convenes subject-area faculty to hold teaching and curriculum-related meetings in accordance with the guidelines of the Taiwan Medical Accreditation Council (TMAC).
2. Each subcommittee is responsible for curriculum content planning and design, selecting and preparing teaching materials, reviewing lesson plans, establishing evaluation methods and standards, coordinating and planning teaching assignments, and developing teaching improvement plans and responses based on course feedback and learning outcomes.
3. Subcommittees shall conduct discussions and planning related to their respective curricula during the specified periods listed in the table below, as outlined in Articles 4 and 5. They shall also regularly evaluate curriculum development and teaching effectiveness, analyzing and reviewing for potential improvements. These evaluations serve as references for the Curriculum Committee to enhance courses for the next academic year.

第六條 當然委員因故不能出席時，得以書面委託代理人出席，並於會議中行使應有之權利。學科委員應親自出席會議。

#### Article 6

Ex officio members unable to attend a meeting may delegate their attendance in writing, allowing their proxies to exercise full rights during the meeting. Subject members must attend in person.

第七條 本會每學期至少召開會議一次，審議提送案件及本系有關課程調整事宜。

#### Article 7

The Committee shall convene at least once per semester to review submitted proposals and address curriculum adjustments.

第八條 本組織章程經系務會議通過，送請院長核備後實施，修正時亦同。

#### Article 8

This charter shall take effect upon approval by the department meeting and endorsement by the dean. Amendments follow the same procedure.