

Ming Chuan University Special Education Promotion Committee Procedures

Passed at Regulation Committee Meeting on October 31, 2013

Revised and passed at Administrative Council Meeting on November 25, 2013

Article 1 In order to assist students who require special assistance in study and daily life, Ming Chuan University established “Special Education Promotion Committee Procedures” (herewith called these Procedures) and organized Special Education Promotion Committee (herewith called the Committee) in accordance with TSE No. 1010243682B “MOE Subsidy Guidelines for Recruiting and Advising Students with Physical or Mental Disabilities at Private Institutions of Higher Education”.

Article 2 The students who require special education are defined as students with Disability ID or those who are certified as having disabled status and eligible for a higher education placement program by a counseling committee. Students who do required special education service, but are unable to obtain the verification above for some reasons, can apply for special education needs evaluation with relevant documentation in accordance with these procedures.

Article 3 There are 11 to 13 committee members on the Committee, including the Dean of Academic Affairs Division, the Dean of Student Affairs Division, the Dean of General Affairs Division, the Executive Director of Taoyuan Campus Administration Division, Director of Kinmen Location, Executive Director of Career Planning and Counseling Division, Director of Counseling and Guidance Center, faculty representatives related to counseling, class advisor representatives and student representatives. Each member serves a renewable one-year term. Each gender should comprise more than one third of the total number of committee members. Should a committee member find himself or herself unable to continue the appointment during the term due to career changes or being dismissed by the President due to inappropriate behavior, the vacancy can be filled by a nominated member appointed by the president, who will fill the appointment until the term expires.

The Executive Director of Career Planning and Counseling Division is appointed as ex-officio member and the convener of the Committee and the Director of Counseling and Guidance Center serves as the Secretariat for the Committee. The Committee can invite the administrators of other

units, off-campus scholars, experts and students' parents to participate in committee meetings as needed.

Article 4 The Committee will meet for the following issues to promote special education at MCU and assist students who require special education service in learning and adaption needs assessment:

- (1) Review annual plan of special education
- (2) Review the budget allocation, application and implementation of special education
- (3) Matters related to the promotion of special education on campus
- (4) Review Individual Support Plans for students who require special education service and the minimum credit hours for a semester.
- (5) Handle matters related to the submission of evaluation of students with physical or mental disabilities
- (6) Coordinate and integrate on- and off-campus resources to provide supportive service to students with physical or mental disabilities in their study and daily lives.
- (7) Provide service related to recruitment and examination for students with physical or mental disabilities
- (8) Supervise projects to create barrier-free environments on campus and barrier-free websites
- (9) Supervise self-assessment of special education and regular follow-up
- (10) Other matters related to special education

Article 5 The convener must convene at least one meeting per semester. Other meetings may be convened as the convener deems necessary. A quorum is required to hold a meeting and the convener chairs the meeting. When the convener is not available to attend the meeting, he or she can assign another member as temporary chair. Resolutions can only be passed with the consent of majority of the attending committee members.

In principle, the sessions of the Committee are convened in private, but individuals associated with certain cases must be invited to participate in the sessions. Strict confidentiality must be maintained for the meeting content, individual information, committee members' opinion and resolutions.

Article 6 Matters not covered in these procedures will be dealt with in accordance with the rules of Ming Chuan University and the Ministry of Education.

Article 7 Upon being passed at the Administrative Council Meeting, these procedures were implemented and approved by the president. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****