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| **文藻外語大學 校務會議委員 建議提問單**Proposal/Question from Senate Meeting Member填表日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日Date:\_\_\_\_\_\_mm\_\_\_\_\_\_dd\_\_\_\_\_yy  |
| 委員姓名Name |  | 所屬單位Office |  |
| 校內分機Ext. No.: |  | E-mail |  |
| 委員類別Classification of member | □ 教師代表Faculty representative□ 職員代表Staff representative* 學生代表

Student representative | 建議/問題所屬單位Proposal /question related to  | Office: |
| 建議或提問Proposal/question(s) |  |
| **回應單位填寫(含簽章) Response from (with signature)** |
| 處理情形說明Handling description | Office: |
| 回應單位承辦人 Responded by ( person in charge) |  | 回應單位主管Responded by (director/dean) |  |
| 附 註 Notes全文完 | ※收件單位：秘書室。Office in charge: the Secretariat※申請方式：填畢後，以e-mail寄至sc00@mail.wtuc.edu.tw。Application: after filling in the form, please send it to the following email add.: sc00@mail.wtuc.edu.tw※處理程序：秘書室登錄→分案→由問題所屬單位處理(溝通、協調)→回應單位應於收件日起一星期內記錄處理情況，並以e-mail回傳秘書室→由秘書室轉交提問委員。Handling process: registration at the Secretariat→ forwarded to the related office→ communication and coordination carried out by the related office→ record has to be made within one week after receiving the proposal/question and send it to the Secretariat by email→ the response will be forwarded to the committee member by the Secretariat* 本表可至秘書室網頁/下載專區下載。

The form can be downloaded from the website of the Secretariat |