

NCHU EMI Teaching and Learning Center: Intercollegiate Multidisciplinary Peer Observation Community

Article 1 Rationale & Objective

The following regulations are to motivate EMI (English as a Medium of Instruction)/ESAP (English for Specific Academic Purposes) teachers from different departments to form the multidisciplinary peer observation communities. NCHU EMI Teaching and Learning Center (“NCHU EMI TLC”) has formulated this proposal for promoting peer observation, developing professional growth mindset and the exchange of cross-disciplinary teaching experiences and building teacher support systems.

Article 2 Composition and Operation

1. A community should be composed of 4 members (or more) from 2 universities (or more) and two departments, one of whom is the community convener responsible for contacting, coordinating teaching activities, and summarizing results.
2. The community facilitator shall submit a completed Application Form (see Appendix 1) submit the proposal to the [online application](#).
3. At least one community member offers the course which meets the definition of "EMI, English as a Medium of Instruction" or "ESAP, English for Specific Academic Purposes" as referred in 《NCHU Classification Criteria for English-taught Courses》 .
4. A community can be implemented in the form of class observation, forum, workshop, experience sharing, and so on. Each activity requires completion of an activity record form(see Appendix 2). It is encouraged that part of the activities could be opened to non-members, and NCHU EMI TLC could assist with publicizing.
5. Each member shall conduct at least one 50-minute class (or teaching demonstration) and invite colleagues into their classes to observe lessons; additionally, serves as an observer (including completing observation form and participating in relevant pre-/post meetings) at least once along the implementation period.
6. Members of the funded communities are encouraged to participate in EMI workshops and events organized by NCHU EMI TLC.

Article 3 Public Teaching Observation (or Teaching Demonstration) Execution Method

1. Before the observation

The instructor can hold a briefing session before the class, providing relevant information such as goal statement, teaching activities and student learning patterns.

2. Implementation

(1) Peer Observation

Observers shall attend the instructor's class and complete the observation form (see Appendix 3) and return to the community facilitator along with all the

observation forms the event images (2-4 photos) records and a 10 minutes footage clip.

(2) Teaching Demonstration

An instructor shall perform a 15-minute teaching demonstration. Participants shall complete the observation form (see Appendix 3) and return to the community facilitator along with all the observation forms the event images (2-4 photos) records and a 15 minutes footage clip.

3. Post-Observation Meeting

Post-Observation Meetings shall be held to facilitate critical reflections and challenging assumptions in classroom. Meeting minutes (see Appendix 4) shall be submitted to the community facilitator along with the event images (2-4 photos) records.

Article 4 Principles of Review & Funding

1. The review and assessment of subsidies are handled by NCHU EMI TLC.
2. The ceiling of subsidy is set at NTD 100,000 per eligible case. This funding is used to support the operation and activity needs of the community. The relevant budget allocation items will be handled in accordance with the 《National Chung Hsing University EMI Teaching and Learning Center》 program, 《Universities and the Funding Standard Table for Donations, Subsidies, and Sponsored Projects of the Ministry of Education》 and Policies & Procedures of the Office of Accounting.
3. After each activity, the activity record form and attendance list must be sent to the contact person's email within 10 working days, and the original invoice must be mailed to NCHU EMI TLC. If the funds are not used in the project term, the funding will be withdrawn.
4. A faculty development community shall not make duplicate applications for subsidies at other EMI teaching and learning centers. NCHU EMI TLC will cancel the subsidy of a faculty development community if a duplicate application is discovered and recall of subsidy funds.
5. Claims for reimbursement must be completed by Jun. 30th of the current year.

Article 5 Monitoring & Evaluation

1. Facilitator shall submit the following documents within 2 weeks after the implementation period.
 - (1) All observation forms
 - (2) All Meeting Minutes
 - (3) All event images records and footage clips
 - (4) All activity record form (If not held, there is no need to submit.)
2. The outcomes of the communities shall be displayed on the NCHU EMI TLC's website for non-profit uses and academic promotion.
3. The implementation outcomes will be the reference and evaluation indicator of the future applications.