

Circular on the Mid-term Teaching Inspection of the Second Semester of the 2024-2025 Academic Year

To urge the implementation of the rectification work of the undergraduate education and teaching review and assessment and further standardize teaching management, our school has organized and carried out the mid-term teaching inspection for the second semester of the 2024-2025 academic year. The inspection situation is hereby reported as follows:

I. Inspection Contents

The inspection primarily focused on the construction and management of the basic teaching archives of the college, as well as the archiving situation. Exam paper construction, marking, score distribution, test paper analysis, process assessment, and archiving situation; The implementation of academic early warning for the autumn of 2024 to the spring of 2025. The implementation of experimental teaching; The process management and data archiving situation of internships and practical links; The progress of the graduation project (thesis).

II. Inspection Results

(1) Overall situation

Each secondary college attaches great importance to the mid-term teaching inspection work. In accordance with the school's inspection work requirements, they carefully organize and carry out

self-examination and rectification work. Most of the work is planned and summarized. The process materials are basically complete. The overall teaching materials are standardized and the archiving is orderly.

(2) Results of On-site Inspection

1. Daily teaching situation

(1) The situation regarding teacher allocation and new teachers' teaching, etc.

The allocation of teachers in each teaching college is basically reasonable. The number of courses taught by each teacher is generally controlled within four. The teaching of counselors and full (associate) professors meets the requirements.

The main problems are: new teachers taking on core professional courses, teachers exceeding their teaching hours, and laboratory teachers teaching theoretical courses, etc.

(2) The progress of the teaching and research department's work

Most teaching and research departments are able to formulate their own teaching and research plans based on the college's work plan. Their teaching and research activities are diverse in form and rich in content, with detailed records. The overall situation of teaching observation and mutual classroom visits is quite good.

The main problems existing are as follows: Some teaching research sections have relatively few activities. The contents of

these activities are mainly routine tasks such as work arrangements and records. There is insufficient focus on conducting teaching reform research, course construction, and discussions on teaching methods and means.

(3) The implementation status of the teaching supervision work

Each college has carried out teaching supervision work, with clear plans and implementation. Most of the materials are complete and the overall situation is good.

The main problems existing are as follows: The evaluation standards for class attendance are not uniform in some colleges, and the forms of the evaluation forms are different; The implementation of special inspections is insufficient.

(4) The teaching guidance situation of new teachers

Most of the colleges have well-established systems and have planned summaries. The guidance materials for new teachers are complete, and the original material records are detailed, achieving good results.

The main problems existing are as follows: For some colleges, the guidance teachers' training records and the new teachers' lecture notes are incomplete or insufficient; for a few colleges, the original records are inadequate or the provided materials are limited.

(5) The situation of the student symposium

Each college held a student symposium to collect students' feedback, classified and summarized the information, provided explanations and implemented corrective measures.

2.Exam results and credit warning situation

(1) Test Paper Situation

All colleges were able to properly carry out the tasks of developing test papers, marking and archiving in accordance with the "Course Assessment Management Regulations of Hunan Institute of Technology (Revised)" of the university and the relevant notifications from the Academic Affairs Office.

The main existing problems are as follows: A small number of courses did not strictly follow the examination outline when setting the questions, especially for some open-book examination subjects, the question setting did not comply with the requirements; the structure of the process assessment is unreasonable; the analysis of some test papers contradicts the actual scores; for some test papers, the marking did not strictly follow the scoring criteria, and there were many cases of alterations without signatures.

(2) Academic Warning Status

Most colleges have basically been able to carry out the relevant work for student academic warning as required, promptly communicating and informing the students themselves and their parents about the situation, and taking measures to provide academic assistance.

The main problems existing are as follows: Some colleges have incomplete materials and the records are simple and lacking in details; Some materials lack signatures and seals.

3.Practical teaching situation

Each college will conduct experiments and prepare internship reports

in accordance with the teaching plan, and the relevant materials will be archived in a standardized manner. The graduation design (thesis) for the class of 2025 will complete the initiation defense and mid-term inspection within the prescribed timeframes.

The main existing problems are as follows: For some professional internship sessions, there is a lack of internship plans and summaries; the internship reports have issues such as non-standard filling by students and non-standard grading by teachers; for some professional graduation designs (theses), the process materials for the proposal stage are not standardized, and the completion rate of the mid-term inspections at the time nodes is not high.

III. Rectification Requirements

Each college must, based on the problems, suggestions and comments identified during the inspection and the feedback provided, formulate corresponding corrective measures in accordance with the review and assessment rectification standards. Ensure that all issues are properly rectified and implemented. Please submit the mid-term teaching inspection rectification report of your college to Wang Yueling of the Operations Department of the Academic Affairs Office by 5:00 p.m. on Friday, June 6th.

Attachment 1: Summary Table of Feedback on Routine Teaching Management Inspection Results

Attachment 2: Summary Table of Examination Papers and Academic Warning Issues

Attachment 3: Summary Table of Feedback on Practical Teaching Inspection Results

Academic Affairs Office

May 23rd, 2025