

Administrative Meeting

Statute accordance:

Article 42 of the NTU Organizational Regulations stipulates that:

“Members that will attend the University’s Administrative Meeting include the President of the University, Executive Vice Presidents, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for General Affairs, Vice President for Research and Development, Vice President for International Affairs, Vice President for Financial Affairs, College Deans, Dean of the School of Professional Education and Continuing Studies, University Librarian, Secretary-General of the Secretariat, Director of the Personnel Department, Comptroller of the Accounting Department, and Director of the Computer and Information Networking Center. The President of the University will serve as the Chairperson of the Meeting, moderating discussions and passing resolutions on set items and other important administrative issues.

The President may appoint directors of other units, student-body representatives, or other relevant staff members to attend the Meeting as non-voting members if needs arise.”

Matters needing attention:

1. Prior preparations:

1-1. Meeting time: The Meeting is held at 3 pm every other Tuesday.

1-2. Meeting materials:

- A). Once the proposals from individual divisions have been approved by the President, the proposals can then be scheduled for the next agenda by the Office of the Secretariat. Please submit proposals by email. For additional attachments, please print 8 copies on A4 paper (print horizontally, and bind vertically on the left side), and deliver the copies along with the electronic files to the Office of the Secretariat.
- B). Proposals approved by the President before Friday afternoon can be included in the next Meeting agenda (with attachments), which is normally sent out every Friday; other proposals approved by the President can be included as extempore motions in the Meeting-day agenda.
- C). Meeting notices, agenda, and originally signed proposals must be submitted for approval before Thursday. The Documentation Division should promptly send out 33 copies of Meeting notice and agenda (with attachments) every Friday afternoon. Another copy of the documents should be sent to the General Service Division for division colleagues to prepare beverage for the Meeting. The links of the agenda and attachments will be emailed to voting and non-voting attendees, and the agenda will be posted online.

- 1-3. The President should be informed of the non-voting attendees (if any) before the Meeting, and the meeting hall should be pre-arranged.
2. Meeting-day preparations:
 - 2-1. Sign-in list, original proposals (placed on the seats of each division's attendees), Meeting agenda, recording device
 - 2-2. Meeting hall setup
 - 2-3. Have attendees sign in
 - 2-4. Take meeting minutes
3. Post-Meeting duties:
 - 3-1. Compile Meeting minutes.
 - 3-2. Meeting minutes approval procedure: Compile the minutes, advise relevant personnel, and then submit the minutes to the President for approval.
 - 3-3. Photocopy the minutes and the revised attachments to be confirmed at the next Meeting.
 - 3-4. Webpage upload: Confirmed minutes should be uploaded to the Administrative Meeting Minutes Search webpage: <http://host.cc.ntu.edu.tw/sec/p3-search.asp> (contains minutes of all Administrative Meetings starting from the 1885th Administrative Meeting on September 6, 1994).
 - 3-5. The approved Meeting minutes (pdf) shall be emailed to university-level research center directors and the director of the Office of Internal Audits.
 - 3-6. Original proposals shall be returned to the proposing divisions.
 - 3-7. Upload the attachments that exclude personal information for the reference of NTU faculty, staff, and students.
 - 3-8. Minutes filing: All Meeting minutes and attachments should be placed in large envelopes for filing. Three additional copies must be prepared in the same manner, and be bound once every academic year. (Complete a purchase request form and prepare Meeting minutes for binding by an outsourced party.) One of these three copies should be sent to the Office of the Secretariat, while the other two copies should be placed in the Main Library for borrowing and reference.

Workflow:

