

THU Regulations Governing Self-evaluation for Distance Learning Courses

Approved by the Academic Affairs Meeting on November 12, 2024
Amended and approved by the Academic Affairs Meeting on April 22, 2025

Article 1 To ensure the quality and learning outcomes of distance learning courses, THU hereby establishes the Regulations herein pursuant to Article 9 of the Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education and Article 10 of the THU Regulations for Distance Learning.

Article 2 Distance learning courses offered in compliance with the THU Regulations for Distance Learning are subject to self-evaluation in compliance with the Regulations herein. Distance learning courses with MOE Digital Learning Certification offered by the same instructor within two years of acquiring certification is exempt from self-evaluation after initial offering.

Article 3 To promote distance learning courses and enforce regular assessment, instructors of distance learning courses at THU are required to submit the THU Self-evaluation Form for Distance Learning Courses (hereinafter referred to as Self-Evaluation Form) and supporting documents to the Center for Teaching and Learning within two months of the semester ending to notify the Academic Affairs Meeting.

Article 4 The Self-evaluation Forms will also be provided to related academic units for reference when approving instructors for distance learning courses. Self-evaluation Forms and related electronic files shall be preserved for at least five years for future grade inquiries, teaching evaluation, or MOE reference when assessing the outcomes of distance learning courses.

Article 5 Any matters not specified herein shall be subject to related MOE and THU regulations. Article 6 The Regulations herein shall be announced and promulgated upon approval by the Academic Affairs Meeting.

Tunghai University
Self-evaluation Form for Distance Learning
Courses

(Year)_____

(Semester)_____

Department/Institute:

Course Name:

Instructor (incl. Title):

Table of Contents

| | |
|---------------------------------|---|
| I. Course Information | 1 |
| II. Course Plan | 2 |
| III. Self-evaluation Form | 4 |
| IV. Supporting Documents | 6 |

School Name: Tunghai University

Course Dates: (Year)_____ (Semester)_____

(Is this a new course? Yes No)

I. Course Information (Check v if applies)

| | | |
|-----|---|--|
| 1. | Course Name (Mandarin) | |
| 2. | Course Name (English) | |
| 3. | Format | <input type="checkbox"/> Asynchronous Distance Learning <input type="checkbox"/> Synchronous Distance Learning Broadcasted from THU Please provide the school and departments/institutes that offer the course you broadcast: 1. School: _____ Department/Institute: _____ |
| 4. | Name and Title of the Instructor | |
| 5. | Instructor | <input type="checkbox"/> Employed by a College/Department <input type="checkbox"/> Employed by the Center for General Education <input type="checkbox"/> Employed by both |
| 6. | Course Offered under (College/Department/Institute) | |
| 7. | Designed for | <input type="checkbox"/> Bachelor's Programs <input type="checkbox"/> In-service Bachelor's Programs <input type="checkbox"/> Part-time Bachelor's Programs <input type="checkbox"/> Master's Programs <input type="checkbox"/> In-service Master's Programs <input type="checkbox"/> Ph.D. Programs <input type="checkbox"/> Colleges (<input type="checkbox"/> Two-year <input type="checkbox"/> Four-year) <input type="checkbox"/> Junior Colleges (<input type="checkbox"/> Two-year <input type="checkbox"/> Four-year) <input type="checkbox"/> Junior College for Continuing Education <input type="checkbox"/> College of Continuing Education (<input type="checkbox"/> Two-year <input type="checkbox"/> Four-year <input type="checkbox"/> In-service Master's Programs) <input type="checkbox"/> Degree Program (<input type="checkbox"/> Two-year <input type="checkbox"/> Four-year <input type="checkbox"/> Master's Programs) <input type="checkbox"/> Degree Program |
| 8. | Programs | <input type="checkbox"/> Regular Programs <input type="checkbox"/> Night Programs <input type="checkbox"/> Others |
| 9. | Subject | <input type="checkbox"/> Common <input type="checkbox"/> General Education <input type="checkbox"/> THU Mandatory <input type="checkbox"/> Professional <input type="checkbox"/> Education <input type="checkbox"/> Others |
| 10. | Unit of Designation (the unit designating the course) | <input type="checkbox"/> Ministry of Education <input type="checkbox"/> Department <input type="checkbox"/> University <input type="checkbox"/> Institute <input type="checkbox"/> College <input type="checkbox"/> Others |
| 11. | Course Period (no. of semesters) | <input type="checkbox"/> One Semester (half-year) <input type="checkbox"/> Two Semesters (full year) <input type="checkbox"/> Other |
| 12. | Course Type | <input type="checkbox"/> Required <input type="checkbox"/> Elective <input type="checkbox"/> Other |
| 13. | Credits | |
| 14. | Weekly Teaching Hours | (For asynchronous distance learning courses, please fill in the average weekly teaching hours) |
| 15. | Number of Classes | |

Appendix

| | | |
|-----|---|---|
| 16. | Expected Number of Students | |
| 17. | Is the course instructed in English? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 18. | Cooperation with Foreign Schools (If applicable) | Name of Foreign School/Department/Institute: <input type="checkbox"/> Domestic Broadcaster <input type="checkbox"/> Domestic Viewer <input type="checkbox"/> Overseas Program <input type="checkbox"/> Dual Degree Program <input type="checkbox"/> Others |
| 19. | Course Website (required for asynchronous courses) | |
| 20. | Course plan outline attachment link: | |

II. Course Plan

| | | | | | |
|----|------------------------------------|---|---|-------------------|-------------|
| 1. | Course Objectives | | | | |
| 2. | Target Student Group (grade level) | | | | |
| 3. | Course Outline | Please fill in course contents and teaching format for each week: | | | |
| | | Week | Format & Hours (Fill in hours if applicable) | | |
| | | | In-person | Distance Learning | |
| | | | | Asynchronous | Synchronous |
| | | 1 | | | |
| | | 2 | | | |
| | | 3 | | | |
| | | 4 | | | |
| | | 5 | | | |
| | | 6 | | | |
| | | 7 | | | |
| | | 8 | | | |
| | | 9 | | | |
| | | 10 | | | |
| | | 11 | | | |
| | | 12 | | | |
| | | 13 | | | |
| | | 14 | | | |
| | | 15 | | | |
| | | 16 | | | |
| | | 17 | | | |
| | | 18 | | | |
| 4. | Teaching Format | (Check (v) all that are applicable) <input type="checkbox"/> 1. Primary and supplementary teaching materials for online courses <input type="checkbox"/> 2. Asynchronous teaching <input type="checkbox"/> 3. Online instructors or TAs <input type="checkbox"/> 4. In-person instruction: _____ times, _____ total hours <input type="checkbox"/> 5. Synchronous online teaching, _____ times, _____ total hours <input type="checkbox"/> 6. Others (please describe): _____ | | | |

Appendix

| | | |
|-------|---|---|
| V. | Learning Management System: | <p>Roles & Functions (Check (v) all that apply)</p> <p>1. Functions available to system administration for database management</p> <p><input type="checkbox"/> Personal Information</p> |
| | | <p><input type="checkbox"/> Course Information</p> <p><input type="checkbox"/> Other Information Management Functions</p> <p>2. Functions available to instructors (TAs) and students</p> <p><input type="checkbox"/> Post and view the latest news</p> <p><input type="checkbox"/> Design, view, and download learning materials</p> <p><input type="checkbox"/> Grades management and search</p> <p><input type="checkbox"/> Conduct and launch online assessments</p> <p><input type="checkbox"/> Learning information</p> <p><input type="checkbox"/> Interactive learning (chatroom or forum)</p> <p><input type="checkbox"/> Channel to present other learning activities</p> <p><input type="checkbox"/> Others functions (please describe):</p> |
| VI. | Interactive student-teacher discussions | (instructor office hours, email, or contact person) |
| VII. | Assignments | <p>(Check (v) all that apply)</p> <p><input type="checkbox"/> 1. Instructions on online assignment</p> <p><input type="checkbox"/> 2. Online real-time assignments</p> <p><input type="checkbox"/> 3. Upload and download assignments</p> <p><input type="checkbox"/> 4. Online tests</p> <p><input type="checkbox"/> 5. Grade inquiries</p> <p><input type="checkbox"/> 6. Other (please describe)</p> |
| VIII. | Performance Evaluation | (including the grading methods, items, and percentage) |
| IX. | Other Course Notes | |

III. Self-evaluation Form

Instructions:

1. The Self-evaluation Form is comprised of ten scoring items. The highest score for each item is 10 points, and the full form tallies to a total of 100 points.
2. Please evaluate the course based on the scoring items and standards. In the right column, please provide our self-evaluation score and justification. Please also provide proposed improvements for any scores of four points or below.
3. Please provide any brief explanations or supporting documents for scoring items in the fourth part - Supporting Documents - of this Self-Evaluation Form. If you have any other supporting documents, please provide it as a PDF file titled "Self-evaluation Form Appendix No. XXX_Document Name" (e.g., Self-evaluation Form Appendix No. 1_Testing Details).

| Scoring Item | | Scoring Standards | | Self-evaluation Score & Comments |
|--------------|--|--------------------|----------|--|
| 1 | The course provides an appropriate explanation of course objectives, credits, unit goals, target students, prerequisites, and assessment standards. (Please check whether the description on the teaching platform is clear and attach a screenshot from the platform) | Fully Achieved | 8-10 pts | Score: Justification/Proposed Improvements: |
| | | Partially Achieved | 5-7 pts | |
| | | Needs Improvement | 1-4 pts | |
| | | Not Achieved | 0 pts | |
| 2 | The teaching materials include appropriate key points, examples, exercises, reflection activities, and supplementary materials or online resources. (Please check whether the content load is sufficient, explanations are clear, and the presentation is appropriate; and attach a screenshot from the platform) | Fully Achieved | 8-10 pts | Score: Justification/Proposed Improvements: |
| | | Partially Achieved | 5-7 pts | |
| | | Needs Improvement | 1-4 pts | |
| | | Not Achieved | 0 pts | |
| 3 | In synchronous or asynchronous teaching sessions, students and teachers actively participate in discussions related to course topics. (Please evaluate the quality and quantity of teacher-student and peer-to-peer interactions; and attach a screenshot from the platform) | Fully Achieved | 8-10 pts | Score: Justification/Proposed Improvements: |
| | | Partially Achieved | 5-7 pts | |
| | | Needs Improvement | 1-4 pts | |
| | | Not Achieved | 0 pts | |

Appendix

| | | | | |
|---|--|--------------------------|----------|--|
| 4 | The course provides assessment results and feedback on various learning evaluations. (Please evaluate whether answer keys are preset and whether feedback is given based on student responses; and attach a screenshot from the platform) | Results and Feedback | 8-10 pts | Score: Justification/Proposed Improvements: |
| | | Results without Feedback | 5-7 pts | |
| | | No Results or Feedback | 1-4 pts | |
| | | Not Achieved | 0 pts | |
| 5 | The assessment considers students' online learning process and participation. (Please attach a screenshot of the grade settings and related announcements from the platform) | Fully Achieved | 8-10 pts | Score: Justification/Proposed Improvements: |
| | | Partially Achieved | 5-7 pts | |
| | | Needs Improvement | 1-4 pts | |
| | | Not Achieved | 0 pts | |
| 6 | The course provides the instructor's contact information for academic support, including email and online or in-person office hours. (Please attach a screenshot from the platform) | Detailed Info | 10 pts | Score: Justification/Proposed Improvements: |
| | | Basic Info | 5 pts | |
| | | Not Achieved | 0 pts | |
| 7 | The teaching materials and course activities are aligned with the learning objectives. (Please attach a screenshot from the platform) | Fully Achieved | 8-10 pts | Score: Justification/Proposed Improvements: |
| | | Partially Achieved | 5-7 pts | |
| | | Needs Improvement | 1-4 pts | |
| | | Not Achieved | 0 pts | |
| 8 | The instructor responds to students' questions in a timely and consistent manner. (Please attach screenshots showing the instructor's response rate and timing on the platform) | Fully Achieved | 8-10 pts | Score: Justification/Proposed Improvements: |
| | | Partially Achieved | 5-7 pts | |
| | | Needs Improvement | 1-4 pts | |
| | | Not Achieved | 0 pts | |
| 9 | The course includes student evaluations of the course. (Please attach the results from the Teaching Evaluation Survey and explain student satisfaction) | Yes | 10 pts | Score: Justification/Proposed Improvements: |
| | | No | 0 pts | |

Appendix

| | | | | |
|--|--|-----|--------|--|
| 10 | Course materials and references comply with intellectual property regulations. (Please explain and attach screenshots of relevant materials) | Yes | 10 pts | Score: Justification/Proposed Improvements: |
| | | No | 0 pts | |
| Total Score | | | | pts |
| Conclusion & Improvement Strategies | | | | |
| | | | | |

Instructor Signature:

Date:

IV. Supporting Documents

- 1. The course provides an appropriate explanation of course objectives, credits, unit goals, target students, prerequisites, and assessment standards.**
- 2. The teaching materials include appropriate key points, examples, exercises, reflection activities, and supplementary materials or online resources.**
- 3. In synchronous or asynchronous teaching sessions, students and teachers actively participate in discussions related to course topics.**
- 4. The course provides assessment results and feedback on various learning evaluations.**
- 5. The assessment considers students' online learning process and participation.**
- 6. The course provides the instructor's contact information for academic support, including email and online or in-person office hours.**
- 7. The teaching materials and course activities are aligned with the learning objectives.**
- 8. The instructor responds to students' questions in a timely and consistent manner.**
- 9. The course includes student evaluations of the course.**
- 10. Course materials and references comply with intellectual property regulations.**