

Guidelines for the Establishment of the Resource Management Committee at the College of English and International Studies, Wenzao Ursuline University of Languages

Approved by the College Affairs Committee on October 31, 2013

Ratified by the University President on November 7, 2013

- I. The Resource Management Committee of the College of English and International Studies (hereinafter “the Committee”) is established to implement effective use and sharing of resources and to strengthen safety inspection and maintenance of the College’s specialized learning environments, as regulated in the Guidelines for the Establishment of the Resource Management Committee of the College of English and International Studies at the Wenzao Ursuline University of Languages (hereinafter “the Guidelines”).
- II. The Dean of the College acts as convener of the Committee, with the Dean of the College, the chair and vice chair of each department (graduate institute), and the Director of the Center for English Language Teaching as its ex-officio members. At the discretion of the convener over the relevance of proposals, staff of the Office of General Affairs, the Information and Instructional Technology Center, the Library, and others involved in space and equipment maintenance may be invited to attend Committee meetings as non-voting participants.
- III. The Committee is charged with the task of resolving on
 1. Maintenance and expansion of spaces and distribution of equipment in the College’s departments, graduate institutes and centers budgeted within the fiscal year.
 2. Mechanisms for sharing resources in the College’s departments, graduate institutes, and centers.
 3. Planning and allocation of hardware and software in specialized classrooms of the College’s departments, graduate institutes, and centers.
- IV. The Committee holds meetings when necessary. Two-thirds of all members or above constitutes a quorum. Resolutions require greater than a simple majority to be accepted.

V. The Guidelines are announced and made effective after approval by the College Affairs Committee and ratification by the University President. Amendments follow the same procedure.