

## Curriculum Section Responsibilities

Title	Undertaker	Duties	Substitute
Director	Tsai, Jin-Tang <a href="mailto:jtsay@ntub.edu.tw">jtsay@ntub.edu.tw</a> (02)2322-6257	1. Supervising affairs of Curriculum Section	Directors from other sections of NTUB Extension University
		2. Other tasks assigned by the Dean	
Administrative Secretary	Liu, Li-Zhen <a href="mailto:1456@ntub.edu.tw">1456@ntub.edu.tw</a> (02)2322-6461	1. Projects of producing and broadcasting teaching programs on TV, recommending candidates of instructors on the educational programs, contacting attendees of meetings for teaching material editing and instructional programs reviewing.	Wen, Nian-Xiang
		2. Arrangement of schedule before students start selecting courses, arrangement of instructors after grouping the classes, affairs related to teaching materials preparation; course selection after students complete make-up enrollment procedure.	
		3. Affairs related to item writing for mid-term and final exams (including the content covered in the exam), preparation of test sheets, administration of the exam, reviewing students' application for leave of absence on exam days, administration of make-up test.	
		4. Affairs related to the academic year calendar, preparation for resuming race-to-face lessons, preparation of classroom supplies, handling teachers' applications for leave of absence, arrangement of substitute teachers	
		5. affairs related to curriculum requirements (decisions of which classes to offer each semester, requirements of teaching programs, amendments of course-taking criteria, reporting to and obtaining approval of Ministry of Education for the courses)	
		6. Receiving proposals for university assembly meeting; convene the university assembly meeting, review and approval of minutes for the meeting Convene meetings for coordination of student recruitment affairs of NTUB and the extension university (the two universities take turns to host the meeting).	

		<p>Convene meetings of student recruitment committee, and meetings for coordination of student recruitment affairs</p> <p>7. Recruitment of new teachers, reviewing contract with incumbent teachers, altering contract or promotion, application of teacher ID (including the teachers working at the branches)</p> <p>8. Other tasks assigned by the supervisors</p>	
Administrative Secretary	<p>Wen, Nian-Xiang  <a href="mailto:nashing@ntub.edu.tw">nashing@ntub.edu.tw</a>  (02)2322-6460</p>	<p>1. Projects of producing and broadcasting teaching programs on TV, recommending candidates of instructors on the educational programs, contacting attendees of meetings for teaching material editing and instructional programs reviewing.</p> <p>2. Arrangement of schedule before students start selecting courses, arrangement of instructors after grouping the classes, affairs related to teaching materials preparation; course selection after students complete make-up enrollment procedure.</p> <p>3. Affairs related to item writing for mid-term and final exams (including the content covered in the exam), preparation of test sheets, administration of the exam, reviewing students' application for leave of absence on exam days, administration of make-up test.</p> <p>4. Affairs related to the academic year calendar, preparation for resuming race-to-face lessons, preparation of classroom supplies, handling teachers' applications for leave of absence, arrangement of substitute teachers</p> <p>5. affairs related to curriculum requirements (decisions of which classes to offer each semester, requirements of teaching programs, amendments of course-taking criteria, reporting to and obtaining approval of Ministry of Education for the courses)</p> <p>6. Receiving proposals for university assembly meeting; convene the university assembly meeting, review and approval of minutes for the meeting  Convene meetings for coordination of student recruitment affairs of NTUB and the extension university (the two universities take turns to host the meeting).</p>	Liu, Li-Zhen

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