

Guidelines Governing the Establishment of the Office of Institutional Research of Wenzao Ursuline University of Languages

Approved at the Executive Meeting on December 6, 2016

Approved at the University Affairs Meeting on December 14, 2016

- I. The Office of Institutional Research (hereinafter referred to as the Office) was established to integrate all kinds of quantitative and qualitative data of the University, help improve its capabilities in professional institutional management, provide it with a reference for institutional decisions, and enable it to control the connection between its institutional development and trends in higher education, in order to achieve the goal of sustainable institutional development.
- II. Duties of the Office are as follows:
 - (I) Collect, organize, analyze and manage institutional data.
 - (II) Review and compile information on the development trends of domestic and international universities.
 - (III) Compile reports on institutional research and help the University's decision makers understand its institutional status and the development trends of domestic and international universities, in order to review the strengths and weaknesses of the University.
 - (IV) Plan and conduct research on specific topics.
- III. Organization of the Office:

The Office has a director, a position which a vice president assumes; appointed by the President, he/she takes charge of all affairs of the Office. The Office also has a chief executive officer and several research staff with professional background in one of the following fields:

 - (I) database management
 - (II) data analysis
 - (III) higher education (including institutional governance and institutional research)
- IV. The Director of the Office may appoint social elites, experts, and scholars to serve as consultants in accordance with the needs of planning institutional research.
- V. The Guidelines become effective after being approved at the Executive Meeting and the University Affairs Meeting.

文藻外語大學校務研究辦公室設置要點

民國105年12月06日行政會議通過

民國105年12月14日校務會議通過

一、為整合本校各類量化與質化之校務資料，協助提昇校務專業管理能力，提供校務決策之參考依據，掌握本校校務發展與高等教育趨勢脈動之關連，以達成校務永續發展之目標，特設立校務研究辦公室(以下簡稱本辦公室)。

二、本辦公室執掌如下：

(一) 校務資料之蒐集、統整、分析與管理。

(二) 檢視與彙集國內外大學教育發展趨勢資訊。

(三) 彙整校務研究報告，協助學校決策人員了解校務現況及國內外大學發展趨勢，以檢視學校本身之優勢與弱點。

(四) 規劃與執行特定議題研究。

三、本辦公室組織如下：

本辦公室置主任一人，由校長聘請副校長兼任之，綜理本辦公室業務；置執行長一人，研究人員若干，辦理校務研究相關業務，並應具以下專業背景之一：

(一) 資料庫管理

(二) 數據分析

(三) 高等教育(含校務治理及校務研究)

四、本辦公室得因校務研究規劃需要，由辦公室主任另聘社會賢達、專家學者擔任諮詢顧問。

五、本要點辦法經行政會議、校務會議