

# CJCU Deep-bowl Courses Regulations

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- Article 1 : To deepen students' active learning spirit, cultivate independent thinking, problem-solving and cognitive abilities, enhance learning effectiveness, and achieve effective teaching for teachers, CJCU has formulated the Chang Jung Christian University Deep-bowl Courses Regulations (hereinafter referred to as the Regulations) in accordance with the Chang Jung Christian University Credit Flexibility Course Implementation Regulations.
- Article 2 : The deep-bowl courses in this Regulations refer to courses where the qualitative and quantitative nature of courses are changed to achieve innovative course structure. In addition to the original course credits, additional course credits will be given for student discussion, exercises, practice, internship, or interactive learning.
- Article 3 : Departments (institutes, centers, degree programs) offering deep-bowl courses shall set regulations for implementing their deep-bowl courses.
- Article 4 : Deep-bowl course specifications:
1. Deep-bowl courses are divided into three categories: "General Education Deep-Bowl Courses," "Professional Deep-Bowl Courses," and "Service-Learning Deep-Bowl Courses."
  2. In addition to the original course credits, deep-bowl courses will give an additional 1 to 2 credits.
    - (1) "General Education Deep-Bowl Courses": For each additional credit, relevant courses such as in-depth discussions, project reports, case studies, practical exercises, competitions, and public performances shall be included in the course design. The basic part of the original course may be recorded digitally, or classic reading assignments may be given to allow students to learn in advance and collect relevant materials needed for the course or to fulfill their course assignments.
    - (2) "Professional Deep-Bowl Courses": Each additional credit shall be used toward a practice or top-level academic courses for cultivating elite talents in the professional field. Among these, top practice projects include competitions, exhibitions or performances, industry-academia co-creation, and projects recognized by other departments, institutes, or colleges. Top academic projects include Ministry of Science and Technology Undergraduate Research Projects, journal paper publication, conference presentation, and projects recognized by colleges or departments (institutes, centers, degree programs).
    - (3) "Service-Learning Deep-Bowl Courses": For every additional credit, students shall independently seek out or have their department recommend teachers who can undertake the deep-bowl courses to assist them with formulating a deep-bowl course proposal for service-learning. The proposal shall include a

basic ability development plan and a thematic plan. The basic ability development plan shall be implemented through the original course or microcredit method. In the thematic program, students shall submit a service-learning proposal that must be implemented through practical actions and discuss with their instructor revisions to the content of their service-learning plan.

3. The credits for deep-bowl courses shall be in accordance with the CJCU Course Allocation Regulations. The course credits shall not be included in the annual total course hours of the course offering units.

Article 5 : Implementation methods:

1. The credits for deep-bowl courses shall be in accordance with the CJCU Course Allocation Regulations. The course credits shall not be included in the annual total course hours of the course offering units.
2. "Professional Deep-Bowl Courses" and "Service-Learning Deep-Bowl Courses" may be conducted during winter and summer vacations or across semesters.
3. Course offering units shall correspond their deep-bowl courses to the course titles of the original courses.

Article 6 : Teacher qualifications for deep-bowl courses:

Instructors who apply to teach deep-bowl courses shall have the teaching knowledge certification. Teachers in innovative courses that use teaching technology shall pass the certification before they apply to teach the course. Advisors for deep-bowl courses (those assisting students to obtain deep-bowl course credits) shall have the teaching knowledge certification.

Article 7 : Credit calculation:

1. After students completed their deep-bowl courses, they shall submit their learning outcomes to their instructor.
  - (1) General Education Deep-Bowl Courses: The learning outcome shall be reviewed and approved by the curriculum committee of the General Education Center and the School of Liberal Arts Education to be credited.
  - (2) Professional deep-bowl courses: The learning outcome shall be reviewed and approved by the unit's curriculum committee offering the course and the college to be credited. The college curriculum committee will review and approve those in professional colleges to be credited.
  - (3) Service-Learning Deep-Bowl Courses: Professional service-learning shall be reviewed and approved by the curriculum committee of the department and the unit offering the course to be credited. General service-learning courses shall be reviewed and approved by the Service Education Committee to be credited.
2. Course instructors shall evaluate whether students have achieved the learning outcome on a "pass" or "fail" basis. Students with a "pass" shall be given course credit, and those who "fail" shall not be given course credit.

3. After evaluating the student performance, course instructors shall print out and sign or stamp the paper copy of the grade report and submit it to the Registration and Curriculum Section for records.
4. The unit offering the course shall begin the credit transfer process before the end of the semester.

Article 8 : The Faculty Development Section or the department's graduate student award shall provide a quota for teacher teaching assistants (TA) for the deep-bowl courses (duplicate application shall not be accepted). To serve as a teaching assistant for deep-bowl courses, the TAs shall be required to undergo teaching assistant training. Instructors for deep-bowl courses shall provide a TA guidance plan to ensure the teaching assistant can lead the course.

Article 9 : Within one month after the end of the course, the course instructor shall hold an outcome report and submit a post-implementation review report to revise the course for the following year. The report is not required for the second year; however, the course shall be conducted in accordance with the approved course revision. In addition, after the end of the course, the course instructor shall also hold an outcome report and submit a course evaluation and revision report to ensure the quality of the deep-bowl course. If a professional instructor is invited to co-teach the course, the original course teacher must also complete a performance evaluation report of that instructor.

Article 10 : Award and subsidy application and reimbursement:

1. The content of the application for deep-bowl courses shall include a “ list of instructors teaching the deep-bowl courses (please provide proof of application qualification), course design (including textbooks, teaching plans, adjustments to evaluation methods, and overall budget for the deep-bowl courses), and deep-bowl course credits (that is, additional credit design for the deep-bowl courses)”to be reviewed by the committees.
2. The teaching hours for deep-bowl courses shall not be included in the calculation of the teachers’ overtime hours.
3. The number of subsidies and the amount of each subsidy shall be determined according to the amount of funding in the current year.
4. Those who are already receiving other CJCUC courses or program subsidies are not allowed to apply for the subsidy.
5. The subsidy items shall be based on the announced plan, including teaching assistant fees, consumable supplies for course implementation, printing fees, hourly lecture fees, lecturer travel expenses, and other miscellaneous course-related expenses. Each course may be assisted by teaching assistants in accordance with course needs, and the number of TA hours shall be based on funding in the current year. If the course includes arrangement for students to participate in an off-campus competition, the funding shall be based on the individual application for additional subsidies.
6. All course-related expenses require receipts for reimbursement. The standards for reimbursement shall be based on the subsidies of the Ministry of Education, the

"Chang Jung Christian University Expense Reimbursement Guidelines," and standardized budget schedules for commissioned projects.

7. For teachers whose deep-bowl courses are approved and the end-of-semester course performance also got approved shall be listed for extra points in the CJCUC excellent teacher selection, and may also be approved for implementing instructor bonus according to the funding in the current year. Teachers are limited to receiving the award two times for the same course.

Article 11 : Any other matters that are not addressed in this Regulations shall be handled in accordance with the relevant CJCUC regulations.

Article 12 : This Regulations will be announced and implemented upon the approval of the Academic Affairs Meeting and the University President, and the same also applies to the amendments of the regulations.