

銘傳大學 113 學年度第 2 學期 桃園校區
師生面對面溝通座談會(外籍生)會議紀錄

2024-25 Academic Year 2nd Semester Taoyuan Campus

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

會議時間：114 年 4 月 22 日（星期二）中午 12 時

Date: 12:00 PM, April 22 (Tuesday), 2025

會議地點：M104 會議廳

Venue: M104 Conference Room

主 持 人：學務長徐哲文、國際學院長張軒瑄

Chair: Dean of Student Affairs, Dr. Hsu and Dean of International College Dr. Chang.

出席師長：行政處丁翠苓處長、行政處陳克琛副處長、資網處陳建伯副處長、國際教育交流處劉仁卿副處長、資訊學程李大衛主任、國際事務與外交學程蕭力愷博士、旅遊與觀光學程趙佩如助理教授、教務組邵秀梅組長、學務組鄭典誠組長、總務組吳聲隆組長、成功行政暨能源管理組董聖莘組長、圖書館閱覽組何麗淑組長、境外生輔導組莊壁憶老師、曾裕翔老師、國際學院黃筱涵秘書、資訊科技應用與管理學程邱郁靖秘書、旅遊與觀光學程戴淑敏秘書、國際事務與外交學程梁軒寧秘書、住宿服務組杜輝源教官、課外活動指導組葉芳旗老師。

Attending Staff: Executive Director of Taoyuan Campus Administration Division, Dr. Ting. Deputy Executive Director of Taoyuan Campus Administration Division, Dr. Chen. Deputy Executive Director of Information and Network Division, Dr. Chen. Deputy Executive Director of International Education and Exchange Division, Mr. woody liu. Director of Information Technology Application and Management Program, Dr. Li. International Affairs and Diplomacy Program, Dr. Hsiao. Travel and Tourism Program, Dr. ZHAO. Section Chief of Academic Affairs Ms. Shao. Section Chief of Taoyuan Student Affairs Section, Mr. Cheng. Section Chief of Taoyuan General Affairs Section, Mr. Wu. Section Chief of Chengkung Administration and Energy Management Section, Mr. Dong. Section Chief of Taoyuan Library Readers' Services Section, Ms. He. Staff of Section of International Student Service, Ms. Betty and Mr. Johnson. Secretary of International College, Ms. Abby Hung. Secretary of Information Technology and Management Program, Ms. Winnie Chiu. Secretary of Travel and Tourism Program, Ms. Annie Tai. Secretary of International Affairs and Diplomacy Program, Ms. Crystal Liang. Campus Security Staff Member of Housing Service Section, Mr. DU. Representative of Extracurricular Activities Section, Ms. Yeh.

列席人員：九久通運副經理

Invited guests: Manager of Jiu Jiu Bus Company Mr. Wen.

紀錄整理：薛中凱

Recorder: Brian, Hsueh

- 一、主席致詞 Remarks by the chair(略 Skip)
- 二、與會師長介紹 Introducing attending staff : (略 Skip)
- 三、會前問題彙整與回覆 Questions before the meeting and reply : 無 nothing
- 四、師生座談會現場提問及回覆 On-site questions and responses :
問題一：

國際學院教室(FF101、FF102、FF103)的冷氣常常運作不良(有風沒冷氣)，造成上課時教室悶熱，影響任課老師授課與學生求知。

提問人：國際事務與外交學士學位學程二

Question One :

The air conditioning units in the International College classrooms (FF101, FF102, FF103) frequently malfunction (blowing air without cooling), resulting in stuffy conditions during class. This affects both the instructors' ability to teach and the students' learning experience.

Questioner: IADP2

成能組回覆：

FF101、FF102、FF103教室各有兩台風機，開啟方式有群控及單控方式，若不了解，常會只開啟一台，造成不冷情況發生。

已協助現場說明面板群控操作模式，避免教室悶熱但風機未全部開啟情況發生。現勘後風機未故障，現場循環扇亦運作正常。

若有不正常故障情事發生，可填維修表單或電話通知，本組將即刻處理。

In classrooms FF101, FF102, and FF103, there are two air blowers installed in each room. The operation includes both group control and individual control modes. If not familiar with the system, users may only turn on one unit, which can lead to insufficient cooling.

We have provided on-site instructions regarding the group control panel operation to avoid situations where the classroom remains stuffy due to only one blower being activated.

After inspection, the blowers were found to be functioning properly, and the circulation fans on-site are also operating normally.

If any malfunction or abnormality occurs, please fill out a maintenance request form or notify us by phone, and we will handle it immediately.

五、會議結束 Adjourn the Meeting

感謝在座的師長為我們解答，更感謝各位同學提供寶貴的意見，會後若有問題，請將問題條交給學務組，我們會儘快回覆您的問題。

Thanks to all faculty and staff members who have answered the questions, and we really appreciate our students' suggestions. If you have any further questions, please submit your completed question sheet to Student Affairs Section. We will try to get back to you as soon as possible.

師生面對面座談會每學期舉辦。同學有任何的問題除了師生面對面座談會提出外，亦可利用學務組的意見箱或班會課時提出。本次的會議紀錄及問題答覆，將簽奉校長核定後，公告於桃園行政處「學生相關資訊-師生面對面」網頁上，歡迎同學前往瀏覽。

Meet-the-Faculty Seminar is held each semester. If you have any questions, please raise your questions during class meetings. The meeting minutes will be delivered to the relevant units and approved by the president, and publicized through the "Meet-the-Faculty Seminar" link under Student Information of Taoyuan Campus Administration Division webpage. Students are very welcome to browse the information online.

擬辦：1. 回覆意見內容已會知各承辦單位核對。

2. 奉核後，按程序簽辦電子公文。

承辦人簽章：

組長簽章：

副處長簽章：

處長簽章：