

Thoughts on improving the management level of teaching materials in colleges and universities

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Abstract: The size of the textbook, the country's largest. University textbooks are the basic basis of higher education and teaching activities to carry out, is the implementation of moral and human fundamental task of the important guarantee, the continuous development of schools to promote the textbook management level of the corresponding improvement. Based on the existing problems in the management of university textbooks, this paper puts forward corresponding solutions through analysis, hoping to provide ideas and references for solving practical problems.

Key words: colleges and universities; Textbook management; Problems; measures

The report to the 20th National Congress of the CPC pointed out for the first time that we should “strengthen the construction and management of teaching materials”, demonstrating the important position of teaching materials in the overall development of the cause of the Party and the country. Textbook is the core teaching material of a course, an important teaching tool, and an important carrier to achieve the course goal. This is especially true for colleges and universities, which focus on cultivating students' awareness and ability of independent and lifelong learning, unlike the mainly teacher-taught learning mode in junior or senior high schools. In classroom teaching, the content taught by the teacher is limited, and it is more a kind of enlightening and heuristic education. More knowledge needs students to learn independently according to the textbooks after class. High-quality textbooks can improve students' learning efficiency, stimulate their learning interest and motivation. College textbooks are an important carrier to solve the problem of who to train and how to train people. In the new era and the new journey, how to strengthen the management of textbooks and ensure the quality of textbooks is a common topic faced by many colleges and universities.

1. The existing problems in the management of university textbooks

1. Insufficient attention is paid to textbook work

Teachers play a dominant role in the compilation, selection and review of textbooks, and it is mainly up to the teachers to designate the textbooks to be used in the course and do a good job in the first step of the textbook review. However, at present, there are still some teachers who do not pay enough attention to the work of textbooks, and their awareness and ability of textbook review are weak. In particular, the teachers of science and technology courses believe that the textbooks of science and technology courses rarely involve ideology, which is easy to form inertia and carelessness. They are not as sensitive to ideology and value orientation as the teachers of liberal arts courses, and have insufficient experience and knowledge in the review of textbooks. In addition, college teachers have scientific research tasks in addition to teaching work, which makes it difficult for teachers to complete the audit work in high quality and efficiency when reviewing textbooks, especially when reviewing newly used textbooks.

2. Teaching materials management system is not perfect

The management of teaching materials in colleges and universities is a systematic work, involving the compilation, selection, review, subscription, procurement, distribution and other links of teaching materials. The key links should have rules to follow and follow. At present, the management system of all aspects of textbook work in colleges and universities is still not perfect, which is manifested as the textbook management responsibilities and tasks are not clear enough, and the incentive guarantee and supervision mechanism are not perfect. Textbook work involves all teachers and students in the whole school. In practice, it requires cooperation and division of labor between the school and the secondary college. Therefore, both the school and the secondary college need to formulate rules and regulations from their respective perspectives and implement their responsibilities in place. In addition, the management system is not immutable after its formulation, and it needs to be constantly revised and improved according to the new situation and situations encountered in the practice process.

3. The informatization level of teaching materials management is not high

Informatization is the trend of future development, and textbook management, as a work involving a wide range and a strong system, has the potential to implement comprehensive informatization. At present, the degree of informatization of textbook management in various colleges and universities is different, and some textbook management in colleges and universities still stays in the stage of using excel and word for statistics and editing, and there is still a long way to go from the informatization of the whole process of textbook management. The backward information construction will become an obstacle to the standardized management of textbooks, and will also lead to the formulated textbook management system can not be effectively implemented. The whole process of textbook management involves a number of subjects, such as the school teaching affairs Office, the college educational affairs, and the college teachers. The lack of information construction hinders the cooperation and supervision between each subject, and affects the school's overall planning and monitoring of the whole process of textbook management from a macro perspective.

2. Measures to improve the level of textbook management in colleges and universities

1. Improve the ideological understanding of college teachers on textbook work

Teachers play a key role in the management of textbooks, and they should understand that textbooks have distinct ideological attributes. Teachers should firmly establish that the teaching material work is first of all a political work, and to grasp the teaching material is to grasp the ideological understanding of the future of the nation. At present, some teachers fail to have a clear understanding of the important status of teaching materials, and still hold an attitude to complete the task for teaching materials work. The fundamental reason is that they have not established a correct “teaching material view”, and their political position is not high enough and their ideological consciousness is not deep enough. The correct concept guides the correct practice. College teachers should fully realize that the quality of teaching materials directly affects the quality of talent independent training, and deeply understand the mission of teaching materials shouldered by teachers on the new journey. How to improve political standing and ideological consciousness, we need to learn and understand the report of the Party’s 20th National Congress and the Party Constitution, firmly grasp the theme of cultivating people with the thought of socialism with Chinese characteristics in the new era, adhere to the correct political direction and value orientation, and resolutely implement the national responsibility of teaching materials construction. In the report of the 20th National Congress of the Party, “Do a good job in satisfying the people’s education” and “accelerate the construction of high-quality education system” are inseparable from high-quality teaching materials. Only when we have enough understanding and deep recognition of the important position of teaching materials in the overall development of the Party and the country’s cause can we really attach importance to teaching materials in practice.

2. Improve the management system of university textbooks

A sound textbook management system is an important prerequisite and strong guarantee for the smooth development of textbook work in colleges and universities. The key links such as compilation, selection and review of teaching materials need to be regulated and follow rules. The school shall formulate its own textbook management rules in accordance with the Measures for the Administration of Textbooks for General Institutions of higher Learning issued by the Ministry of Education and the implementation rules for the management of textbooks formulated by various provinces and cities, and in combination with its own actual situation. The secondary college shall formulate its textbook management rules on the basis of the above documents. The formulation of the rules and regulations shall sort out and divide the textbook management work, and clarify the responsibility of each module and implement it to specific personnel. In the front line of teaching materials work, secondary colleges should set up teaching materials management working group to make the first pass, and schools should strengthen supervision and inspection and set up teaching materials leading group to establish the second line of defense. Colleges and universities should reflect the scientificity and effectiveness in the formulation and design of textbook management system, and implement the separation system of compilation and review. Each link should be progressive, the responsibilities of subjects at all levels should be clarified, and quality and efficiency should be taken into account. Take the selection of teaching materials as an example, the course teacher selects the teaching materials for review, and the course teacher submits the approval to the director of the teaching and research section or the head of the department to be reviewed, and the director of the teaching and research section or the head of the department after the approval to the textbook management working group of the secondary college for review. The textbook management working group of the secondary college is reviewed and submitted to the school textbook leading group for review, and the school textbook leading group is reviewed and then enters the follow-up procurement process. Through this system design of layers of responsibility and layers of checks, the responsibility is compacting and detailed to the people, the probability of mistakes is minimized, and the main ideological position is firmly established. The same is true of the compilation of teaching materials, so that “every use must be reviewed, every compilation must be reviewed”. It is worth noting that both the textbook management working group of the college and the textbook management leading group of the school should invite teachers who are specialized in ideological and political education to join them to help the ideological close.

3. Improve the informatization level of textbook management in colleges and universities

It is a systematic and long-term task to realize the informatization of textbook management. Teaching material management informatization needs the introduction of modern teaching material management system, but the realization of teaching material management informatization is not only the introduction and use of modern teaching material management system, but also needs the school leadership to understand and attach importance to the construction of teaching material management information system, the management personnel should have advanced information management concepts, and the management personnel should master the corresponding information management skills. To improve the information level of textbook management in colleges and universities, first of all, colleges and universities need to strengthen the publicity of information management technology, and break the traditional “manual work” ideology; Construct a management system that includes the whole process of textbook management, design the textbook management platform according to the textbook management system formulated by the university, make every link involved in textbook management transparent and verifiable, ensure the implementation of the multi-level audit system, the audit process is clearly visible and recorded, and realize the mutual supervision among all links. And real-time statistical data can be obtained to facilitate managers to make decisions. Then the school organizes the teaching material management personnel to carry out centralized training to help them adapt to and master the teaching material management system. For the teachers with weak computer foundation, additional help is needed to carry out computer skills training. After the completion of the textbook management system, it is necessary to constantly repair and improve it according to the

characteristics of the school and the problems encountered in the practice process.

4. Establish a high-quality textbook management team

The key to improve the management level of university textbooks lies in people. Teaching material management team is a general term, including both teachers and administrative personnel responsible for teaching material management in colleges and universities. Teaching material management workers first need to have a deep understanding of the important position of teaching material work in the overall development of the Party and the country, while establishing a correct “teaching material concept”, they also need to increase the knowledge reserve related to teaching materials, effectively enhance the teaching material management ability, and build a high-quality and professional teaching material management team. To enhance the textbook management ability, it is necessary to learn the textbook management methods formulated by the Ministry of Education, the implementing rules for textbook management formulated by the provinces and cities where they are located, and the textbook management regulations formulated by schools according to the spirit of superior documents and their own characteristics. Textbook management workers should be thoroughly familiar with the contents of the above documents, and only by internalizing the rules and regulations can they consciously abide by the system in the practice process. To achieve externalization in the line. Take textbook writers and examiners as an example, teachers who compile textbooks should not only have solid academic foundation and rich teaching experience, but also have high political accomplishment. They should be able to combine theory with practice and enhance their ability to identify and resist various wrong political views. Adhere to the correct academic orientation, and promote the thought on Socialism with Chinese Characteristics for a New Era and the Party’s 20 National Spirits into better teaching materials; Textbook review workers need to cultivate strong political acumen and political discrimination, and train a pair of “fire eyes” to strictly control political, academic and quality.

3. Conclusion

To sum up, the management of teaching materials in colleges and universities involves different subjects and multiple links. Strengthening teaching materials management is also a systematic and long-term work, which requires perseverance and long-term success. High-level universities need to have a higher level of textbook management, to improve the level of textbook management requires advanced textbook management system as support, the need for high-level textbook management team implementation, the need for a perfect textbook management system escort, only in this way to ensure that textbooks play an important supporting role of casting souls, enlightening wisdom and enhancing wisdom.

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