

Implementation Guidelines for Distance Teaching and Learning, Wenzao Ursuline University of Languages

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Article I To promote its e-campus and to encourage full-time teachers and contract teachers to prepare teaching materials for distance learning and offer distance learning courses for multiple learning styles, Wenzao Ursuline University of Languages (hereinafter referred to as the University) has established the Implementation Guidelines for Distance Teaching and Learning, Wenzao Ursuline University of Languages (hereinafter referred to as the Guidelines).

Article II Instruction:

I. Teaching on-line:

(I) More than one-half of the course shall be taught on-line and digital teaching materials shall be provided for more than one-half of the total teaching hours. Both midterm and final exams are held in the classrooms (courses offered for the first three years of the junior college shall follow the announced university calendar in organizing midterm and final exams). The exams shall not be conducted on-line, but reports or presentations can be used to replace midterm (or final) exams.

II. Teaching with digital channels:

(I) More than one-half of the course shall be taught with digital channels.

(II) Such courses are taught with video synchronously. During the class hours, if the synchronous system is disrupted or the class is disrupted due to other factors, the course provider shall provide videos of the class to subscribers or a make-up class shall be arranged through video-on-demand.

III. If less than one-half of the course is taught on-line, the course is not considered a distance-learning course, but the number of hours taught on-line can be counted toward the total teaching hours of the course. If the course is taught on-line, relevant regulations governing distance learning courses shall be followed.

Article III Application procedures and conditions:

I. Teaching on-line:

(I) Teachers of the University shall apply before mid-February to offer distance-learning courses for the first semester and apply before end of August to offer distance-learning courses for the second semester. The courses may be offered upon approval.

(II) The courses shall be semester courses or year courses and, in principle, the on-line teaching platform provided by the University shall be used.

- (III) The minimum number for professional courses is 15 students. The minimum number for general courses is 20 students. The maximum number of students is 100.
- (IV) The production and use of digital teaching materials shall follow relevant regulations governing on-line copyrights. In principle, the same course shall use the same teaching materials.
- (V) The course shall include three basic elements: Course descriptions, class schedules and lessons. Each lesson shall include learning objectives, method of instruction, teaching content, assignments, issue discussion and relevant learning resources.
- (VI) The syllabus, teaching materials, interaction records, evaluation records, class attendance records, and assignments for the entire semester shall be kept on the on-line teaching platform for three years for inquiries concerning student grades, teaching evaluations and accreditation visits after completion of the course.
- (VII) If less than one-half of the course is taught on-line, the course can be offered after approval.

II. Teaching with digital channels:

- (I) If the University is at the receiving end, the course can only be offered if more than ten students from the University select the course.
- (II) Any matters not stipulated herein shall be conducted in accordance with academic policies of the University.

Article IV Teachers are paid according to the following standards:

- I. Teachers are paid according to the principles governing calculation of teaching hours and the same principles apply to the calculation of teaching hours.
- II. If more than one-half of the course is taught on-line, the number of teaching hours of the course is calculated according to the following principles:
 - (I) Additional hourly pay is offered if the teacher offering the course also participates in the production of digital teaching materials for the same course.

- (II) The proportion of additional hourly pay is calculated according to the total number of students. For a class with 15 to 30 students, 0.2 times the hourly pay will be added. For a class with 31 to 45 students, 0.4 times the hourly pay will be added. For a class with 46 to 60 students, 0.6 times the hourly pay will be added. For a class with 61 to 80 students, 0.8 times the hourly pay will be added. For a class with 81 to 100 students, the hourly pay will be doubled.
- (III) No additional hourly pay will be given to part-time teachers offering courses on-line or to teachers who use digital teaching materials produced by others.
- (IV) Additional teaching hours will be included in the teachers' basic teaching hours and these teaching hours are excluded from the limit of weekly overtime teaching hours.
- (V) Additional hourly pay will be provided by the Holistic Development Subsidy granted by the Ministry of Education. If additional funds are needed, other sources of funding from the University may be used.

Article V Method of evaluation:

I. Teaching on-line:

(I) Approval of course offering:

Teachers shall complete the "Application for Opening Distance Courses, Wenzao Ursuline University of Languages" and submit the application, the required attachments and self-evaluation sheet to be reviewed and approved by the Department Curriculum Planning Committee, Department Affairs Meeting and College Curriculum Committee.

Upon approval by the College Curriculum Committee, departments offering the courses shall submit relevant documents and evaluation sheets completed by departments (centers) to the Long-Distance Teaching and Learning Promotion Committee for approval.

Upon approval by the Long-Distance Teaching and Learning Promotion Committee, departments offering the courses shall submit relevant documents and evaluation sheets completed by departments

(centers) to the University Curriculum Committee and the Academic Affairs Committee for approval. Upon approval, the courses may be offered. Existing courses receiving an average of 3.5 or higher in the semester survey of teaching quality can be offered again without additional approval. Departments offering the courses shall submit proposals to the University Curriculum Committee and the Academic Affairs Committee for approval to offer the course again.

Teachers offering the courses shall complete “Proposals for Offering Distance Courses, Wenzao Ursuline University of Languages”. The proposals shall be submitted by the Office of Academic Affairs to the Ministry of Education for future reference.

(II) End-of-semester evaluation:

Teachers shall conduct self-evaluation at the end of the semester and complete relevant forms. They shall also provide relevant proof and documents to the departments offering the course for end-of-semester evaluation proposals to the Long-Distance Teaching and Learning Promotion Committee. The Long-Distance Teaching and Learning Promotion Committee may invite experts and scholars from relevant disciplines in or outside of the University. For each course, a five-member evaluation committee shall be established to evaluate the course upon its completion. Teachers who receive the subsidy shall make changes according to the feedback from the end-of-semester evaluation.

(III) Follow-up evaluation:

If the course is offered in the following semester, a follow-up evaluation shall be conducted. If the teachers offering the course fail to make changes according to the feedback received or fail the follow-up evaluation, the Long-Distance Teaching and Learning Promotion Committee may suspend the course for semester.

II. If less than half of the course is taught on-line:

Teachers shall complete the “Application for Opening Distance Courses with Less Than Half of the Course Taught On-line, Wenzao Ursuline University of Languages” and submit the application to be reviewed and approved by the Department Curriculum Planning

Committee, Department Affairs Meeting and College Curriculum Committee.

Upon approval by the Long-Distance Teaching and Learning Promotion Committee, departments offering the courses shall submit the application to the University Curriculum Committee for approval. Upon approval, the courses may be offered.

- III. A teaching quality survey shall be conducted for the courses. In addition, a user satisfaction survey shall be conducted in the middle of the semester and at the end of the semester.

Article VI Subsidy conditions and rewards:

- I. Full-time teachers and contract teachers who are approved to offer courses on-line may apply to have teaching assistants (TA) for each course taught on-line and may hire students from the University to be TAs. Fees are calculated according to the number of students for each class (For a class with 15 to 30 students, the TAs will be paid for 15 working hours per month per class. For a class with 31 to 45 students, the TAs will be paid for 20 working hours per month per class. For a class with 46 to 60 students, the TAs will be paid for 25 working hours per month per class. For a class with 61 to 80 students, the TAs will be paid for 35 working hours per month per class. For a class with 81 to 100 students, the TAs will be paid for 45 working hours per month per class.) The salary and the number of months will be adjusted according to the availability of funds every semester and the budget shall be allocated by the departments offering the courses.
- II. Teachers who produce teaching materials for the courses taught on-line can apply for a subsidy for the teaching materials. The subsidy is calculated according to the number of hours taught on-line and the maximum subsidy for each hour is 5,000 NTD. The subsidies are paid by the Faculty Development Center with the grants of the year. Conditions for application for subsidy:
 - (I) Required conditions:
 1. The digital teaching materials shall be independent and complete. No textbooks, audio or video tapes, CDs or other Internet links shall

be used as the teaching materials. Ownership of intellectual property rights shall be stated in the digital teaching materials.

2. More than half of the course is taught on-line and the digital teaching materials provided for the course also exceed one-half of the course hours.

(II) Selective conditions:

1. The course is a common compulsory course.
2. The course meets the criteria to be an In-service Master Degree Program of Digital Learning course promoted by the Ministry of Education.
3. The total number of students for the course is expected to exceed 50, or students who cannot come to the campus will take the course.
4. The same course is taught by more than two teachers, or if the course is taught by the same teacher for over two years. The maximum number of teachers for the same course is 4 and all teachers shall engage in teaching activities.
5. Courses that have received rewards for production of digital teaching materials from the University. If the teaching materials used for the on-line course have received rewards for digitalization of teaching materials or rewards for production of on-line teaching materials, the amount of the reward shall be deducted from the subsidy.

- III. Teachers who offer an on-line course and who have applied for a subsidy to produce teaching materials shall apply to the Ministry of Education upon completion of the course, so that the course can become an MOE accredited digital learning course. For courses that pass the evaluation of the MOE and become MOE accredited digital learning courses, the applicant can apply for a cash reward of 20,000 NTD. Each semester, an applicant can receive rewards for a maximum of two courses.

Article VII Regulations for course selection:

- I. Student course selection, applying for leave of absence, examinations, calculation of credits and assessment of distance learning courses shall be governed by Academic Policies of the University and relevant regulations.

- II. For all students, the total number of credits for distance learning courses per semester shall not exceed one-half of the student's total number of credits (credits from distance learning courses are included in the credit limits for each semester). Students shall pay additional credit fees if the total number of credits exceeds the maximum limit (for courses that include an internship, fees will be calculated according to the actual number of class hours.)
- III. Students who pass the distance learning course can receive credits from the course. The evaluation criteria are the same as those for regular courses and the credits earned will be included in the credits counted towards graduation. The total number of credits earned from distance learning courses (including credits earned from taking distance learning courses from other colleges/universities) shall not exceed one-half of the student's total number of credits counted towards graduation.

Article VIII Inter-university collaboration:

- I. Basis for course offering: If the University collaborates with colleges/universities from Taiwan or abroad to offer distance learning courses, relevant regulations shall follow collaboration agreements signed by both parties, but the procedures for offering courses shall follow the regulations stipulated in the "Implementation Regulations Regarding Distance Learning by Universities" by the Ministry of Education. The offering of distance learning courses shall follow the "Implementation Guidelines for Distance Teaching and Learning, Wenzao Ursuline University of Languages."
- II. Course offering and grades management:
 - (I) If the University is the university offering the course:
 1. The University shall provide course information to the academic affairs offices of receiving colleges/universities to be announced and for their students to select the course. Information relevant to the course provided during the semester shall all be provided to receiving colleges/universities for announcement.
 2. During the class hours, if the synchronous system is disrupted or the class is disrupted due to other factors, the University shall provide

video recording of the class to receiving colleges/universities in the form of video-on-demand. Receiving colleges/universities can arrange a make-up class with their students.

3. The time and place of the midterm and final exams for each semester shall be arranged by the academic affairs units of the University and exam papers shall be sent to the receiving colleges/universities. Receiving colleges/universities can arrange for their students to take exams at another place, but the time shall be the same as that announced by the University.
4. At the end of the semester, lecturers shall submit the grades to the academic affairs units of the University before the specified deadline. The academic affairs units of the University shall send the students' grades to their colleges/universities.
5. Regulations on grades and limits on the number of students shall be governed by relevant academic policies of the University and regulations stipulated by the lecturers. Classroom capacity will also be taken into consideration.

(II) If the University is the university receiving the course:

1. Before the beginning of the semester, the University shall announce information regarding courses offered by other colleges/universities. After the end of the add/drop period, the list of students selecting courses shall be sent to the academic affairs units of the colleges/universities offering them.
2. One teaching assistant shall be present for the course.
3. The University shall record students' attendance when they take the synchronous class. Student attendance sheets shall be sent to the college/university offering the course for their lecturers to use as reference for student assessment. Student absences shall be handled according to the Academic Policies of the University.
4. During the semester, the University shall take the responsibility of announcing information related to the course provided by the college/university and collaborate with the college/university offering the course. During the class hours, if the synchronous system is

disrupted or the class is disrupted due to other factors, the University shall provide video recording of the class or arrange a make-up class with the provided video-on-demand.

5. During the midterm and final exam periods of each semester, academic affairs units of the University shall use the exam papers provided by the college/university offering the course and students shall be notified of the exam location.
6. At the end of the semester, academic affairs units of the University shall enter and announce the grades received by the student from the college/university offering the course. Regulations on grades and limits on the number of students shall be governed by relevant regulations stipulated by the college/university offering the course.

Article IX The copyright of the digital teaching materials produced by lecturers with resources from the University shall belong to the University. If a lecturer would like to publish the teaching materials under his/her own name or commission a third party to publish the teaching materials, the lecturer shall receive written authorization from the University and both parties shall reach an agreement on the use of the publication.

The application and authorization mentioned above shall be handled by the Faculty Development Center.

Article X The Regulations become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.