

國立中山大學 111 學年度第 1 學期第 8 次行政會議 會議紀錄

National Sun Yat-sen University
Fall Semester 2022

The Eighth Executive Meeting Minutes

時間：111 年 12 月 14 日(星期三)上午 9 時至下午 12 時 40 分

Date: Wednesday, December 14th, 2022, 09:00 AM

地點：本校行政大樓 7007 會議室

Venue: Conference Room 7007, Administration Building

主席：鄭英耀校長

紀錄：郭馥甄

Chairperson: NSYSU President Ying-Yao CHENG Minute Taker: Fu-Chen KUO

壹、主席指示及交辦事項

1. Chairperson's Announcements

貳、確認 111 學年度第 1 學期第 7 次行政會議紀錄及執行情形：確認

2. Approval of Previous Meeting Minutes

- 一、各單位應落實禁止購買使用大陸廠牌資通產品，並請總務處、總務處將此項目納入驗收 SOP 作業流程，並列入查核條件之一。(辦理單位：總務處、圖資處、各單位)

Each unit is forbidden from buying communication products made in China. The Office of General Affairs and Office of Library & Information Services shall add this condition to the Standard Operation Procedure of inspection and acceptance and one of the checking items.

- 二、各學術單位於簽請校方補助所屬教師相關經費前，應先行檢視運用系所相關費用、結餘款及其他可支應之經費(如場地租借費等)，以撙節開支，請各學院院長確實把關、並轉知所屬系所配合辦理。(辦理單位：各學院)

Before requesting the faculty's subsidy from the University, each academic unit shall review and operate the relative fees, surplus,

and other usable budgets (e.g., venue rent). Individual deans of colleges shall review rigorously and inform the affiliated departments/institutes to proceed accordingly.

參、專案報告《行政單位英文窗口職責&英文法規修訂流程》，
報告人：郭志文副校長

3. Administration Project Report: 《Job descriptions of English contact windows of individual administrative units & Chinese-English translation procedures for amended regulations》, Presenter: Senior Vice President, Chih-Wen KUO

- 一、各行政學術單位除指派英語窗口專責英語翻譯相關事宜外，亦請各學院與系所所屬之專任教師先行協助校對、潤稿，再送至秘書室辦理後續事宜。(辦理單位：秘書室、各學院)

Each administrative/academic unit shall assign an English contact window who is in charge of the translation and individual colleges and departments/institutes shall have faculty to help with proofreading. In addition, the Office of the secretariats will proceed with follow-up matters.

肆、行政單位工作報告

4. Administrative Unit Reports

- 一、學務處年度場地收入尚有結餘，請先行修繕或汰換第一健身房場館設備。(辦理單位：學務處)

There is still a balance in the annual venue income of the Office of Student Affairs. OSA shall repair or change the equipment in the first fitness center.

- 二、依全校導師會議討論事項，為使授課教師瞭解選課學生之修課名單、身分辨識(如照片)、修課情形等有助教學之學生資訊，請圖資處與教務處研議系統設定事宜。(辦理單位：教務處、圖資處、學務處)

According to the discussion of the university class advisor/tutor committee, the Office of Academic Affairs and the Office of Library & Information Services shall discuss setting up a system that could help the faculty to know the students' information, such as the student's course selection, identification (e.g., photo), and previous courses results.

伍、臨時動議：無。

5.Extempore Motion

陸、散會(12 時 40 分)

6.Adjournment (PM 12 : 40)

國立中山大學 111 學年度第 1 學期第 8 次行政會議實到出席人員

【出席】

鄭英耀校長、蔡秀芬副校長、郭志文副校長、余明隆副校長、賴錫三院長、吳明忠院長、范俊逸院長、葉淑娟院長、洪慶章院長、邱文彬院長、王宏仁院長、黃義佑院長、董瑞斌院長、林伯樵教務長(謝東佑副教務長代理)、王朝欽研發長、楊靜利學務長、林淵淙總務長、周明奇國際長、朱安國產學長、賴威光處長、李美文中心主任、徐士傑中心主任(楊靜利學務長代理)、張朝翔人事主任、黃卉宇主計主任、楊育成主任秘書、中山附中陳修平校長

【列席】

校務研究辦公室謝淑貞主任、黃芊菱同學(請假)、呂建璋同學