National Taiwan Normal University Online Course Review Guidelines

I. These Guidelines were established in accordance with the Ministry of Education's (MOE) *Implementation Regulations Regarding Distance Learning by Universities* and *National Taiwan Normal University's (NTNU) Course Offering Regulations*, in order to improve and maintain the quality of NTNU's online courses.

II. Pursuant to Article 4, Paragraph 2 of NTNU's *Course Offering Regulations*, an online course is a course with half or more hours taught synchronously via a video conferencing system and asynchronously via a teaching platform.

III. The offering and revision of an online course shall be according to Article 4, Paragraph 3, Subparagraph 5 of NTNU's *Course Offering Regulations*. The course organizer shall prepare an *Online Course Teaching Plan* (Attachment 1) and *Online Course Copyright Affidavit* (Attachment 2) and submit them to NTNU Online, Office of Academic Affairs for review to ensure they comply with the MOE's *Implementation Regulations Regarding Distance Learning by Universities and these Guidelines*. The course may only be implemented after being passed by Course Committees of related units and submitted to the University-level Course Committee for review.

See Attachment 3 for the National Taiwan Normal University Online Course Review Process.

IV. The *Online Course Teaching Plan* shall specify the following items:

(I) Course Start Date

(II) Course Review Submission Record

(III) Basic Course Information

(IV) Course Teaching Design and Implementation Method:

1. Course Goals

2. Target Student Group

3. Prerequisite(s)

4. Course Content Outline

5. Teaching Method

6. Learning Management System

7. Public Information about Interactive Teaching

8. Course Material Production

9. Assignment Submission Method

10. Grading Method

11. Precautions for Class

V.   The instructor shall provide the Online Course Teaching Plan and teaching materials on the e-learning platform when offering an online course, and shall also open an online discussion area. The instructor shall provide an e-mail account and other contact methods for interacting with students.

The e-learning platform must record teacher-student interactions, assessments, homework submission, student works, and peer evaluation.

VI.   Lecturers may organize midterm and final examinations as needed. The examinations can take place in classrooms or replaced by reports or other course work as the grading tool. Tests or assessments may be held on an ad hoc basis.

VII. Contents of teaching materials prepared for online courses must comply with intellectual property right related laws and regulations.

VIII. Online courses that pass NTNU's review are valid for 5 years, the same as the Ministry of Education's *Online Course Evaluation and Certification Guide*. Courses that have exceeded the time limit or undergone major changes that affect over 30% of curriculum content shall undergo the application process specified in Article 3 of these Guidelines again.

IX.   NTNU shall regularly implement evaluations of online courses. After offering and completing an online course for the first time, the course instructor must complete an *Online Course Self-Evaluation Form* (including documentation) (Attachment 4) within one month after the course ends. After personally signing the self-evaluation form, the instructor must scan the self-evaluation form and submit the electronic file to NTNU Online for online course outcome evaluation meetings. The review results can serve as a reference for the course instructor to improve implementation of the course in the future and for the course organizing unit to evaluate the viability to continue offering the course.

X.   After completing an online course, all course activity records must be retained for a minimum of five years for future inquiry, and to provide data for reviewing and evaluating the results of implementing online courses.

XI.   These Guidelines have been implemented with approval sought from an Academic Affairs Meeting. The same applies to all subsequent amendments.

Attachment 1-National Taiwan Normal University Online Course Teaching Plan

Instructions: According to **Article 6 of the Implementation Regulations Regarding Distance Learning by Universities**, Departments/Programs offering distance learning courses, shall present a course plan and submit it for approval by the university-level academic affairs committee. The course plan referred to in the preceding paragraph shall set forth learning objectives, the target student group, a course outline, teaching methods, interactive student-teacher discussion, grading and course requirements. The course plan shall be posted on the Internet.

1. **Chinese Course Name: _____**
2. **English Course Name: _____**
3. **Course start date: _____ (Fall, Spring, or Summer) semester of _____ (yyyy)**
4. **Course review submission record(■ if applicable):**
   - ☐（1）**It is a new online course or an existing face-to-face course switching to online course in this semester**
   - ☐（2）**It is an existing online course; the latest University's Course Committee approval was in the ____ semester of ____ (academic year)**
     - ☐（2.1）**The 5-year validity period has expired; a new application is required.**
     - ☐（2.2）**In case of a major change in the original approved course or if the revision ratio exceeds 30%, reapplication is required.**
5. **Basic Course Information (■ if applicable)**

(1)	Instructor Name & Title	
(2)	Instructor Sources	☐Appointed by Departments ☐Appointed by General Education Center ☐Both of Above ☐Others:
(3)	College/Department/Center	
(4)	School System	☐Undergraduate Program ☐Master's Program ☐BA/MA Joint Course ☐MA/PhD Joint Course ☐PhD Program ☐Continuing Education Master's Program
(5)	Program Type	☐Full-time Program ☐Part-time Program ☐Others:
(6)	Course Type	☐Common Courses ☐General Courses ☐School Required Courses ☐Professional Courses ☐Educational Courses ☐ Other:
(7)	Required Courses	☐University-required ☐College-required ☐Graduate Institute-required ☐Department-required ☐Others:
(8)	Course Duration	☐One Semester (half year) ☐Two Semesters (one year) ☐Others:
(9)	Required/Elective Course	☐Required ☐Elective ☐Others:
(10)	Course Credits	
(11)	Average of Face-to-Face	__ hour(s)/week

	Teaching Hours Per Week	(Divide the total "face-to-face teaching" hours, including the hours of face-to-face teaching and synchronous teaching, by the total number of course weeks.)
(12)	Number of Classes	
(13)	Estimated Total Number of Students	
(14)	EMI Courses	☐Yes ☐No

(15)	Type of Cooperation with Domestic/Foreign Universities (omit if inapplicable)	1. Cooperative University:_____; Department/Institute: _____
		    Instructor Name:_____; Course Name: _____; Number of Students:_____
		2. ☐Partner University ☐Dual-Degree Program ☐Global Virtual Classroom Course
		    ☐Others: _____

(16)	Course Platform Website (asynchronous teaching is required)	NTNU online learning platform: https://moodle.ntnu.edu.tw/
(17)	Syllabus Website	http://courseap.itc.ntnu.edu.tw/acadmOpenCourse/index.jsp

6. Course Teaching Design and Implementation Method

(1)	Course Goals	
(2)	Target Student Group	
(3)	Prerequisite(s)	(Required)

(4)	Course Content Outline: The followings take 16 weeks per semester for example:

Face-to-Face Teaching	Distance learning	
	Synchronous	Asynchronous
at least 2 weeks	**at least 3 weeks**	**at least 8 weeks**

Note: If the online course is offered with cooperative universities, it is not subject to the above teaching hours allocation.

Week	Topics (If there are multiple instructors, please specify instructor names in each week)	Learning Objectives (From the perspective of students)	Teaching Interactive Design (Multiple choices allowed)	Testing/Evaluation Activities (Multiple choices allowed. Choose "None" if not designed for the week.)	Teaching Method and Hours (fill-in the number of hours, omit if none)		
					Face-to-Face Teaching	Distance learning	
						Synchronous	Asynchronous
E.g.	Typhoons and their precautions	1. Students will realize the reason why typhoons	■Topic discussion ☐Group discussion	☐Tests ■Assignments			3

				occur. 2. Students will learn about the significant typhoon events. 3. Students can explain the precautions against typhoons.	■Peer review ■Instructor feedback ☐Others:_____	☐_____ exam ■Individual report ☐Others:_____ ☐None		
		1			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None		
		2			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None		
		3			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None		
		4			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None		
		5			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None		
		6			☐Topic discussion	☐Tests		

					Group discussion Peer review Instructor feedback Others:_____	Assignments _____ exam _____ report Others:_____ None			
	7				☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	8				☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	9				☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	10				☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	11				☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	12				☐Topic discussion ☐Group discussion	☐Tests ☐Assignments			

				☐Peer review ☐Instructor feedback ☐Others:_____	☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	13			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	14			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	15			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			
	16			☐Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			

(5)	Teaching Methods	(■ if included; multiple choices allowed) ☐ 1. Provide primary and supplementary materials for online courses ☐ 2. Provide face-to-face teaching, number: _____ time(s), total hour(s): _____ hour(s) ☐ 3. Provide synchronous teaching, number: _____ time(s), total hour(s): _____ hour(s) ☐ 4. Provide asynchronous teaching, number: _____ time(s), total hour(s): _____ hour(s) ☐ 5. Provide topic discussion activities ☐ 6. Provide cooperative learning activities between students ☐ 7. Mutual learning through students' works

		☐ 8. Others: (please specify)
(6)	Learning Management System (moodle)	Which moodle functions are used in this course? (■ if included; multiple choices allowed) Note: For teachers and students from domestic or foreign universities who are participating in joint programs that require access to Moodle, please have the course instructor contact the platform manager at extensions 5673 or 5579. E-mail: elearn@ntnu.edu.tw ☐ 1. Personal data ☐ 2. Course information ☐ 3. Latest News release & browse ☐ 4. Course materials viewing & download ☐ 5. Grade system management & inquiry (omit if inapplicable) ☐ 6. Perform online testing (omit if inapplicable) ☐ 7. Learning information ☐ 8. Interactive learning design (chat room or discussion area) ☐ 9. Other related functions: (please specify)
(7)	Public Information about Interactive Teaching	Instructor Profile and Published Works (webpage link instructions can be attached):
		Instructor E-mail:
		Online Office Hours (at least 1 hour per week):
		Teaching Assistant's Name/E-mail (omit if inapplicable):
		Others (omit if inapplicable):
(8)	Course Material Production	(■ if included; multiple choices allowed) ☐ 1. Provide appropriate reminders of key points ☐ 2. Provide teaching-related examples ☐ 3. Provide teaching-related exercises and reflective activities ☐ 4. Provide supplementary teaching materials or online resources ☐ 5. Provide instructions for self-directed learning ☐ 6. Learning objectives are consistent with course goals ☐ 7. Others:
(9)	Assignment Submission Method	(■ if included; multiple choices allowed) ☐ 1. Provide online assignment content description

		☐ 2. Assignment file upload and download
		☐ 3. Others:
(10)	Assessment	※ **To comply with the spirit of online course design, please understand and agree to the contents of the following 3 items, and provide detailed description:** ■ 1. The course can provide evaluation results and feedback for each learning evaluation ■ 2. The evaluation has taken the students online learning history and participation level into account ■ 3. The percentage of each score is explained in detail below: (Evaluation methods, and their total score percentage) (1) (2) (3)
(11)	Precautions for Class:	(Required)
(12)		**<u>Observe intellectual property rights in the creation of course content.</u>** ※ Pay attention to any infringement of copyright or other rights in the creation of relevant teaching content. ※ If the copyright for any part of the teaching content is owned by others and authorization has been obtained from the rights holder, please indicate the source of the material.

Attachment 2-National Taiwan Normal University Online Course Copyright Affidavit

I,_____, hereby guarantee in the_____semester of the

academic   year   that   the   creation   of   the   "

" online course does not infringe upon the copyright or other rights of others. If the

copyright of any part of the teaching content is owned by others and authorization has

been obtained from the rights holder, I will indicate the source of the material

according to the law. In case of any disputes or lawsuits arising from this course, I am

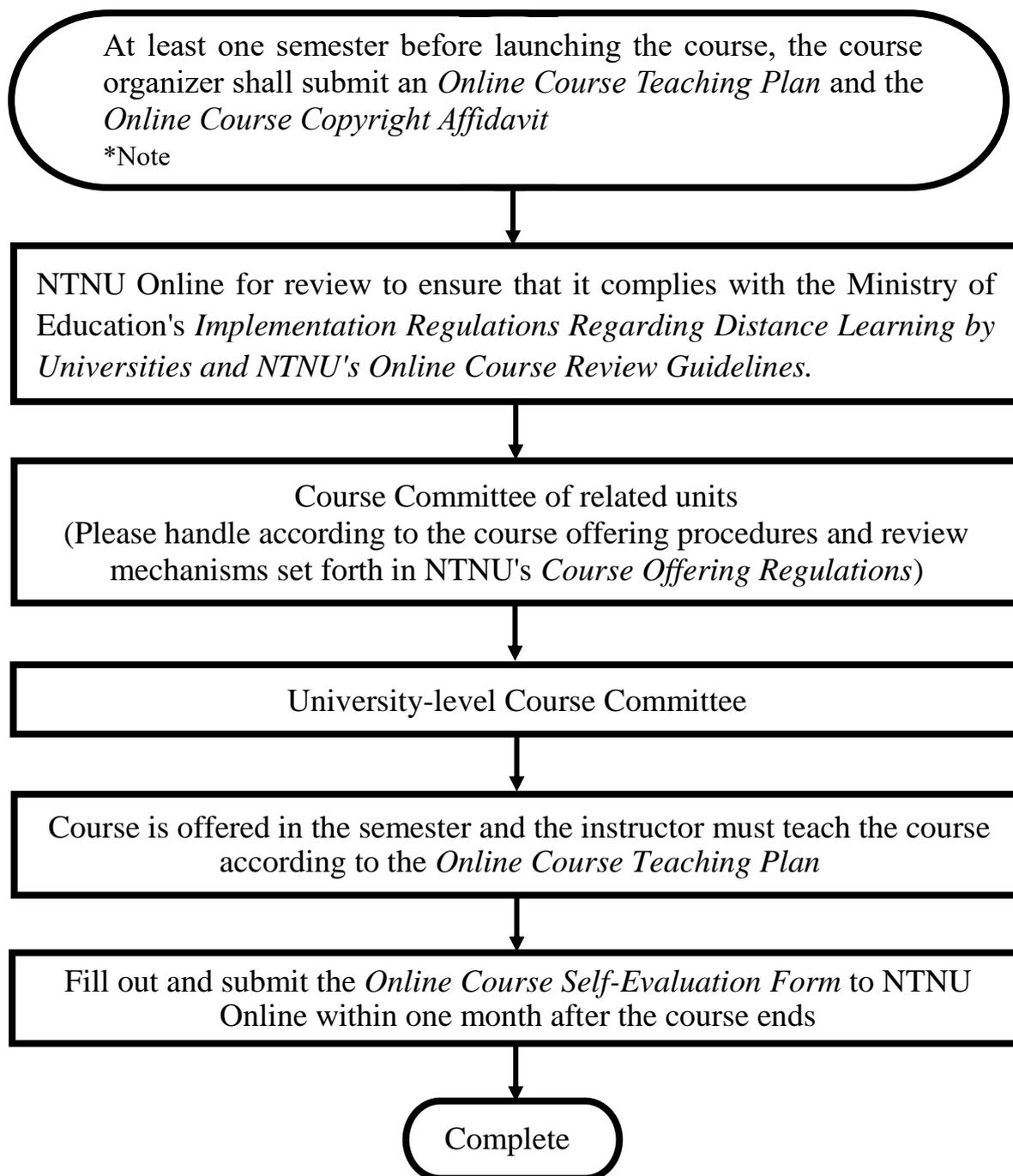willing to bear full legal responsibility.

Course Instructor

Name: _____(Please write in block letters)

Signature: _____

Date(mm/dd/yyyy): _____

Attachment 3-National Taiwan Normal University

Online Course Review Process

At least one semester before launching the course, the course organizer shall submit an *Online Course Teaching Plan* and the *Online Course Copyright Affidavit*
*Note

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NTNU Online for review to ensure that it complies with the Ministry of Education's *Implementation Regulations Regarding Distance Learning by Universities and NTNU's Online Course Review Guidelines.*

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Course Committee of related units
(Please handle according to the course offering procedures and review mechanisms set forth in NTNU's *Course Offering Regulations*)

↓

University-level Course Committee

↓

Course is offered in the semester and the instructor must teach the course according to the *Online Course Teaching Plan*

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Fill out and submit the *Online Course Self-Evaluation Form* to NTNU Online within one month after the course ends

↓

Complete

*Note

If the number of credits for online courses organized by each academic unit reach one-third but do not reach half of the total credits required for graduation, the following procedure shall be implemented in accordance with Article 5, Paragraph 2, Subparagraph 8 of NTNU's *Course Offering Regulations*: before offering the courses, the course organizing unit shall complete its overall online course teaching plan one academic year prior and obtain approval from the Curriculum Committee through a three-level review, which shall then be submitted by the NTNU Online to the Ministry of Education for approval.

Attachment 4-National Taiwan Normal University Online Course Self-Evaluation Form

※ Course start date : _____(Spring, Summer, or Fall) semester of _____. (yyyy)

※ Course Name : _____.

※ Instructor Name : _____.

   (If there are multiple instructors, the form can be filled out by one representative with signature.)

※ Date of self-evaluation (mm/dd/yyyy) : _____.

※ Overview of Evaluation Form:

1. According to the NTNU Guidelines for Online Course Review, "the University shall regularly implement evaluations of online courses. After offering and completing an online course for the first time, the course instructor must complete an online course self-evaluation form (including documentation) (Attachment 4) within one month after the course ends. After personally signing the self-evaluation form, the instructor must scan the self-evaluation form and submit the electronic file to NTNU Online for online course outcome evaluation meetings. The review results can serve as a reference for the course instructor to improve implementation of the course in the future and for the course organizing unit to evaluate the viability to continue offering the course."
2. Please fill in your self-evaluation score for each sub-item based on the score guide of the respective indicator.
3. Supporting documents should be labeled with the number of their corresponding sub-item.

I. Evaluation item 1: Curriculum and instructional design (51%)

Sub-item	Indicator	Score guide (points)	Self-evaluation description	Self-evaluation score	Supporting document(s) (attachment no.)

1-1	The course adequately explains the aim of its subject, number of credits, learning objectives, course audience, required prior knowledge, and assessment standards (10 points)	(1) Yes:
		  a. Adequate: 8-10
		  b. Slightly insufficient: 4-7
		  c. Needs work: 1-3
		(2) No: 0
					1.1.1 (Course descriptions or syllabus retrieved from Moodle, etc.)

1-2	Course materials provide appropriate bullet points, examples, practice, reflection activities, and supplemental learning materials or online resources (9 points)	(1) Yes:
		  a. Adequate: 7-9
		  b. Slightly insufficient: 4-6
		  c. Needs work: 1-3
		(2) No: 0
					1.2.1 (Course materials or related teaching activities, etc.)

1-3	The teacher and students can engage in active discussion over course-related topics during synchronous or	(1) Yes:
		  a. Adequate: 8-10
		  b. Slightly insufficient: 4-7
		  c. Needs work: 1-3
		(2) No: 0
					1.3.1 (Contents of online forum or number of comments, etc.)

Sub-item	Indicator	Score guide (points)	Self-evaluation description	Self-evaluation score	Supporting document(s) (attachment no.)
	asynchronous teaching activities (10 points)				

1-4	The course includes clear instructions on assignments or evaluations and how to submit them (3 points)	(1) Yes:
		  a. Adequate: 3
		  b. Slightly insufficient: 2
		  c. Needs work: 1
		(2) No: 0
					1.4.1 (Instructions on assignments or evaluations, etc.)

1-5	The course can provide evaluation results and feedback in each learning evaluation (10 points)	(1) Yes:
		  a. Adequate: 8-10
		  b. Slightly insufficient: 4-7
		  c. Needs work: 1-3
		(2) No: 0
					1.5.1 (Evaluation results and feedback, etc.)

1-6	The evaluation has taken into account the students online learning trajectory and participation (9 points)	(1) Yes:
		  a. Adequate: 7-9
		  b. Slightly insufficient: 4-6
		  c. Needs work: 1-3
		(2) No: 0
					1.6.1 (Assessment standards, etc.)

			Score Subtotal (A)		

II. Evaluation item 2: Course production and platform operation (49%)

Sub-item	Indicator	Score guide (points)	Self-evaluation description	Self-evaluation score	Supporting document(s) (attachment no.)
2-1	Units are designed with weekly or theme-based activities and progress schedule (3 points)	(1) Yes: 　a. Adequate: 3 　b. Slightly insufficient: 2 　c. Needs work: 1 (2) No: 0			2.1.1 (Weekly learning activity schedule, etc.)
2-2	Video lessons are recorded clearly and course materials provide complete concepts (3 points)	(1) Yes: 　a. Adequate: 3 　b. Slightly insufficient: 2 　c. Needs work: 1 (2) No: 0			2.2.1 (Video clips and course materials, etc.)
2-3	Each unit includes estimated study hours and a lead-in (10 points)	(1) Yes: 　a. Adequate: 8-10 　b. Slightly insufficient: 5-7 　c. Needs work: 1-4 (2) No: 0			2.3.1 (Estimated study hours and lead-ins, etc.)
2-4	Units are designed to encourage peer review, discussions, and other forms of collaborative learning between students (10 points)	(1) Yes: 　a. Adequate: 8-10 　b. Slightly insufficient: 5-7 　c. Needs work: 1-4 (2) No: 0			2.4.1 (Topic discussion activities, etc.)

Sub-item	Indicator	Score guide (points)	Self-evaluation description	Self-evaluation score	Supporting document(s) (attachment no.)

2-5	Course includes testing/evaluation activities (10 points)	(1) Yes:
		  a. Adequate: 8-10
		  b. Slightly insufficient: 5-7
		  c. Needs work: 1-4
		(2) No: 0
					2.5.1
					(Including assignments, online exams, case studies, role-playing activities, online discussions, exercises, etc.)

2-6	The course provides an introduction of the course instructor, as well as an email and online/physical office hours for counseling (3 points)	(1) Yes:
		  a. Adequate: 3
		  b. Slightly insufficient: 2
		  c. Needs work: 1
		(2) No: 0
					2.6.1
					(Instructor's introduction, contact info, office hours for counseling retrieved from Moodle, etc.)

2-7	The content and cited data of the course materials comply with intellectual property rights regulations (10 points)	(1) Yes:
		  a. Adequate: 8-10
		  b. Slightly insufficient: 5-7
		  c. Needs work: 1-4
		(2) No: 0
					2.7.1
					(Notes on the sources and intellectual property rights of course materials,

Sub-item	Indicator	Score guide (points)	Self-evaluation description	Self-evaluation score	Supporting document(s) (attachment no.)
					etc.)
		Score Subtotal (B)			
		Total (A+B)			

III. Suggestions for improvement resulting from self-evaluation

Sub-item no.	Course instructor's suggestions	Course instructor's suggestions for improving the overall course

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NTNU Online Course Outcome Evaluation Result   (To be filled by NTNU Online)

☐ Meets the requirements of the evaluation indicators

☐ Does not meet the requirements of the evaluation indicators

☐ Other general suggestions: _____