

明志科技大學

Ming Chi University of Technology

規章編號

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校園網頁督導委員會設置辦法

**Regulations Governing the
Establishment of the Campus Website
Steering Committee**

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Regulations Governing the Establishment of the Campus Website Steering Committee

102 年 03 月 05 日行政會議制訂

Formulated at the University Administrative Meeting on March 5, 2013

114 年 04 月 15 日行政會議修訂

Revised at the University Administrative Meeting on April 15, 2025

第一條 目的

為維護本校校園網頁之整體形象，與督導網頁內容的正確性、完整性及時效性，訂定「校園網頁督導委員會設置辦法」（以下簡稱本辦法）。

Article 1 Objectives

For the purpose of maintaining the overall image of the campus website of the University and monitoring the accuracy, completeness, and timeliness of its contents, the *Regulations Governing the Establishment of the Campus Website Steering Committee* (hereinafter referred to as “the Regulations”) have been formulated.

第二條 組織成員

「校園網頁督導委員會」（以下簡稱本會）成員分為教學研究單位組及行政單位組：

- 一、教學研究單位組：各學院及通識教育中心分別設置委員會，各學院院長及通識教育中心中心主任為主任委員，綜理會務；另置委員三人至六人及執行秘書一人，由各學院及通識教育中心推舉人員擔任，任期二年，得連任。
- 二、行政單位組：圖資長為主任委員，綜理會務，另置委員三人至六人及執行秘書一人，由秘書室及圖書資訊處推舉人員擔任，任期二年，得連任。

Article 2 Composition of the Committee

The members of the Campus Website Steering Committee (hereinafter referred to as “the Committee”) are divided into two divisions: the Division of Teaching and Research Units and the Division of Administrative Units:

1. Division of Teaching and Research Units: Each College and the General Education Center shall set up a sub-committee, with the Dean of each College and the Director of the General Education Center as the chairpersons, who shall be responsible for the overall management of the affairs thereof. The Dean of each Faculty and the Director of the General Education Center shall be the chairman of the committee and general affairs of the committee. There shall also be three to six members and an executive secretary for each sub-committee, who shall be elected by the respective Colleges and the General Education Center for a term of two years and may be eligible for reappointment.
2. Division of Administrative Units: The Dean of Library and Information Services shall be the Chairperson, who shall be responsible for the general management of

affairs of the sub-committee. There shall also be three to six members and an executive secretary, who shall be elected by the Office of the Secretariat and the Office of Library and Information Services, and shall serve for a term of two years and may be eligible for reappointment.

第三條 組織任務

本會之職責如下：

- 一、教學研究單位組（含所屬專區網站）：
 - (一)制訂各學院（含各院校級研究中心）及通識教育中心之中、英文網頁建置與維護規範。
 - (二)定期檢核、輔導各學院（含各院校級研究中心）及通識教育中心之中、英文網頁內容的正確性、完整性及時效性，且應符合網頁內容製作規範。
- 二、行政單位組（含所屬專區網站）：
 - (一)制訂校首頁及行政單位之中、英文網頁建置與維護規範。
 - (二)定期檢核、輔導校首頁及行政單位之中、英文網頁內容的正確性、完整性及時效性，且應符合網頁內容製作規範。

Article 3 Responsibilities of the Committee

The Committee shall be responsible for the following:

1. Division of Teaching and Research Units (including websites of relevant sections):
 - (1) To set up and maintain the Chinese and English websites of the all Colleges (including the research centers at both college and university levels) and the General Education Center. Highlights on the website's homepage
 - (2) To regularly review and provide guidance on the accuracy, completeness, and timeliness of the content of the Chinese and English websites of all Colleges (including the research centers at both college and university levels) and the General Education Center, ensuring compliance with the standards for website content creation.
2. Division of Administrative Units (including websites of relevant sections):
 - (1) To formulate the standards regarding the construction and maintenance of the University's homepage as well as the Chinese and English websites of all administrative units.
 - (2) To regularly review and provide guidance on the accuracy, completeness, and timeliness of the content of the University's homepage as well as the Chinese and English websites of all administrative units, ensuring compliance with the standards for website content creation.

第四條 會議

- 一、本會每學年召開一次，必要時得召開臨時會議。開會時得視需要邀請有關單位人員列席。
- 二、委員會會議由主任委員召集之，並為主席。主任委員因故缺席時，由出席委員互推一人為主席。
- 三、會議應有委員過半數之出席，出席委員過半數之同意行之。

Article 4 Committee Meetings

1. The Committee shall meet at least once in each academic year, and may hold extraordinary meetings as necessary, at which relevant individuals may be invited

to sit in on the meeting.

2. Meetings of the Committee shall be convened by the chairperson of the Committee, who shall also preside over these meetings. In the event of the absence of the chairperson, another chairperson shall be elected by and from among the members present.
3. The meeting shall only be held with the presence of at least half of the members of the Committee and with the consent of at least half of the members present.

第五條 實施與修訂

本辦法經行政會議通過，陳校長核定後公布實施，修訂時亦同。

Article 5 Implementation and Revision

The Regulations shall be implemented upon endorsement by the University Administrative Meeting and presented to the President for approval, and the same shall apply to any revision.