

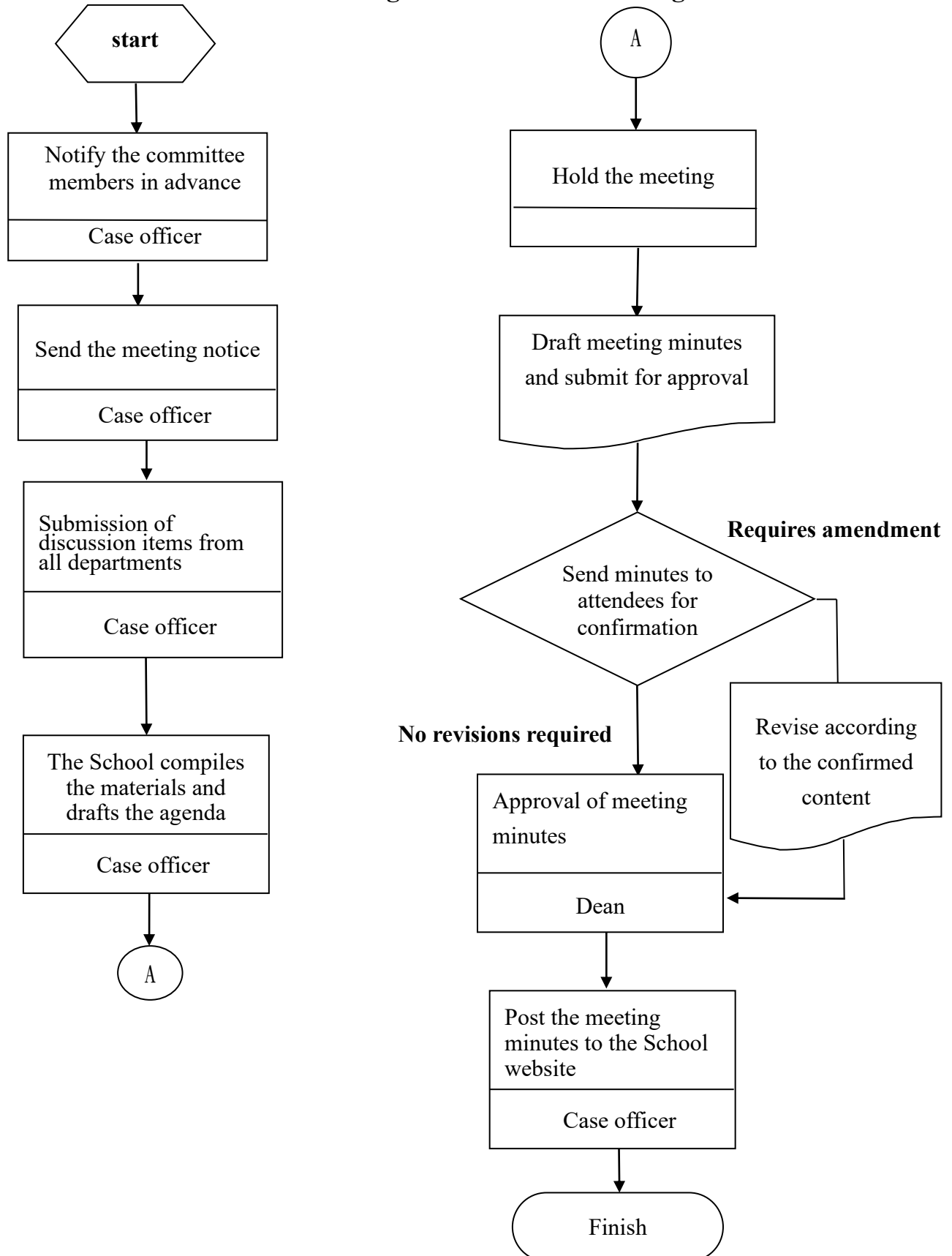
National Taipei University of Business
Operational Procedure Description Form

Item Number	IW01
Item Name	Procedures for Holding School-related Meetings
Responsible Unit	School of International Marketing
Operational Procedures Description	I. Before the Meeting : 1. Confirm the meeting time and venue. 2. Issue a meeting notice: Send out the meeting notice one week before the meeting to remind all attending committee members of the meeting date and location. 3. Prepare meeting materials and draft the agenda. II. During the Meeting : 1. Prepare the attendance sheet. 2. If a projector or computer equipment is needed, conduct a pre-meeting test. 3. When all members are present, the Dean shall preside over the meeting. 4. Record assigned tasks and resolutions for each proposal. III. After the Meeting : 1. Prepare the meeting minutes and submit them to the Dean for confirmation and approval. 2. Distribute the meeting minutes to all attending members for review and confirmation. If there are any revisions, compile and amend them before resubmitting to the Dean for final approval. 3. Publish the approved meeting minutes on the School website.
Control Points	I. Meeting Notice Distribution : Notices must be sent to all attending members and relevant participants at least one week in advance, reminding them of the meeting time and place. II. Compilation of Materials : The responsible staff member of the proposing unit must submit the proposal form and related attachments to the College of International Marketing by the specified deadline for compilation.

	III. Agenda Confirmation : After collecting all materials during the week of the meeting, complete the agenda draft and submit it to the Dean for approval. IV. Attendance : Before the meeting, confirm that all participants have signed in and verify the list of representatives for any absent members. V. Meeting Minutes : Within one week after the meeting, prepare the meeting minutes. After the Dean's confirmation, distribute them to all participants for preliminary review. VI. Announcement : Publish the approved meeting minutes on the College website.
Legal Basis	Article 40, <i>Organizational Regulations of National Taipei University of Business</i>
Forms Used	Meeting Proposal Form

National Taipei University of Business, College of International Marketing Flowchart

Procedures for Convening School-Related Meetings



**National Taipei University of Business Internal Control System –
Operational Level Self-Assessment Form**

Academic Year: _____

Assessing Unit : School of International Marketing

Operation Category (Item) : Procedures for Convening School-Related Meetings

Assessment Period : _____

Assessment Date: _____ (Year) _____ (Month) _____ (Day)

Control Points	Evaluation Situation					Improvement measures
	Implemented	Partially implemented	Not implemented	N/A	Other	
I. Effectiveness of Operational Procedures						
Are the Operational Procedure Description Table and the Operational Flowchart prepared in accordance with regulations ?						
Is the internal control system effectively designed and executed ?						
II. Procedures for Convening College-Related Meetings						
Has the meeting notice been sent to all committee members and relevant attendees before the meeting ?						
Are all proposal materials collected before the meeting? (Including digital files)						
Is the agenda compiled and submitted to the						

Dean for approval during the week of the meeting ?						
Have all attendees completed the sign-in ?						
Have the leave requests of supervisors and the list of their proxies been confirmed ?						
Are the meeting minutes completed within one week after the meeting, and have attendees been asked to provide revisions?						
Are the approved meeting minutes posted to the College of International Marketing website?						
Form Preparer: _____ Reviewed by: _____						

Notes :

1. Institutions may prepare one self-assessment form for each operational procedure.
Alternatively, operational procedures may be classified by nature, and procedures of the same category may be combined into a single self-assessment form, incorporating the control points of all relevant procedures into the assessment.
2. Based on the assessment results, each institution shall check "Implemented," "Partially Implemented," "Not Implemented," "N/A," or "Other" in the "Assessment Status" column.
 - "N/A" (Not Applicable) refers to cases where laws, regulations, or practices were revised during the assessment period, but the control points were not updated in time to reflect these changes.
 - "Other" refers to cases where the situation specified by the control point did not occur during the assessment period, making an assessment impossible.
 - In any case of "Partially Implemented," "Not Implemented," or "N/A," the required improvement measures must be specified in the "Improvement Measures" column.