

National Chung Hsing University Guidelines for Digital Teaching Material Production Awards

Enacted in the 399th Administrative Meeting on Mar. 23rd, 2016
Amended (points 2, 3 & 5) in the 419th Administrative Meeting on Oct. 3rd, 2018

- I. These guidelines are hereby established to promote and encourage instructors to create digital teaching materials and courses, implement flipped classrooms, or offer MOOCs lessons, thereby enhancing the university's digital learning environment and promoting the digitization of teaching materials.
- II. The definitions of terms used in these guidelines are as follows:
 1. Digital Teaching Materials refers to instructional content that can be transmitted through computer networks, video channels, and other media and is intended for future use in the application of distance learning courses or alignment with NCHU policies.
 2. Digital Courses: Refers to instructional content constructed using digital teaching materials that fully explain a specific subject area. Learners can view the content independently without requiring assistance from the instructor. These courses may be used for NCHU open courses or future policy applications.
 3. Open Courses: Refers to courses in which the teaching materials are posted on the university's open course platform for use by learners.
 4. Flipped Classroom Courses: Refers to courses where instructors, based on the needs of the curriculum, record lecture content in advance and upload it as digital teaching materials to a teaching or video platform before class. In class, instead of traditional lectures, the instructor engages students through activities like questioning, discussions, hands-on exercises, group work, or competitions to improve learning outcomes.
 5. MOOCs (Massive Open Online Courses): Refers to digital courses created by instructors that are fully implemented at least once during a specified period on the University's designated open learning platform. The course includes online instruction, interaction, discussions, assessments, and other related mechanisms. These courses may be used for future applications to Ministry of Education programs or in alignment with future policies.
- III. Application and Review Process
 1. Application Process: Applicants must submit a production request to the Office of Academic Affairs, Development of Teaching and Learning Center (hereinafter referred to as the "Teaching and Learning Center"). The

details of the application and related instructions will be published separately by the Teaching and Learning Center.

2. Review Process: The Teaching and Learning Center will organize a Review Panel, inviting internal and external scholars and experts to conduct the evaluation.
3. Priority will be given to those not previously applied or those with different course content.

IV. Categories and Production Timeline

1. Categories: The categories are divided into in-class recording courses and specially recorded courses.

- (1) In-Class Recording Courses: These involve filming the instructor's actual classroom teaching content, which is then edited into a digital teaching video. A minimum of 14 weeks (inclusive) of teaching content must be recorded within one semester.

- (2) Specially Recorded Courses: These are courses where the instructor records digital teaching materials outside of regular class time in coordination with the Teaching and Learning Center, and the footage is then edited into a digital teaching video. All teaching materials or courses in this category must be designed with connectivity in mind, meaning that two or more materials or courses (inclusive) can be combined to form a complete series of concepts or a curriculum. These can be divided into the following three types:

- i. Specially Recorded Materials: The teaching materials must fully explain a specific learning concept, with a clear beginning and end, and should be able to connect and integrate with other units.
- ii. Flipped Classroom Courses: These can be structured based on a semester or academic year as a unit.
- iii. MOOCs: The courses should be designed for 1 to 2 hours per week and a total of 6 to 9 hours.

2. Production Timeline: The production timelines for each category are as follows. If an extension is needed, it may be granted only once. However, in special circumstances, the extension may be handled according to the Review Panel's minutes.

- (1) In-Class Recording Courses: The course should be completed within the same semester for which the course is applied. If re-filming or updates are necessary, an extension of one semester may be requested.

- (2) Specially Recorded Courses:

- i. Specially Recorded Materials: The production should be completed within 3 months. If re-filming or updates are required, an extension of 3 months may be requested.
- ii. Flipped Classroom Courses: The production should be completed within 6 months. If re-filming or updates are required, an extension of 6 months may be requested.
- iii. MOOCs: The production should be completed within 6 months. If re-filming or updates are required, an extension of 6 months may be requested.

V. Reward Methods and Principles

The rewards outlined in these guidelines will be credited to teaching hours, which will not be counted as overtime hours. The rewards are based on the principle that they should be applied to courses taught in the current academic year. The reward calculation method is as follows:

1. In-Class Recording Courses: Calculated on a per-semester basis, and an additional hour is granted upon completion of post-production.
2. Specially Recorded Courses:
 - (1) Specially Recorded Materials: For every 8 to 12 minutes of post-production completed, it counts as 1 unit, with an additional 0.2 hours granted per unit. A maximum of 2 hours can be awarded per semester.
 - (2) Flipped Classroom Courses: An additional 1 hour will be awarded for each course, with a maximum of 2 hours.
 - (3) MOOCs: An additional 2 hours will be awarded for each course after the teaching materials are post-produced and the course is fully implemented once. If the online course registration reaches 500 or more students, and at least 10% of those students pass the established course criteria, an additional hour will be granted following administrative approval through the proper procedures.

Instructors can receive a maximum of 3 hours per semester. If multiple instructors collaborate on a development project, the reward will be allocated based on their respective contributions.

If an instructor has received teaching hours but does not complete the production or implementation, they must fulfill the required teaching hours in the next academic year.

The same instructor can only be rewarded once for a specific in-class recording course or specially recorded material unit. The rewards for flipped classroom courses and MOOCs can only be given a maximum of two times.

VI. Rights and Responsibilities

1. Instructors are required to produce teaching materials and implement courses following these guidelines. They must submit electronic versions of the materials, including video files, presentation slides, PDFs, animations, and other digital formats, along with written documentation. Additionally, instructors should collaborate with the Teaching and Learning Center on various teaching support measures, such as classroom observations, surveys, and course design suggestions.
2. The production and use of course or teaching material content must comply with copyright laws, intellectual property rights, and other relevant legal regulations. The intellectual property rights for completed courses and teaching materials belong to the University. In contrast, the moral rights (or authors' rights) are retained by the original instructor who created the materials. However, the instructor must agree not to exercise their moral rights against the University or any third party authorized by the University to use those materials.
3. If the original creators of articles, images, or other content referenced in the course or teaching materials do not provide them free of charge, the instructor must seek alternative sources, re-edit, or create a different course structure and content.

VII. Production Support and Application

1. Completed courses or teaching materials should be used on the relevant digital learning platforms the University provides as a principle.
 2. During the production period, the NCHU relevant departments will provide necessary equipment, technical support, and personnel assistance. Instructors must cooperate by providing materials such as handouts, assignment designs, exam questions, evaluation criteria, and content for review.
- VII. These guidelines will be implemented after being approved by the administrative meeting, and the same procedure will apply when amendments are made.