

Research on Current Situation and Countermeasures of Educational Administration Informatization in Colleges and Universities

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Abstract: With the further development of education in colleges and universities, teaching management of universities has successively been using management system of teaching informationization. It has promoted fast operation of teaching administration and accelerated the innovative development of educational administration, upgrading modernization consciousness of administration personnel. However, many colleges and universities still have some problems in the process of information development, such as management software problem, network attack and low management level. It is very important to establish scientific teaching management information system, attaching importance to design and planning to ensure rationality of teaching management system. Strengthening skills training of informationization of management personnel is imperative in colleges and universities.

1 Introduction

Colleges and universities information refers to making use of computer technology effectively integrating with the resources of universities for further development and utilization thereby improving the efficiency of teaching management in colleges and universities, which promote modernization development of decision-making mechanism in the process of operation^[1]. Information management of colleges and universities needs to perfect a series of infrastructure including the construction of campus network, the construction of sharing campus resources and teaching equipment upgrade and so on .Only by doing these basic constructions can we lay a good foundation for the development of informatization management in colleges and universities.

In July 2010, the national medium and long-term education reform and development plan outline pointed out that (2010-2020) information technology has revolutionary influence on the development of education which must be attached great importance^[2].The rapid development of information technology will provide a new means and abundant resources for universities in education information resource allocation model, in-service teacher training mode and online learning mode^[3]. With the continuous promotion of informatization construction in universities and the further reform of education system, universities actively use various kinds of system software to assist daily administrative management which has produced a large number of education data. How to obtain effective information from a large number of data reflecting education situation is very important for providing scientific support to leaders make decisions. Improving teaching efficiency and promoting teaching quality, scientific research level and management benefit of education are opportunity and challenge for university information management under current big data era.

Realizing informationization of teaching management is an important task. Informatization management helps to systematize and integrate teaching management. The teaching staff can make

full use of flexible interactivity and timeliness of information platform conducting system management and overall planning to teaching resources including teaching equipment, teaching materials and the teachers, which helps to improve the efficiency of educational administration.

The so-called information education management system is to apply information management technology to teaching administration work, which sets up the modules of teaching affairs management on the platform, for example the modules of student status, teaching plan, examination affairs, teaching evaluation, student achievement and the module of graduation processing. By such a setting, the students and the teachers as well as the outside world can learn clearly and quickly the relevant information. Teaching management personnel can carry out teaching management work timely through system which obviously has promoted teaching quality and management level. However, many colleges and universities still have some problems in the process of information development which is included the low management efficiency and the low management level.

2 Current Situation of Teaching Information Management in Colleges and Universities

2.1 Teaching Information Management System Has Changed Traditional Teaching Management Style. Educational information management system takes advantage of computer and internet platform storing educational information into the database including teaching plan, course result, students' information, students' achievement and teaching evaluation. Each information is associated with other information which is formed a vast network of data information that is covered the entire educational administration process. Science and normative teaching information reduces insufficiency which is brought by manual operation. Utilizing educational information management system the teachers can inquire about teaching time, course arrangement and teaching locations. They can also make enquiry the students' information and test scores making adjustments to different situations which has brought convenience to teaching and has reduced unnecessary trouble.

2.2 Educational Administration Information Management System Has Made Teaching Affairs Administration Scientific and Systematic. The students' learning situation, personal information, course-choosing and archives can be classified and sorted by information management system. The teachers and the related personnel can make enquiry within the scope of their competence. As long as the students perform simple operation, can they know their information and test scores, which is convenient for students' studying and they can also inspect their educational data. The pattern of teaching information management system is welcomed by teaching because the operation mode of work has been scientifically standardized. The teachers and the students follow the reminder of system which has standardized operation and simplified teaching procedures. Teaching information management system has improved accuracy of teaching information and standardized the content of teaching affairs, facilitating the development of teaching affairs.

2.3 Educational Information Management System Has Promoted Development and Construction.

With the enrollment of modern universities, the number of the teachers and students on campus is increasing year by year. Some colleges have merged and some have carried out multi-campus management, which has brought new challenges to educational administration. Educational information management system can unify the large groups of colleges and universities. The system model which includes curriculum arrangement, course-choose, evaluating students and students' evaluation of teaching can manage different aspects of universities. This model stores information in the unique database, which greatly reduces redundancy of data and ensures the consistency of

management system data, in addition that the process of system operation is not done by academic affairs office alone but completed tasks of cooperation by various departments. Such as curriculum arrangement process is completed tasks of cooperation by departments and academic affairs office which has increased the link of course information inspection. The task of data input and handling is shared, so that work efficiency of the whole process of teaching management has been improved. Teaching information management system is convenient and quick because of adopting digital expression form by utilizing the network. The school administrators, the teachers, the students and even the students' parents can make corresponding inquiries on line.

3 The Problems Existing in Teaching Information Management

3.1 The Problem of Educational Administration Software. Management system software plays an important role in the process of teaching affair administration. In recent years, although the use of educational information system has brought countless convenience to the teachers and the students which has improved the efficiency of teaching management and alleviated the workload of academic staff. However, compared with the speed of informatization development and the development speed of universities, these information management systems and software still have a lot of limitations. It is these limitations and shortcomings that lead to some irregularities and defects in teaching management process. At present, educational administration software in universities have the following problems. First of all, the applicability and flexibility of some system functions are insufficient, which leads to some software not be used steadily for a long time. Secondly, the function of management is not complete and there is a lack of organic connection between some software functions. Thirdly, some software exist low operating efficiency and runs slowly. If the user increases, the system speed is obviously reduced. For example, some teachers have to login for examination results online late into the night in order to avoid the peak hours, which brings inconvenience to the teachers.

3.2 Management Personnel Have Lower Management Level. Educational administration informatization is inseparable from actual operation of management personnel, which is involved various aspects, requiring the operator to know both management knowledge and computer knowledge. However, the comprehensive level of related management personnel is insufficient. The main performance is not high quality. Educational administration in higher education has developed into a networked direction. Higher requirements have been put forward for the ability of management personnel. Many school administrators have poor computer skills who still adopt outdated and inefficient management methods. Therefore, some online operation of educational administration cannot be carried out. Secondly, some are lack of information literacy. Information technology is changing rapidly nowadays, so management personnel are required to have good information literacy. In addition, in daily management of educational administration, they only pay attention to resources integration, system maintenance and the application of information technology. Modern management theory points out that modern management technology can better serve the people with the combination of advanced management theory and professional information technology.

3.3 Network Attack Phenomenon Exists. Now the global network norm has not been formed, the network crime is still everywhere^[4]. In order to prevent negative effect of network on students, most colleges and universities can only formulate corresponding network management methods to manage them. At the same time, the basic information of teaching management must be standardized and accurate, but in practice, the basic information often exists for various reasons. For

example, due to the rapid change of teaching plan and curriculum, the corresponding information in educational administration system is not updated in time. For another example, it is difficult to find the past information records due to lack of historical data preservation, which the accuracy of data information is increasingly lost as the number of times increases.

4 The Countermeasures of Educational Administration Management

4.1 Building up Education Management Modernization Idea. The construction of digital campus is a complex and long-term project^[5]. Informationization of educational administration is its main component and management personnel should establish modern management concept. The new management mode should be studied and educational management modernization should be constructed according to the requirements of teaching training objectives. At the same time, system should be involved a wide range. As the data is constantly updated, teaching units and functional departments should determine the corresponding responsibilities so as to ensure the normal operation. In the face of vast majority of the teachers and the students, teaching staff needs to draw support from various forms of publicity to enhance the sense of mission and responsibility of the teachers and students, so that they can cooperate actively and jointly build educational administration informatization

4.2 Establish Scientific Educational Administration Information System, Attaching Importance to Designing and Planning to Ensure the Rationality of System. Colleges need to focus on designing and planning of educational management software system as a key topic. In the process of systematic planning, we should not only explore and discuss main achievements of domestic universities in this field, but also learn from successful experience abroad. Its current practical performance is attached importance to and regarded as an important trend of education reform and development. Academic affairs office organizes various experts who involve in the field of educational administration, network and computer. They are called together to plan and design, thus we can ensure that the developed system incarnates characteristics of teaching management, which the requirements of "security, timeliness, practicality and convenience" can be achieved.

4.3 Improve Administrators' Quality and Enhance Their Skills Training. The foundation of educational administration informatization in colleges and universities is to design a complete set of educational management information system. Its main determining factor is the overall quality level of educational administrators. Therefore, the relevant researchers must enhance the teachers' and the superintendents' professional skills training by taking advantage of special reports, seminars, visiting studies and expert lectures. First of all, it is necessary to greatly improve management personnel's modernization management level. They should systematically master the methods and approaches of modern teaching management and constantly strengthen their learning ability. Secondly, colleges should set up incentive measures by formulating the corresponding training plan and giving their opportunity of skills training. Colleges should organize educational administration personnel to exchange and study tour periodically in order to extend visual range, which can improve their initiative and enthusiasm. Finally, they also actively take part in informationization construction of teaching management in addition to daily educational administration, which can increase their subject sense. Thus they are able to apply information technology to handle complex teaching tasks alone and deal with the emerging issues of information construction in time. The managerial staff can improve their working efficiency by organically combined with informatization management technology and scientific management methods.

4.4 Create A Good Educational Administration Environment. First, the institutional

environment needs to be in good condition. The institution is the main basis of teaching management. Various institutions are important guarantee for standardizing management and improving the quality of teaching management. Teaching management department shall formulate strict rules and regulations for all work and carry out specific management. On the one hand, the scope of institution should be comprehensive and normative. On the other hand, the implementation of institution should be adhered to entire constraints in the whole process. The institution should constantly be revised and perfected so that management supervisor can follow the rules, which ensure the normal operation of teaching management. Secondly, management mode needs to be innovated. Higher education management should implement a new mode of high efficiency and manipulity. At the same time, a unified teaching management information system should be established to realize interactive teaching management which can promote effective collaboration among teaching management departments to make teaching management step up to a new level. Furthermore, colleges should expand infrastructure spending, such as increasing the necessary computer and network equipment. The administrators should fully mobilize all enthusiasm of education information construction which lays a solid foundation for educational administration management informatization.

5 Conclusions

It is a gradual construction project to build an efficient teaching management information system. Colleges need to strengthen the regulations of management and guarantee measures for education informationization. The informatization system and concept are organically combined with information software and hardware environment which is optimized as far as possible. According to the actual situation, universities should do a better job of rational planning and designing, through which can establish characteristic information management mode and constantly improve the level of teaching management.

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