

Yunnan College of Business Management Teaching Inspection Management Measures

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Chapter 1 General Provisions

Article 1 Teaching inspection is an important part of the teaching quality assurance system, and is an important measure to comprehensively understand the teaching operation, teaching management, and quality assurance, to discover and solve problems in teaching work in a timely manner, to maintain normal teaching order, to promote teaching reform, and to improve the quality of teaching and talent training. These measures are specially formulated to systematically and effectively implement teaching process management, standardize teaching, and promote teaching.

Chapter 2 Organization and Leadership

Article 2 The school establishes a teaching inspection organization at the school and college levels, including:

(1) School-level teaching inspection working group. The school leader in charge of teaching is the team leader, and the members are composed of the heads of relevant functional departments such as the Quality Assessment Center, the Teaching Work Department, the heads of each teaching unit, and the school-level teaching supervisor. Its responsibilities are: responsible for the organization and implementation of school-wide teaching inspection work, coordination and information feedback. The office of the working group is located in the quality assessment center.

(2) College (ministerial) level teaching inspection working group. It is composed of the leaders of the college (department) in charge of teaching in each teaching unit, the leaders of the general party branch in charge of student work, the head of the department, the teaching supervisor at the college (department) level, and the teaching secretary. Its responsibilities are: to organize and implement the self-inspection of the teaching situation of the unit according to the requirements of the school's teaching inspection work.

Chapter 3 Content of Teaching Inspection

Article 3 The teaching inspection mainly inspects the organization and management of teaching in each teaching unit, and the work of teaching quality assurance, including:

(1) Teaching plan. It includes the formulation of talent training plans, the implementation of teaching plans, and the implementation of various teaching tasks (classroom teaching, experimental teaching, practical training), etc.

(2) Teaching operation. Including the preparation and implementation of syllabus, course introduction and other documents; class schedule arrangement, textbook selection and management, classroom teaching organization, teacher counseling and Q&A, examination arrangement and organization, teacher adjustment and make-up classes, etc.; Organization and management of practical teaching links such as experiments, practical training, topic selection and task writing of graduation thesis (design), graduation thesis (design) report writing guidance and defense; the management and open use of teaching facilities such as classrooms, laboratories, speech rooms, computer rooms, and stadiums; archiving and management of various teaching files.

(3) Teaching construction. It includes the construction of majors, courses, teaching materials, teaching and research reform, practical teaching bases, teaching styles, and teaching management systems.

(4) Teaching quality assurance. It includes the formulation and implementation of quality standards in all aspects of teaching, the supervision of teaching at the college (ministerial) level, the implementation of the system of leadership and peer listening, the development of teaching and research activities, and the quality of teachers' classroom teaching.

(5) Student work. Including students' class attendance, classroom discipline, examination style and discipline, etc.

(6) Teaching management. The level of teaching management and service quality, the implementation and implementation of the teaching management requirements of the school and higher-level departments, and the teaching management system of the unit.

Chapter 4 Forms of Teaching Inspection

Article 4 Teaching inspections are divided into two forms: routine inspections and special inspections.

Article 5 The contents of routine inspections are as follows:

(1) Inspection of semester teaching readiness. One week before the start of the semester, the college (ministerial) level teaching inspection working group is responsible for inspecting the deployment of the unit's teaching work and the preparation of teachers' teaching work and recording it for the record.

(2) Teaching order inspection at the beginning of the semester. In the first week of school, the school, college (department) teaching inspection working group jointly organizes the inspection of teaching order, including the implementation of teaching arrangements, student attendance and return to school, and teachers' attendance and basic teaching situation. The inspection situation will be announced in a timely manner.

(3) Mid-semester teaching inspection. Organized by the teaching inspection working group at the college (ministerial level), the department implements self-inspection, including the arrangement and organization, process control and quality control of each teaching link, the teaching and research reform, the implementation of the teaching syllabus and the development of teaching and research activities. The teaching inspection working group at the college (ministerial) level should extensively collect the opinions of school, college (ministerial) level supervisors, peers and students on the teaching work of teachers, and according to the self-inspection situation, sort out and form a summary of the mid-term teaching inspection of the cost unit, and submit it to the quality evaluation center and the teaching work department for archiving.

(4) Teaching supervision listens to lectures and evaluates classes. The quality evaluation center organizes school-level teaching supervisors to listen to and evaluate the teaching process, communicate feedback with teachers in a timely manner, and record and archive relevant evaluation results in a timely manner.

(5) Leaders listen to lectures and inspect. School leaders, leaders of teaching units, and heads of functional departments related to teaching management activities, such as the Quality Evaluation Center, the Teaching Work Department, and the Student Development Department, should attend lectures in a planned manner every semester. School leaders should attend no less than 4 classes per semester, and the heads of the Quality Evaluation Center, Teaching Work Department, Student Development Department, etc. should listen to no less than 6 classes per semester. The party and government leaders of the teaching unit shall attend no less than 12 lectures, and other management personnel of the college shall formulate their own lecture requirements, and the opinions of the lecture evaluation shall be fed back to the lecturers in a timely manner, and the relevant evaluation results shall be recorded in a timely manner and archived by the stock exchange unit for future reference.

(6) Student evaluation and teacher evaluation. Every semester, the Teaching Work carry out teaching evaluation work, and comprehensively evaluate the teaching attitude, teaching content, teaching methods, teaching effects, etc. of the lecturers; At the same time, organize the teachers of the whole school to carry out the evaluation of students, and comprehensively evaluate students' learning attitudes, learning processes, learning effects,

etc. After the evaluation and evaluation work is completed, the teaching work department will organize and publish the evaluation results in a timely manner.

Article 6 Special inspection refers to the special inspection of a certain item or aspect of teaching work, including professional construction, curriculum construction, teaching material construction, teaching team building, graduation thesis (design) work, examination work, practical teaching, teaching management and guarantee level and quality. The specific inspection requirements and work arrangements are subject to the notices issued by the relevant functional departments.

After the special inspection, a special inspection report shall be formed in a timely manner, a rectification plan or constructive opinions shall be put forward, and the teaching unit shall be fed back to the teaching unit in a timely manner, and the rectification results shall be reviewed within a time limit.

Article 7 Special review, including course assessment methods; examination paper proposition approval; Special review of graduation thesis (design) topic selection, defense, evaluation

Chapter 5 Opinion Collection

Article 8 Conduct questionnaire surveys. The Quality Evaluation Center cooperates with the Teaching Work Department, the Student Development Department, and each teaching unit to jointly organize a questionnaire survey for teachers and students to collect feedback on teaching management, teaching process, and teaching quality, including teacher satisfaction surveys, student satisfaction surveys, graduate satisfaction surveys, graduate follow-up surveys, and employer satisfaction surveys. After the investigation is completed, the specific organizational department shall promptly compile and form an investigation report and publish it.

Article 9 Hold symposiums and seminars.

(1) The Teaching Work Department takes the lead, with the participation of other functional departments related to undergraduate teaching management activities, and holds a symposium of student representatives and teacher representatives at least once a semester to widely listen to the opinions and suggestions of teachers and students on the school's teaching, management, and security, so as to improve various work and continuously improve and optimize the education and teaching environment.

(2) Teaching supervision collects feedback from teaching units on teaching management and other functional departments through various forms such as teacher and student representative symposiums, seminars, and teaching and research activities, and the quality evaluation center summarizes the opinions and feeds them back to relevant departments in a timely manner.

(3) Each teaching unit shall hold no less than two student symposiums per semester to listen to students' opinions and suggestions on teachers' teaching, management, teaching conditions, etc., and report to the relevant functional departments for filing and handling in a timely manner.

Chapter VI Handling of Teaching Inspection Results

Article 10 After each school-level, college-level (departmental) level teaching inspection, a teaching inspection report should be written in a timely manner as required. The content of the inspection report should include the form, content, existing problems, handling opinions and suggestions of teaching inspection.

Article 11 The results of the teaching inspection organized by the school shall be reported to the whole school.

Article 12 The teaching inspection working group at the college level shall promptly feedback the problems found and verified in each teaching inspection and related information to the relevant units, departments or parties, so as to promote reform and construction through investigation, focus on implementation, and promote the improvement of teaching quality.

Article 13 The school-level teaching inspection working group shall carefully analyze and study the results of the teaching inspection, urge relevant units, departments or parties to rectify existing problems and deficiencies, and promptly check the effect of rectification. The person responsible for the teaching accident shall be dealt with in strict accordance with the school's teaching accident identification and handling methods.

Chapter VII Supplementary Provisions

Article 14 These management measures shall be interpreted by the Quality Assessment Center.

Article 15 These Administrative Measures shall be implemented from the date of promulgation.