Innovative Research on Administrative Supervision in Colleges and Universities in the Information Age

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Abstract. The emergence of educational informatization has brought new development opportunities and challenges to the supervision work in Colleges and universities. The informatization construction of relevant supervision work has become an inevitable development trend. Therefore, in order to improve the teaching quality and promote the development of colleges and universities, it is necessary to focus on the analysis of its supervision work. Based on this, the article will start from the supervision work informatization, and put forward the corresponding supervision information innovation suggestions.

1. Introduction
For the development of colleges and universities, teaching quality is the core, and teaching supervision is the key component of teaching quality assurance system. For the current higher education, the relevant departments require that it must always adhere to the full integration of information technology and teaching, and construct the mechanism of educational informatization. In this regard, education informatization will be regarded as a key force of educational reform to promote the modernization of the entire education, promote the reform of the education system, and promote the reconstruction of talent training mode. In this context, teaching supervision in Colleges and universities should be innovated in time to promote the informatization development of supervision.

2. Overview of supervision informatization

2.1. Main connotation
With the rapid development of information technology, the concept of running a school in Colleges and universities has changed. Teaching supervision pays too much attention to "supervision" and ignores "guidance". Some problems are exposed in the concept of supervision, working mechanism, scope of responsibility and organization setting, which can not fully show the advantages and disadvantages of teachers. Information construction is one of the most effective means to solve these problems and improve the efficiency of supervision. The informatization of supervision is to construct a real-time, systematic, dynamic and closed-loop supervision information feedback mechanism by using modern technology, so as to simplify the review process of feedback information, shorten the feedback cycle, and reduce the lag of feedback information [1].
2.2. Basic principles

Integrating information into teaching supervision can not only fully show the advantages of information education, but also improve the quality of supervision to the greatest extent. These basic principles should be followed in practice.

First, unity. That is to say, the supervision informatization construction should keep the basic consistency with the overall goal of the school informatization construction, whether the development speed or the development scale should be highly matched with the development of the school teaching work, so as to ensure that the high-efficiency and high-quality supervision work can bring more high-quality services to the teaching work [2].

Second, security. The construction of supervision informatization should build a perfect and large-scale database. After the expansion of school scale, the database information should be updated in time, so as to provide the evaluation subject and object and teaching managers with a platform for mutual communication. However, different permissions should be opened to different users according to their identities, so as to ensure information security and reduce the occurrence of information leakage.

Third, suitability. From an essential point of view, teaching supervision itself is a process of finding and solving problems. The most effective way to carry out information construction is to direct the implementation of guidance and supervision of teaching process, so as to achieve the purpose of improving teaching quality. In this regard, no matter the speed of the network, the number of computers and other hardware construction, or software development, and even personnel training, we should take service teaching as the basic goal.

3. Innovation strategy

3.1. Construction of supervision information platform

Under the gradual expansion of network coverage, campus network has been fully popularized. Therefore, colleges and universities should actively show the basic role of campus network, build online supervision platform, and set up several sections under the development of teaching work, such as the introduction of colleges and departments, the sharing of teaching resources, the dynamic of teaching work and education policies and regulations, so as to bring more convenience to teachers and students. At the same time, the implementation of dynamic supervision of the platform, to a certain extent, to ensure the efficiency of resource utilization, while meeting the needs of social education, promote teaching reform.

3.2. Construction of supervision team

The important guarantee of teaching quality in Colleges and universities is the supervisor, whose supervision efficiency and quality will directly affect personnel training, scientific research, cultural heritage and other contents. The informatization construction of teaching supervision is one of the core contents in the informatization construction of colleges and universities. If we want to achieve the corresponding construction goals in a short time, we must have a large number of talents to support. Information construction is not a simple equipment application and software operation, but more depends on the quality of personnel.

First, it is necessary to clarify the basic requirements of information construction for talents. In today's social development, there is information everywhere, but whether we can extract the most valuable content from it and solve problems through information technology has become a key indicator to measure the degree of talent excellence. In the information age, supervisors are required not only to have solid professional knowledge and rich teaching experience, but also to have information literacy. At the same time, they can master the corresponding computer processing technology. They can obtain information from multiple channels, screen and process key information from them, and find the most valuable content.
Second, optimize the supervision team construction mechanism. First of all, we should establish a scientific talent selection mechanism, strictly control the specific selection process and conditions, so as to realize the all-round assessment of supervisors' qualification. Secondly, we should build an evaluation mechanism of supervisors, strengthen the transparency of work, realize the comprehensive evaluation of supervision, strengthen the scientificity and standardization of supervision, and stimulate the enthusiasm of personnel. Finally, we should encourage them to actively create new supervision means, with the development of the perspective of the problem, from the subtle point of view, to expand the work ideas and scope, improve the work pertinence [3].

Third, strengthen the quality construction of teachers. On the one hand, it is encouraged to look at problems from a dialectical perspective and make a scientific evaluation of teaching and management; at the same time, they can examine the new teaching concept and management mode with an appreciative eye, and can accept different evaluations while adhering to the correct path. They can face the reality with a positive attitude and overcome their fear of difficulties. On the other hand, we should master more computer processing technology and implement the daily operation of network platform.

3.3. Change the concept of supervision Construction
At present, the scope of efficient teaching supervision is relatively wide, including supervision of teaching, learning, supervision and management, and the overall content is relatively cumbersome. Therefore, there are many problems to be solved in promoting the informatization construction. The main reason is that some university leaders do not pay enough attention to it. Although the informatization construction of colleges and universities has made some achievements, because it is a long-term and complex strategic work, the informatization construction of teaching supervision is one of the key links, so it must be given full attention. Therefore, university leaders must stand at a certain height to deal with the supervision work, and determine the actual scale of information construction according to the work situation, objectively analyze the problems that may be encountered in the whole process, vigorously support and invest, promote the construction of supervision website, and carry out dynamic management of its website, update specific information regularly, and improve the service level Supervision efficiency [4].

3.4. Optimize supervision process
Teaching supervision involves all aspects of education and teaching in Colleges and universities, such as classroom teaching, experimental teaching, practical activities, teaching management and so on. Whether it is daily supervision or evaluation guidance, we should firmly grasp the essence of things under the diversified phenomenon, find the root of the problem in various connections, make in-depth judgment and analysis, and timely feed back the problems to the relevant departments Department to ensure timely resolution.

In view of this, colleges and universities should further improve and optimize the supervision workflow based on information technology. For example, for the supervision and inspection at the beginning, the middle and the end of the term, the key inspection can be carried out according to the professional training program, and the class hour ratio of professional courses and practical activities can be further approved. If it is a practical specialty, it should also focus on the inspection of its practical teaching links, For example, whether the teaching documents are complete, practice discipline, student attendance rate and practical results, etc. Or for graduates, we can focus on the inspection of the graduation project in the spring semester. From the perspective of process management, we can carry out a comprehensive inspection and analysis from the beginning, middle and end of the process, so as to help teachers strictly supervise the quality of graduation design. For the existing courses and teachers, we focus on monitoring, find out the causes of the problems, and put forward suggestions, so as to simplify the investigation work, optimize the supervision process, and finally improve the supervision efficiency.
4. Conclusion

In general, teaching supervision is one of the most effective means in the management of colleges and universities. Through this activity, we can ensure that all education policies are fully implemented in the teaching work, improve the teaching quality and management level of colleges and universities, and promote the deepening reform of classroom teaching. At this stage, although many colleges and universities have established a teaching supervision mechanism, but because the overall application time is not long, it is still in the initial stage of application. Therefore, colleges and universities should start from the active application of various advanced technologies, innovate the supervision content and mode, optimize its process, and promote the full display of the supervision role, so as to promote the smooth development of school work.

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