

## **Administrative Meeting Affairs**

### **Statute Accordance:**

Article 42 of the University Organization Regulations stipulates that:

“members that will attend the university’s Administrative Meetings include the President of the university, Vice President, Dean of Academic Affairs, Dean of Student Affairs, Commissioner of Research and Development Commission, Commissioner of General Education Commission, Dean of General Affairs, Dean of individual colleges, and the Directory of Continuing Education and Professional Development. The President of the university will also be the Chairperson of the Meeting, conducting the discussions on the university’s important administrative issues.

The President may appoint directors, student-body representatives, or other relevant personnel to attend the Meetings if needs arise.”

### **Matters needing attention:**

#### 1. Prior preparations:

1-1. Meeting Time: Meetings will be held weekly on 3pm of every Tuesday.

#### 1-2. Meeting materials:

- A). Once the proposals from individual departments have been approved by the President, the proposals can then be scheduled for the next discussion by the Office of Secretariat. Please submit proposals by floppy disk or email. For additional attachments, please print 36 copies on A4 paper (print horizontally, and bind vertically on the left side), and deliver to the Office of Secretariat.
- B). Proposals approved by the President before Wednesday afternoon can be included on the next Meeting agenda (with attachments), which is normally sent out every Friday morning; proposals approved by the President before Monday afternoon can be included in Tuesday agenda.
- C). Meeting agendas, notices, and originally signed proposals must be submitted for approval before Thursday morning. The document section should promptly send out 29 copies of Meeting notifications and agendas (with attachments) every Friday morning. Another copy of the documents should be sent to the general service section so that they may prepare beverage for the Meeting.

1-3. The President should be informed of the non-voting delegates before the Meeting and the meeting hall should be pre-arranged.

#### 2. Meeting-day preparations:

- 2-1. Attendee sign-in list, original proposals (placed on attendee seats of each division), Meeting agenda, recording tape
- 2-2. Meeting hall setup
- 2-3. Have attendees sign
- 2-4. Assume meeting recorder

3. Post-Meeting duties:
  - 3-1. Organize Meeting minutes
  - 3-2. Meeting minutes approval procedure: organize the minutes, advise relevant personnel, submit the minutes to President for approval.
  - 3-3. Photocopy minutes and the revised attachment data to be confirmed in the next Meeting.
  - 3-4. Webpage uploads: confirmed minutes should be uploaded to Administrative Meeting minutes search webpage <http://info.ntu.edu.tw/sec/default.asp> (contains minutes of all Administrative Meetings after September 6, 1994; 1885th Administrative Meeting of NTU.)
  - 3-5. One copy of approved Meeting minutes shall be distributed to attendees together with next Meeting notice.
  - 3-6. Original proposal shall be delivered back to its division together with Meeting minutes and revised attachments.
  - 3-7. Minutes filing: all Meeting minutes and attachments should be placed in large envelopes for filing. Three other copies must be prepared in the same manner, and be bound once every school year. (Complete a purchase request form, and have all minutes prepared prior to the end of July bound by outsourced party.) One of these 3 copies should be sent to the Office of Secretariat, while the other 2 copies should be placed in the library for references.

**Work-flow:**

