

Operation Directions Governing Subsidization in E-Materials and Distance Learning of National Changhua University of Education

Adopted by E-Learning Committee, October 15, 2009
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- A. In accordance with Rule 7 of the *Regulation of Distance Learning* (henceforth, the Regulation), National Changhua University of Education (henceforth, the University) formulates *Operation Directions Governing Subsidization in E-Materials and Distance Learning of National Changhua University of Education* (henceforth, the Directions), in an effort to promote E-learning and encourage teachers to offer distance courses and to create digital teaching materials.
- B. E-materials in the Directions refer to teaching materials which can be transmitted via media such as computers and the Internet and which are created for the purpose of future application for distance courses or of conformity with relevant policies at the University.
- C. Distance courses in the Directions refer to courses which abide by the Regulation and in which distance learning accounts for more than half its total class hours. These courses should follow associated operation directions of Ministry of Education and be submitted for review.
- D. Application procedures of distance courses and creation of E-materials
 1. Application
 - a. Applicant: Full-time teachers at the University who want to commence distance/multimedia-assisted courses.
 - b. Course types: Priority given to required courses, E-learning programs of continuing education, off-shore programs, the University's highlighted projects, and OCW.
 - c. Deadline: go by the deadline posted by the E-Learning Center (henceforth, the Center) on the University's homepage during each semester.
 - d. Procedures: Teachers should have all the required forms and documents ready and send them to the Center before deadline. Application will be denied if the documents are not complete, or legitimate, and not corrected as required.
 - e. All applicants for distance courses should adhere to the same rules as those for general courses. Applications will be first be reviewed by the

E-Learning Committee of the University (henceforth, the Committee), and later finalized by both the Curriculum Committee and the Academic Affairs meeting of the University. The course plan will also be reported to Ministry of Education for future reference.

2. Examining and Reviewing
 - a. Examining of the forms and documents: by the Center
 - b. Reviewing of the forms and documents: by the Committee
 3. Material creation
 - a. Material creation in the Directions refers to digitalization by the Center of full-time teacher's course materials, such as handouts, videos, webpages, texts, etc.
 - b. If any change is made, even cancellation, to the approved course, *Change/Cancellation Form* should be submitted one week before school starts to check the qualifications for subsidization. Qualifications will be revoked after deadline.
 4. Material Uploading
 - a. All E-materials should be uploaded to and available on the LMS so as to be shared among teachers and students of the University.
 - b. Intellectual property rights ought to be safeguarded in terms of material creation and distance course offering. The property rights of all the resulting materials belong to the creators and the University.
- E. Subsidization in the Directions refers to support given to the teachers who participated in E-material creation and who offer distance courses, and subsidies for expenditures involved in material creation and assistant employment. Amount of subsidies awarded is dependent on the annual budget of the year. If the budget of the year is insufficient, the Committee will review the application to decide subsidization.
- F. Subsidized items
1. E-material creation: In class, e-materials should at least cover over 18 hours of a two-credit course, over 27 hours of a three-credit course, and over 36 hours of a four-credit course. The hours here are defined by students' voluntary hours of online learning
 - a. Material creation fee
 - i. NT\$20,000 for a two-credit course; NT\$25,000 for courses of three and more credits.
 - ii. In every course, generally, only one teacher is subsidized for material creation. If more teachers participate in one course, how the subsidies are allocated is upon the teachers' decision.

- iii. Subsidies may be awarded to materials which are already subsidized, only when over half of its content is modified. Proof of modification is required from the applicant; however, the subsidies will be halved and be reviewed by the Committee.
 - b. Assistant employment fee
 - i. NT\$12,000 for a two-credit course; NT\$18,000 for courses of three and more credits.
 - ii. Appointment is the teachers' decision. Hourly wage and working hour should be consistent with the University's regulations.
2. Distance course commencement
- a. Teachers can apply for assistants for new and old distance courses to facilitate class activities and online activities. Hourly wage and working hour should be consistent with the University's regulations.
 - b. The expenditures of assistant employment are subsidized on the basis of actual student number after course selection. NT\$18,000 maximum for two-credit courses with 15 and below students per semester; NT\$24,000 maximum for two-credit courses with 16 and more students per semester; NT\$24,000 maximum for courses of three and more credits with 15 and below students per semester; and, NT\$36,000 maximum for courses of three and more credits with 16 and more students per semester.

Figure 1 Assistant employment subsidization for distance courses

Actual student number	15 student and below	16 students and more
2-credit course	NT\$18,000	NT\$24,000
3-credit course	NT\$24,000	NT\$36,000

- G. Teachers are obliged to perform the following items after receiving subsidization: Subsidized E-materials or the distance course itself are to be evaluated in the next semester, and the results will serve as the criteria for future application. The evaluation will be done by on- and off-campus professionals recommended by the University President along with one to three experts of course design. Teachers should also attend outcome presentations to share their experiences.
- 1. E-material creation**
- a. In addition to the application documents, class videos, student assessment, and others should also be presented.
 - b. Description of assistants' jobs

- c. Description of assistance provided for course designers when creating the teaching materials

2. Offering distance courses

- a. Final Report of Distance Courses at NCUE is mandatory. All materials and content of the course on the LMS will be kept for at least three years (such as its teaching materials, class interaction record, student assessment, and homework, etc.) as an evaluation report for the Center and Ministry of Education.
- b. Description of the work of course assistants

H. The fund for subsidization in the Directions is managed by the University.

I. The Directions are passed in the Administrative Affairs Meeting and approved by the President before taking effect. The same for amendments.