

# **Guidelines on Offering Interdisciplinary Co-Teaching Courses at I-Shou University**

Adopted by the University Administration Council on November 21, 2018, and promulgated with the consent from the President dated December 1, 2018

Amendments to Provisions II-X adopted by the University Administration Council on July 15, 2020, and promulgated with the consent from the President dated July 31, 2020

Amendments to Provisions II-VII and IX adopted by the University Administration Council on September 15, 2021, and promulgated with the consent from the President dated October 8, 2021

Amendments to Provisions II, III, V, and VIII adopted by the University Administration Council on July 17, 2024, and promulgated with the consent from the President dated August 12, 2024

Amendments to Provision II adopted by the University Administration Council on January 22, 2025, and promulgated with the consent from the President dated February 10, 2025

- I. The Guidelines on Offering Interdisciplinary Co-Teaching Courses at I-Shou University (hereinafter referred to as “the Guidelines”) are made by I-Shou University (hereinafter referred to as “the University”) with the aim of enhancing teaching quality, promoting interdisciplinary teaching innovation, and encouraging faculty members to jointly offer undergraduate interdisciplinary, innovative and integrated courses (hereinafter collectively referred to as “co-teaching courses”).
- II. The term “co-teaching” mentioned herein refers to the collaboration between two faculty members or among three faculty members from different colleges and specializing in different fields on offering a course for a period of three to ten weeks, which is taught by two faculty members per week, including teaching classes, preparing lessons, defining learning objectives and course content, and designing the course with integrated and innovative content across disciplines.

To enhance practical teaching, industry experts with professional experiences may be invited to co-teach courses.

- III. The total number of teaching hours of a co-teaching course shall be allocated to participating faculty members based on individual contributions, and those hours will be included in basic weekly teaching hours. Each co-teaching course may be offered twice only upon application. If the final teaching survey result of a co-teaching course falls short of the standards, whether the course will be offered again in the following academic year is at the discretion of the Review Committee of Jointly-offered Courses (hereinafter referred to as “the Review Committee”). If prior consent from the University has been obtained, any special circumstances shall be handled accordingly.

Upon initial application for offering a co-teaching course, the faculty member-in-charge may file an application, before the beginning of the midterm teaching survey, to exclude the teaching survey result of the co-teaching course from the ranking of all the courses offered at the University for a period of four semesters.

- IV. The faculty member-in-charge shall formulate a proposal and file an application to the Curriculum Committee of their department/program by the end of the sixth week of the semester prior to the semester in which the course is to be offered. After passing the preliminary examination, the application shall be forwarded by the Curriculum Section of the Office of Academic Affairs (hereinafter referred to as “the Section”) to the Review Committee for deliberation and suggestions. Only after being approved by the Curriculum Committees at all levels and the University Academic Council will the course be officially offered.
- V. The Dean of Academic Affairs shall serve as the convener and ex-officio member of the Review Committee, and committee members include the Deputy Dean(s) of Academic Affairs and three faculty members in relevant fields from within the University. The Dean of Academic Affairs shall submit a list of candidates (twice as many as the number of committee members needed) to the President for selection and appointment. The Section is responsible for all matters relating to committee meetings. The Review Committee may invite persons from relevant units to attend a committee meeting as participants without the power to vote, as well as external review members, if necessary, for suggestions.
- VI. The proposal mentioned above shall include:
1. course information [including the course title, the semester in which the course is to be offered, the names of course instructors, target students, the number of credits, and the nature of the course (required/elective)];
  2. a brief description of the course being interdisciplinary, innovative, and integrated (including the competencies and humanism qualities students are supposed to have as

well as course planning);

3. the course syllabus and weekly schedule;
4. a brief description of how co-teaching is implemented;
5. evaluation methods;
6. anticipated course outcomes (or if not an initial application, then the result of the latest teaching survey); and
7. other.

VII. One of the faculty members jointly offering a co-teaching course shall be appointed as the faculty member-in-charge, and he/she is responsible for handling overall matters relating to teaching and students' scores.

VIII. Course instructors of co-teaching courses shall submit an achievement report showcasing improvements in teaching and interdisciplinary teaching innovations and participate in the achievement exhibition every semester organized by the Center for Teaching and Learning Development of the Office of Academic Affairs.

IX. Matters not mentioned herein, if any, shall be referred to the Review Committee and be subject to the applicable regulations and rules of the University.

X. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*