

## **NCHU Regulations on the Management and Borrowing of Multi-purpose Classrooms in the Teaching Complex Building**

Approved by Vice President for Academic Affairs on Nov. 30<sup>th</sup>, 2016(official letter no.1050200574)

Approved by Vice President for Academic Affairs on Mar. 22<sup>nd</sup>, 2017(official letter no.1060200083)

Amendment of Articles 2 & 6 approved by Vice President for Academic Affairs on Mar. 5<sup>th</sup>, 2018(official letter no.1070200106)

Amendment of Articles 1-6 & 8 approved by Vice President for Academic Affairs on Aug. 5<sup>th</sup>, 2019(official letter no.1080200478)

I . The Regulations herein have been established to encourage and support NCHU faculty to carry out remote learning, flipped classrooms, PBL ideas, or other cooperative teaching methods to enhance teaching or learning performances.

II . In the Regulations, the term "multi-purpose classrooms" includes: remote education classrooms (hereinafter referred to as remote classrooms), which are Classrooms 108 and 506 on the 1st and 5th floors of the TCB, respectively; flipped classrooms, which are Classrooms 101, 102, and 109 on the 1st floor and Classroom 605 on the 6th floor of the TCB; and PBL creative classroom (hereinafter referred to PBL classrooms), which is Classroom 201 on the 2nd floor of the TCB. Multi-purpose classrooms are owned, managed, and maintained by the Office of Academic Affairs. The Division of Curriculum has been tasked with managing the multi-purpose classrooms.

In addition to the classrooms mentioned hereinabove, any classrooms provided by the Office of Academic Affairs for remote education, flipped classrooms, and PBL creative learning are applicable to the Regulations herein.

III . Eligible borrowers and priority

( I ) Remote education courses approved by NCHU's Remote Education Committee and flipped classroom or PBL courses sponsored by NCHU or outside programs.

( II ) Teachers that wish to carry out remote education, flipped classrooms, PBL courses, or other cooperative teaching methods.

( III ) Research or educational events related to academic affairs.

( IV ) Educational events by NCHU units.

IV . Those wishing to borrow classrooms listed in the Regulations shall complete and submit the Application Form for Multi-purpose Classrooms in the Teaching Complex Building to the Division of Curriculum 2 weeks before the intended date of use. The Division of Curriculum reserves the right to withhold or borrow classrooms based on purpose and availability.

V . Rights and obligations

- ( I ) Cancellation: The applicant or applying unit shall inform the Division of Curriculum of any cancellations at least 3 days before the intended date of use.
- ( II ) Non-transferrable: The applicant or applying unit shall not transfer their rights to the room to another individual or unit. The Division of Curriculum may withhold borrowing rights from the applicant, applying unit, borrower, and borrowing unit for 1 year.
- ( III ) Education training: The applicant or applying unit shall watch online videos on how to operate classroom equipment or send a person to the Center for Development of Teaching & Learning of the Office of Academic Affairs to learn how to operate classroom equipment before the intended date of use.
- ( IV ) Maintenance:
  - 1. Applicants or applying units shall ensure the multi-purpose classrooms are clean and are prohibited from bringing food, alcoholic beverages, and contrabands into multi-purpose classrooms.
  - 2. Applicants or applying units shall operate classroom equipment in compliance with instructions. Please inform the Division of Curriculum if the equipment is not functioning properly. While borrowing multi-purpose classrooms, applicants or applying units are responsible for classroom equipment. Applicants or applying units shall not alter, install, remove, or transfer any equipment and will be liable for any missing or damaged equipment.
- ( V ) Return to original state: When leaving multi-purpose classrooms, users shall turn off the power, close all doors and windows, remove any trash, and return all desks, chairs, and equipment to their original state. The management personnel will check and lock the classroom to complete the return process.
- VI. NCHU units that wish to borrow multi-purpose classrooms listed in the Regulations for outside programs or commercial use can do so in compliance with the NCHU Regulations on Borrowing Teaching Complex Building Classrooms (1st to 5th Floor). Classroom 506 will be charged as a small 40-people classroom, while other classrooms will be charged as a large 70-people classroom.
- VII. Applicants or applying units shall comply with the Regulations herein and directions from the Division of Curriculum. Failure to comply will be penalized in compliance with the Regulations herein.

- VIII. These Guidelines and any amendments hereto shall be passed in management-level Academic Affairs Meetings and approved by the Vice President for Academic Affairs before taking effect.