

國立交通大學創創工坊跨院教學委員會暨專業領域小組

組織規則

105 學年度第 4 次教務會議通過(106.06.08)

106 學年度第 20 次行政會議通過(107.06.22)

- 一、 為有效整合本校各專業領域師資與教學資源，提升本校學生基礎與專業實作能力，以增進其就業就學競爭力，成立創創工坊(NCTU-ICT 工坊)跨院教學委員會(以下簡稱委員會)，下設各專業領域小組(以下簡稱領域小組)。
- 二、 委員會主任委員由校長指定一位副校長擔任，其聘期至該副校長任期屆滿為止。副主任委員一名由主任委員指派，統籌規劃辦理創創工坊相關業務。
本校教務長、總務長、副教務長、副總務長及各小組召集人為當然委員。
- 三、 委員會執掌
 - (一) 指導與監督本校創創工坊課程之推動事宜。
 - (二) 審核各小組所提之創創工坊課程。
 - (三) 協調、整合及改進創創工坊教學、空間及設備事項。
 - (四) 檢討並審議本校創創工坊課程規劃與開設狀況。
 - (五) 協調創創工坊舉辦活動競賽。
- 四、 本委員會得設置執行團隊負責推動相關業務，執行團隊執行委員會執掌業務時，教務處及總務處等行政單位須協助執行之。針對專案性工作任務，得視業務需要設置專案小組，其小組成員由副主任委員召集組成。
- 五、 領域小組組成：
 - (一) 各領域小組由本校具備該領域專長之專任教師 8 人以上跨院組成。
 - (二) 各領域小組置召集人、副召集人及諮詢導師各一人，由各領域小組成員推舉之，任期兩年，連選得連任。30 人以上領

域小組，可增設副召集人一人。召集人出缺時，由副召集人遞補；召集人或副召集人出缺時，應立即辦理補選。

(三) 每位教師以擔任一 領域 小組召集人或副召集人為限。

- 六、 領域 小組成立時應檢具申請表及小組籌備會議記錄提出申請，經委員會會議審核通過者方可成立。
- 七、 領域小組職責依據創創工坊專業領域小組施行細則辦理。
- 八、 本規則如有未盡事宜，悉依相關規定辦理。
- 九、 本規則經 行政 會議通過後實施，修正時亦同。

National Chiao Tung University Innovative Creative Technology Co-working Space Teaching Committee and Specialty Group Charter

Approved in the 4th academic affairs meeting on June 8, 2017

Approved in the 20th administrative meeting on June 22, 2018

Article 1 To integrate specialties and resources of teachers and improve students' foundation and hands-on experience and competitiveness, National Chiao Tung University establishes the Teaching Committee of the Innovative Creative Technology Co-working Space (NCTU-ICT Co-working Space) (the Committee) and each subordinate specialty group (the Group).

Article 2 The President shall appoint one vice president as the chairperson of the Committee with a term of employment until the expiration of the term of the vice president. The chairperson of the Committee shall appoint one vice chairperson to plan the operation of the NCTU-ICT Co-working Space.

The Vice President and the Associate Vice President for Academic Affairs, the Vice President and the Associate Vice President for General Affairs and the convener of the Group shall be the ex officio members of the Committee.

Article 3 Responsibility of the Committee:

1. Guide and supervise the implementation of courses of the NCTU-ICT Co-working Space.
2. Review the courses of the NCTU-ICT Co-working Space proposed by the Group.
3. Coordinate, integrate and improve the courses, labs and facilities of the NCTU-ICT Co-working Space.
4. Review and discuss the planning and implementation of courses of the NCTU-ICT Co-working Space.
5. Coordinate with the NCTU-ICT Co-working Space to organize activities and competitions.

Article 4 The Committee may set up an executive team to implement related business. When the executive team performs its duties, the Office of Academic Affairs and the Office of General Affairs shall provide assistance. For project-based tasks, a project team may be set up based on business needs with the members recruited by the vice chairperson.

Article 5 Composition of the Group:

1. The Group is composed of 8 full-time teachers with the specialty from different schools of National Chiao Tung University.
2. The Group has one convener, one deputy convener and one adviser elected among the members with a term of 2 years. The convener, deputy convener and adviser may be reelected. The Group of 30 members or more may add one deputy convener. When the convener falls vacant, the deputy convener shall fill the vacancy; when the convener and the deputy convener fall vacancy, a by-election shall be organized immediately.
3. Each teacher shall only act as the convener or deputy convener of one Group.

Article 6 Before the Group is established, the Application for Establishment of Innovative Creative Technology Co-working Space Specialty Group and preparatory meeting minutes shall be submitted to the Committee for review and approval.

Article 7 The responsibility of each specialty group shall be governed by the Enforcement Rules of Innovative Creative Technology Co-working Space Specialty Group.

Article 8 Any matters not specified in the Charter shall be governed by related regulations.

Article 9 The Charter shall take effect after being approved in the administrative meeting. The same shall apply to any subsequent amendment.