

銘傳大學 114 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

2025-26 Academic Year 2nd Semester Taoyuan Campus

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

會議時間：115 年 5 月 12 日 (星期二) 中午 12 時

Date: 12:00 PM, May 12 (Tuesday), 2026

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、行政處劉仁卿副處長、資網處陳建伯副處長、資訊學程李大衛主任、旅遊與觀光學程趙佩如助理教授、國際事務與外交學程蕭力凱博士、教務組邵秀梅組長、學務組鄭典誠組長、成功行政暨能源管理組董聖莘組長、圖書館閱覽組周湘媛老師、境外生輔導組莊壁憶老師、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, Mr. woody liu. Deputy Executive Director of Information and Network Division, Dr. Chen. Director of Information Technology Application and Management Program, Dr. Li. Travel and Tourism Program, Dr. ZHAO, PEI-RU. International Affairs and Diplomacy Program, Dr. Hsiao. Section Chief of Academic Affairs Ms. Shao. Section Chief of Taoyuan Student Affairs Section, Mr. Cheng. Section Chief of Chengkung Administration and Energy Management Section, Mr. Dong. Taoyuan Library Readers' Services Section, Ms. Alice. Staff of Section of International Student Service, Ms. Betty. 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.

紀錄整理：薛中凱

Recorder: Brian, Hsueh

一、主席致詞 Remarks by the chair:

- (一)「菸害防制法」行政院發布自 112 年 3 月 22 日起施行，在這邊要再三宣導，因學校是教育機構的所在地，所以全面禁菸，對於違反規定之同學，除依校規懲處外，並參加戒菸班。

The "Tobacco Hazard Prevention Act" was announced by the Executive Yuan to take effect starting from March 22, 2023. I would like to emphasize once again that, as the school is an educational institution, smoking is strictly prohibited on campus. Students who violate this regulation will face disciplinary action according to school rules and will be required to attend a smoking cessation program.

- (二)自 113 學年度起，學生因故未能參與教師指定的學習評量考試時，不再有考試假申請與核准的程序，相關補考做法由教師與學生約定舉行。另外，再次提醒同學，凡是有違反考試規則的同學，一律依校規懲處，勿以身試法。

Beginning 2024 academic year, If a student is unable to attend any scheduled Learning Assessment Exam due to special circumstances, respective course faculty members and the student should agree on an alternative time or format to conduct the exam. there will no longer be a process for applying for or approving an exam leave.

Additionally, a reminder to all students: If students violate any examination regulation and cheat on a Learning Assessment Exam will be strictly punished according to university regulations, so please adhere to the rules and avoid taking risks.

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：

國際大樓(FF 棟)一樓三間教室及大廳於當日下午課後到次日上課前會有同學使用，結束後垃圾未清理，造成環境髒亂，影響次日學生上課。

提問人: 國際事務與外交學士學位學程三

Question One :

Three classrooms and the lobby on the first floor of the International Building (Building FF) are used by students after classes end until the next morning before classes resume. However, trash was left uncleaned after use, resulting in a messy environment and affecting students' classes the following day."

Questioner: IADP3

總務組回覆:

感謝學生寶貴意見，總務組處理方式如下：

1. 加強國際大樓(FF 棟)清潔工作，強化二樓茶水間與一樓休憩空間，除每日固定時段進行打掃與垃圾清理外，實施不定期抽檢與額外清潔強化。
2. 協調產推處環境維護工讀人力，由晚間調整為早上進行維護工作。
3. 加強夜間警衛針對一樓自學中心與休憩空間的巡邏，維護夜間宿舍寧靜與環境整潔。
4. 協調圖書館於夜間時段，僅保留一間教室供自學空間使用(仍可依期中考、報告高峰期間增開)。

We appreciate the students' valuable feedback. The General Affairs Section is addressing the matters with the following measures:

1. Step up cleaning in the International Building (Building FF): On top of the daily routine cleaning and trash collection, we will conduct random checks and extra cleaning for the 2F pantry and 1F lounge.
2. Reschedule work-study shifts: Work with the Office of Industry-academia Collaboration and University Extension Division to change the environment maintenance work-study hours from the evening to the morning.
3. Increase nighttime security patrols: Have guards patrol the 1F self-study center and lounge more frequently at night to ensure the dorms remain quiet and tidy.
4. Adjust library self-study spaces: Coordinate with the library to open only one classroom for nighttime self-study, with the flexibility to open more during mid-terms or peak report seasons.

問題二：

CC704 教室上課時室溫忽冷忽熱，影響學生上課。

提問人：張軒瑄院長

Question Two :

"The unstable temperature control in Classroom CC704 during class hours has caused discomfort and affected the students' concentration."

Questioner: Dean of International College Dr. Chang.

成能組回覆：

經檢查送風機功能正常，循環扇共 8 台，其中兩台循環扇的轉向馬達損壞，造成循環不良，已於 115 年 05 月 15 日修復。

日後若有維修需求，歡迎同學填寫維修電子表單，表單編號 2540，將儘快派人協助處理。

Chengkung Administration and Energy Management Section :

"Upon inspection, the blower function is operating normally. Among the 8 air circulator fans, the oscillation motors of two fans were damaged, causing poor air circulation. These were repaired on May 15, 2026.

In the future, if there are any maintenance needs, students are welcome to fill out the electronic maintenance form (Form No. 2540), and we will dispatch personnel to assist you as soon as possible." funding for timely equipment updates in the future.

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。

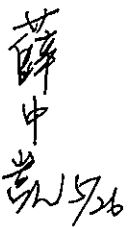
Thanks to all faculty and staff members who have answered the questions, and we really appreciate our students' suggestions. If you have any further questions, please submit your completed question sheet to Student Affairs Section. We will try to get back to you as soon as possible.

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。

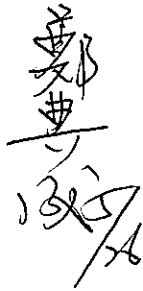
Meet-the-Faculty Seminar is held each semester. If you have any questions, please raise your questions during class meetings. The meeting minutes will be delivered to the relevant units and approved by the president, and publicized through the "Meet-the-Faculty Seminar" link under Student Information 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。

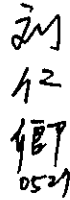
承辦人簽章：



組長簽章：



副處長簽章：



處長簽章：



