

110 學年度第 2 學期 台北校區

「外籍生-師生面對面溝通座談會」會議紀錄

2021-22 Academic Year Second Semester Taipei Campus

“Meet-the-Faculty Seminar for International Students” Meeting Minutes

會議時間：111 年 3 月 29 日(星期二) 中午 12:15

Time/Date: 12:15 PM March 29 (Tuesday), 2022

會議地點：大會議室

Venue: Large Conference Room

主持人：學務處楊瑞蓮學務長

Chair: Yang, Jui-Lien, Dean of Student Affairs Division

出席師長：

國際企業與貿易學位學程王淳玄主任、新聞與大眾傳播學位學程張舒斐主任、時尚與創新管理學位學程張榮農主任、教務處註冊組謝秀然組長、教務處註冊組林聿君老師、教務處課務組呂家賢組長、資網處資訊服務組黃中彥老師、總務處朱勝德顧問、總務處事務組陳陵萱組長、總務處營繕組呂靜宜老師、圖書館閱覽組曾麗芬組長、學務處住宿服務組王華興組長、學務處生活輔導組周家榮組長。

Attending Faculty:

Dr. Tracy Wang, Director of International Business and Trade Program; Dr. Sophie Chang, Director of Journalism and Mass Communication Program; Dr. Rolando Chang, Director of Fashion and Innovation Management Program; Hsieh, Hsiou-Jan, Registrar in Academic Affairs Division; Sophia Lin, Staff of Registrar Section in Academic Affairs Division; Lu, Chia-Hsien, Section Chief of Curriculum Section in Academic Affairs Division; Huang, Chung-Yan, Section Chief of Taipei Information Service Section of Information and Network Division; Ju, Sheng-Der, Consultant of General Affairs Division; Chen, Ling-Shiuan, Section Chief of Operations Section in General Affairs Division; Lu, Ching-Yi, Staff of Construction and Buildings Section in General Affairs Division; Tseng, Lih-Fen, Section Chief of Taipei Readers' Services Section in Library; Wang, Hua-Hsin, Section Chief of Housing Service Section in Student Affairs Division; Jou, Jia-Rong, Section Chief of Student Advising Section in Student Affairs Division

列席來賓：台北校區學生餐廳代表林小姐

Invited guest: Ms. Lin, Representative from Taipei Campus Food Service Office

紀錄整理：鍾侑樺

Recorder: Jong, You-Hua

主席致詞 (Remarks from the Chair)：略 (Skip)

問題與回覆：

Question and Answer：

Q1：是否會舉辦畢業典禮？

Will a graduation ceremony be held this year?

A1：【國際學院】回覆：

Reply of International College:

學校會依據政府的規定來安排是否會舉行畢業典禮，目前有兩種方案，一是所有人都会出席畢業典禮，二是只有得獎的人會來參加畢業典禮，其餘未得獎者將以線上的方式進行畢業典禮。

The university will follow related government regulations to arrange the graduation ceremony affairs. Currently there are 2 options for graduation ceremony: one is all people participate in physical graduation ceremony, another option is for students who receive awards to participate physical graduation ceremony, and other students can attend online graduation ceremony.

【學務處】後續回覆：

Reply of Student Affairs Division (After the meeting):

今年學校會辦理畢業典禮，實施方式將視疫情變化，及遵循相關防疫規定，做妥適之規劃，並將相關訊息轉知國際學院。

The university will hold a graduation ceremony this year, the method will be determined according to the epidemic changes and follow related epidemic containment regulations to make the best arrangements. The International College will be informed of related information after the decision is made.

Q2：剛開學時，學生的課程沒有被匯入到 moodle 系統，因此時常得不到課程相關資訊，又或是老師已安排的作業在系統上並未顯示。

At the beginning of the semester, since students' selected courses are not yet input into Moodle system, students cannot find course information or homework assigned by faculty members doesn't show up in the system.

A2：【國際學院】回覆：

Reply of International College:

系統更新數據需要時間，因此最好是和教授確認一下，確保自己的名字有在名單裡。關於作業部分，可以與教授溝通，同時自己也檢查作業是否被放在系統最上面。

It takes time to update the newest data in the system, so students are recommended to check with faculty members whether their name are on the class roster or not. Students also can discuss with their instructors about homework and should double check if related homework posts are shown at the top of their system interface or not.

【資網處】後續回覆：

Reply of Information and Network Division (After the meeting):

現場與學生確認過所選課程皆有匯入 moodle，學生沒有找到是因為教師公告之作業不是置於最上方，而是公告於上課那週。

The Division checked with students during the meeting and found that all courses student selected had been imported into Moodle system, and reasons why students couldn't find faculty posts about the homework is that the post didn't show at the top of the system interface but was posted in the field of that week of class.

Q3：社群媒體與其他校內公告的英文訊息總是會比中文來得慢，使得國際學生無法及時得知校內最新的消息。

International students cannot receive newest university announcements since the English announcements in newspaper, poster or social media are always slower than the Chinese announcements.

A3：【新聞與大眾傳播學位學程】回覆：

Reply of Journalism and Mass Communication Program:

給所有學生的訊息都會提供中英文雙語並同時發佈，但有些只有中文的訊息是因為它們是針對特定系所。

All the information from the university will be announced in both Chinese and English, but some announcements that pertain just to specific departments will be only announced in Chinese.

【資網處】後續回覆：

Reply of Information and Network Division (After the meeting):

在上次的會議後，已完成 Linebot 需中英文雙語同時發佈，因此中英文訊息目前都可同時接收。

The Division changed the announcement setting following the meeting, now faculty members and students can receive Linebot messages in both Chinese and English at the same time.

Q4：有些教室很小，但學生人數卻很多使得教室坐起來很擁擠？

Some classrooms are small, but need to accommodate many students, so the rooms become crowded.

A4：【國際學院】回覆：

Reply of International College:

學生可以到國際學院的辦公室反映，我們會為學生的班級更換教室。

Students can come to IC office for related issues, and the office will help students to change to a larger classroom.

Q5：有些老師喜歡使用 Teams，而有些老師喜歡使用 Moodle 發布消息，但是我們希望有一種直接的方式來聯繫教授，例如電子郵件，以便可以在緊急情況下得到最新消息。

Some teachers use Teams or Moodle to contact us or announce the latest information, but we want to have one direct way to contact them, such as using e-mail, through which we can receive the latest information in an urgent situation.

A5 :【國際學院】回覆：

Reply of International College:

教授一般第一堂課會提供聯繫方式，如果沒有，可以請秘書幫忙，秘書都樂意幫助同學，但是最好是和教授詢問聯繫方式。

In general, faculty members will provide their contact information during the first class; students can ask department secretary's help if they don't have a faculty member's contact information, but directly asking the professor is the best way.

【國際學院】後續回覆：

Reply of International College (After the meeting):

各學程網站上皆有放置專兼任教師聯繫 EMAIL，如屬支援教師無法知道所屬學系則可請學程秘書協助查詢。每位教師與學生聯繫或發布消息習慣方式不同，如同會議中回覆教師第一堂，皆會提供課程及聯繫相關資訊給學生，可於課堂上與教授確認確實可聯繫到的 EMAIL 或確定老師發布消息的管道。若有任何緊急事情需要聯繫到授課教師而無法聯絡上，可以請辦公室各秘書協助聯繫。

All full-time and part-time faculty members' contact e-mail is posted on each program's website; for off campus faculty members' contact information, please check with the program secretary for assistance. Each faculty member prefers a different way to contact students or announce information, and they usually will provide their contact information to students during the first class, as stated by IC at the meeting. Students can double check with faculty members about their contact information and information announcement method in class. If there is an urgent situation and faculty members cannot be contacted immediately, students can ask the program secretary in the office for help.

Q6 : 各單位能不能標示誰可以說英文，這樣不會不知道該向誰詢問。

International students don't know who can ask for help in each Division since there are no clear indications of which staff members can speak English.

A6 :【國際學院】回覆：

Reply of International College:

遇到問題最好先來國際學院(IC)詢問，然後老師會引導學生到正確的部門和正確的老師洽詢。

Students are recommended to visit International College (IC) first when they have questions, and IC staff will lead them to the appropriate Division and responsible staff for further problem solving.

【學務處】後續回覆：

Reply of Student Affairs Division (After the meeting):

各單位聯絡窗口:

Contact Window of Each Unit:

學務處:林天愷老師

Student Affairs Division: Lin, Tien-Kai

教務處:林聿君 Sophia 老師

Academic Affairs Division: Lin, Yu-Jin (Sophia)

總務處:陳倩綺老師

General Affairs Division: Chen, Chien-I

財務處:黃蕾榛 Lei-Chen 老師

Controller's Division: Huang, Lei-Chen

前程規劃處諮商輔導中心:許玫倩老師

Counseling and Guidance Center of Career Planning and Counseling Division:

Hsu, Mei-Chien

資網處:林琬婷老師

Information and Network Division: Lin, Wan-Ting

圖書館(台北校區):櫃台值班同仁(#2272)或曾麗芬組長(#2731)

(桃園校區):櫃台值班同仁(#3823)或何麗淑組長(#3131)

Library:

Taipei Campus: Front Desk Clerk (#2272) or Section Chief Tseng, Lih-Fen (#2731)

Taoyuan Campus: Front Desk Clerk (#3823) or Section Chief Ho, Li-Shu (#3131)

Q7 : 對於即將畢業的畢業生，不知要怎麼追蹤自己的學分是否已完成。

Graduating students don't know how to track their credit completion.

A7 : 【國際學院】回覆：

Reply of International College:

學生可以使用 e-Portfolio 中的畢業審查來追蹤自己的學分數是否已完成。

Students can use Graduation Self-check System on e-Portfolio to track their credit completion.

【教務處】後續回覆：

Academic Affairs Division (After the meeting):

每位同學皆可透過中、英文版的自我畢業審查系統來追蹤自己的學分數是否已完成。

其路徑如下：

Each student can follow instructions show as below and use Graduation Self-check System through either the Chinese or English website to check their credit completion.

學生資料系統(Student Information System)

=>註冊 / 畢業(Registration/Graduation)

=>自我畢業審查(Graduation Self-check)

111 年 3 月 29 日，已請 JMC 4 年級學姐現場操作給在場所有學生觀看。

Student Information System

=>Registration/Graduation

=>Graduation Self-check

During the March 29, 2022 meeting, a 4th year JMC students was invited to demonstrate to all participants where to find Graduation Self-check System through Student Information System.

Q8：集賢宿舍的烘乾機仍然沒有有效運作。

The clothes dryer at Jixian dorm is still not working properly.

A8：【住宿服務組】回覆：

Reply of Housing Service Section:

我們會聯繫廠商檢查機器，另外我們也會請宿舍管理員定期檢查機器是否正常。

The Section will directly contact the clothes dryer vendor to check the machine.

Moreover, dorm staff will also be asked to check the machine regularly.

【住宿服務組】後續回覆：

Reply of Housing Service Section (After the meeting):

因集賢宿舍洗衣間是開放式的，不是住宿生專用，外人也可進入使用，所以如果有故障，是由總幹事來報修。經宿舍老師檢整，目前烘衣機 16 台，有 14 台可正常運作，2 台故障。之前廠商有過來維修，但因零件不足尚未修復，已向總幹事反應請廠商儘快處理。住宿生如果發現洗衣房機器有問題可以直接到 1 樓警衛櫃檯反映，警衛會幫忙登記報修。

The laundry room of Jixian Dormitory is an open space for all community residents, which is not limited to MCU students. If the clothes dryer is not operating, then the related machine repair affairs need to be handled by the community committee head. The dormitory staff has checked all the clothes dryers and there are 14 machines out of 16 that are operating normally. The clothe dryer vendor previously visited the building to fix the machine, but this was not completed due to lack of machine parts, which is already reported to the community committee head to follow up on the remaining details. Students can visit 1st floor reception counter for help if the machine still cannot work smoothly, the reception staff will handle machine repair reporting matters.