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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](mailto: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 | | | | |