

National Taiwan Normal University Online Course

Review Guidelines

Passed in the 1st Academic Affairs Meeting of the 2019 Academic Year on October 30, 2019

- 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 Curriculum Plan* (Attachment 1) and *Online Course Copyright Affidavit* (Attachment 2) and submit them to NTNU Campus 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 Curriculum 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. Learning Objectives
 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 Curriculum 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. 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 Campus Online.
- 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.