

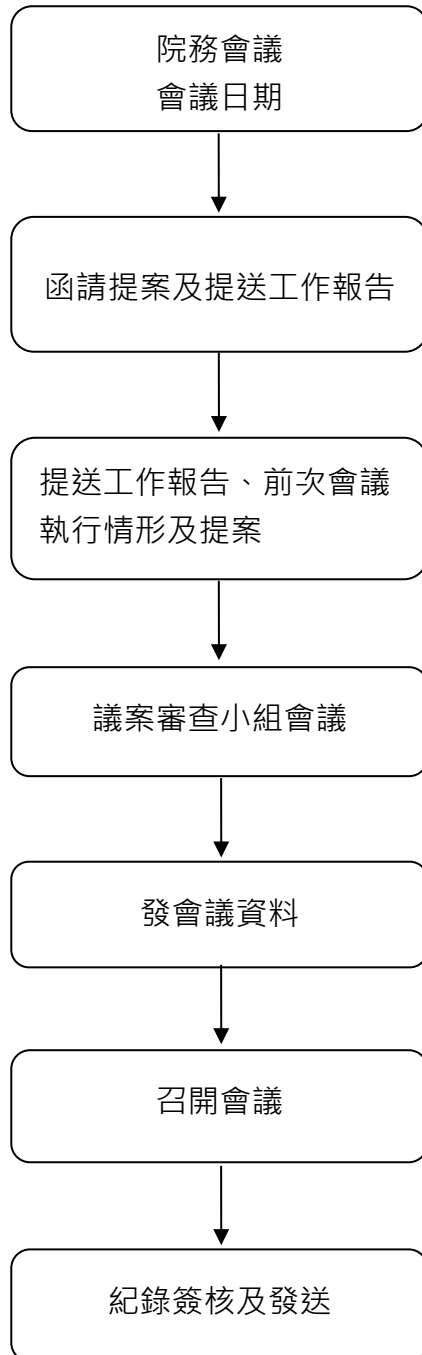
# 國立中興大學獸醫學院院務會議作業程序

(105.01.26)

## 法令依據

1. 國立中興大學獸醫學院院務會議實施要點。
2. 國立中興大學組織規程。

## 作業流程



## 說明

1. 院務會議每學期至少召開一次，會議日期則由院長決定。
2. 發送院務會議開會通知。

會議前2個月，函請本院各單位及院務會議代表提案及各單位提學期工作報告。

會議前4週提案及工作報告截止收件。

彙整提案後送議案審查小組，製作會議紀錄。

依議案小組決議排定議案順序，會議資料陳核後送印，並於會議前一週前發送當次開會資料。

院長室負責議事及會場佈置工作及記錄。

會議紀錄陳核後，至於本院網頁並轉知本院院務會議代表及本院各單位上網查閱。

## NATIONAL CHUNG HSING UNIVERSITY COLLEGE OF VETERINARY MEDICINE Procedure for the College Affairs Meeting

January 26, 2016

<u>Regulatory Basis</u>	<u>Procedure</u>	<u>Explanation</u>
1. NCHU CVM Implementation Directives for the College Affairs Meeting 2. Articles of National Chung Hsing University	Date of College Affairs Meeting	1. The College Affairs Meeting shall be convened at least once per semester, with the meeting date determined by the Dean. 2. Sending the Notice of College Affairs Meeting.
	Request the submission of proposals and work reports	Requesting all units and representatives to submit proposals and semester work reports two months prior to the meeting.
	Submit work reports, the implementation status of the previous meeting, and proposals.	Proposals and work reports are due for submission four weeks prior to the meeting.
	Proposal Review Committee Meeting	Send the proposals to the Review Committee for evaluation and take the meeting minutes.
	Send meeting materials	Arrange the order of the proposals based on the decisions of the review committee. Printing the meeting materials and sending them to the members one week prior to the meeting.
	Call the meeting	The Dean's office is responsible for the meeting arrangements, including venue setup and minute-taking.
	Minutes approval and distribution.	Posting the meeting minutes on the college website and notifying the meeting representatives and all units to access them online.