

## **Establishment Guidelines for English Department's Student Mentoring Committee**

- I.** The committee is established to brainstorm suggestions and measures to fulfill the faculty's responsibility to take care of students' life and learning.
- II.** The Department Chair will call the meeting to order. Two deputy chairs and all homeroom teachers of the department are the ex-officio members.
- III.** The meeting should be held at least twice a semester, each is held before and during the semester. An additional meeting can be held if the chair or one fifth of the committee members sign and call for a meeting.
- IV.** In order to conduct the meeting, a quorum of at least half of the committee members must be present. Proposals are passed if half of the present committee members approve. For very important issues, a quorum of at least half of the committee members must be present, and proposals are passed if two thirds of the present committee members approve.
- V.** The committee should deliberate and approve:
  1. issues related to student mentoring on daily life
  2. issues related to student mentoring on academic performances
- VI.** If a committee member cannot attend a meeting, he or she should take a leave of absence.
- VII.** Supervisors or people involved with related issues can be invited to attend the meeting.
- VIII.** Matters not covered by the regulations should be dealt with according to the university's relevant regulations.
- IX.** These establishment guidelines, including their modifications will take effect after the approval at the Departmental Affairs Meeting and approved by Dean of College of English and International Studies.