

# Thinking on the Innovative Mode of Teaching Archives Management in Colleges and Universities

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**Abstract:** With the continuous improvement of education level and the steady progress of teaching quality in colleges and universities, the management of teaching archives in colleges and universities has been paid more attention by the educators in colleges and universities. The traditional archives management mode of most colleges and universities in our country can not satisfy the work efficiency of colleges and universities. China's rapid development of science and technology has made people enter a new era of Internet +, the application of advanced information technology means for efficient teaching archives management is an inevitable development trend. This paper starts with the characteristics of teaching archives in colleges and universities, and discusses the problems existing in the management of teaching archives in colleges and universities, the concrete solutions and their significance.

## 1. Characteristics of College Teaching Archives

Therefore, the management of university teaching archives is an important link in the teaching work of colleges and universities, which is used to objectively measure the teaching level and teaching quality of colleges and universities. With the continuous improvement of science and technology, the application of information technology in various fields is becoming more and more important. The problems of inconvenient management and application of paper-based teaching archives in traditional colleges and universities have been solved with the transformation of information and electronic management mode. Colleges and universities need to innovate the working mode of archives management through advanced information technology means, change the traditional time-consuming and laborious inefficient management and service mode through electronic management, so as to optimize the management level, improve the efficiency of archives management, and perfect the service system [1]. Make the teaching archives management of colleges and universities meet the needs of the development of the times.

### 1.1. Importance of College Teaching Archives

The most intuitive form of teaching activities in colleges and universities is the teaching archives of colleges and universities, which plays an extremely important role in the development of colleges and universities. Teaching quality evaluation and professional construction evaluation in colleges and universities need to take teaching archives as reference, so as to make correct decisions on university construction and scientific research innovation, which is an extremely important part of the work of colleges and universities.

### 1.2. The Teaching Archives of Colleges and Universities are Numerous

The university archives contain all kinds of information produced in the teaching links of colleges and universities, which is one of the most numerous. It not only contains the school's teaching regulations, rules and regulations, but also includes the teacher's attendance records, lesson preparation, courseware inspection, etc., students' transcripts, graduation papers and so on are also included.

### 1.3. Complex Types of Teaching Archives in Colleges and Universities

There are many kinds of teaching in colleges and universities, and the archiving methods are

different. There are different teaching indexes and management methods in different grades and degree education in colleges and universities, and the record forms of teachers' teaching activities are diversified. In addition, the students' enrollment situation and characteristics are different, so they form complex and diverse teaching files and need to introduce information management mode [2].

## 2. Problems in Teaching Archives Management in Colleges and Universities

### 2.1. Inadequate Management of Teaching Archives in Colleges and Universities

The university lacks the perfect teaching file management system, the related staff can not complete the work scientifically and reasonably according to the process of file management, which greatly reduces the work efficiency. Some colleges and universities do not pay enough attention to the management of teaching archives, lack of professional personnel for unified management storage. As a result, teaching evaluation and annual assessment process can not effectively play the value of teaching archives, there are many problems, even patchwork to fill up the archives.



Figure 1 Archives management process

### 2.2. Lack of Accountability in the Management of Teaching Archives in Colleges and Universities

There are many kinds of teaching archives in colleges and universities, including each link in the teaching activities of colleges and universities. Because of the different classification of archives, the storage of archives has not formed a certain system. Colleges and universities have not formed a special teaching archives management department, each functional department is directly responsible for the corresponding teaching archives management work. Because the division of work is not clear and the responsibilities are vague, the situation of each department shirking their responsibilities from time to time, if problems arise, may even lose important files.

### 2.3. The Number of University Teaching Archives Management Professionals is Less

Some colleges and universities can not take into account the student file management and teaching file management because of the situation of expanding enrollment year after year. In addition, in the face of heavy tasks such as the end of the period and the beginning of school, the teaching file management personnel can not guarantee the integrity and accuracy of teaching file archiving [3]. And some colleges and universities still have not set up professional teaching archives management team, and the professional quality of relevant managers can not be improved, resulting in efficient teaching archives management work can not be carried out in an orderly manner in colleges and universities, the quality of teaching archives can not be guaranteed.

### 2.4. The Application Value of University Teaching Archives is not Fully Reflected

Teaching archives in colleges and universities is an important reference material in the evaluation and decision-making of colleges and universities, and an important index to measure the

teaching level and teaching quality of colleges and universities. However, due to the backwardness of the teaching archives management mode in colleges and universities, the paper teaching archives can not be collected and completed in time, and the actual situation in the teaching activities of colleges and universities has not been fully reflected, and the colleges and universities can not carry out effective daily management work and deepen the reform of teaching contents.

### **3. Concrete Measures of Innovation Mode of Teaching Archives Management in Colleges and Universities**

#### **3.1. Establishment of Innovative Consciousness of Teaching Archives Management in Colleges and Universities**

With the continuous innovation and development of information technology means, colleges and universities should change the traditional concept of archives management in time, set up the innovative consciousness of teaching archives management in colleges and universities, and constantly develop and utilize the value of teaching archives, so as to help the management of colleges and universities make correct decisions according to the actual situation and promote the new development of teaching in colleges and universities.

#### **3.2. Establishment of Standards and Management Systems for Teaching Archives in Colleges and Universities**

The management of teaching archives in colleges and universities needs the corresponding standards and management system to restrain it, so as to ensure the accuracy of teaching quality and information resources audit management in colleges and universities. Only by constantly improving the management system and management methods can we provide important reference basis for college teaching and meet the needs of the times of information construction in colleges and universities.

#### **3.3. Standardizing the Content and Classification of Teaching Archives in Colleges and Universities**

The types of teaching archives in colleges and universities are very complex, and the corresponding archives collection also has the characteristics of universality, complexity, dispersion and periodicity. We should start with the corresponding archives collection and arrangement work, and strictly follow the rules and regulations to send and receive the files. In addition, it is necessary to establish a professional archives management team to improve the efficiency of teaching archives management in colleges and universities.

#### **3.4. Accelerating the Modernization of Teaching Archives Management**

The management of teaching archives in colleges and universities should actively apply modern information means, establish corresponding archives management system, change the difficult situation of traditional paper documents storage and archiving, speed up the construction of teaching archives information database in colleges and universities, and carry out scientific and internal archiving of teaching archives, so as to ensure the integrity and timeliness of teaching archives in colleges and universities.



Figure 2 Management interface of teaching archives in colleges and universities

### 3.5. Establishment of University Teaching Archives Management System

At present, the responsibility division of some teaching archives management departments in colleges and universities is vague, so we should build a professional teaching archives management system. Improve its evaluation system, so as to ensure the unity of teaching archives work and teaching activities, so that teaching archives can better serve and college teaching. At the same time, we should strengthen the supervision and management of teaching archives and improve the overall level.

### 3.6. Strengthening the Construction of Teaching Archives Management Team in Colleges and Universities

College teaching archives management should build a team with professional literacy, through targeted training and ideological and moral construction, to cultivate a dedicated, steadfast and willing to work management personnel. Constantly improve its professional level, learn advanced information technology means, and strengthen the safety audit of teaching archives information management platform to ensure the smooth development of teaching archives management in colleges and universities.



Figure 3 Log-in process for file managers

### 3.7. Do Well the Construction of Teaching Archives Information Platform

The management of teaching archives in colleges and universities should keep moving forward in the direction of informationization, systematization and networking, make full use of the value of teaching archives, so that the functional departments of colleges and universities and teachers of colleges and universities can perfect and adjust the decision-making and work through archives. Through the construction of information platform, the real-time sharing of teaching resources in colleges and universities is realized, and its utilization rate is improved.

## 4. The Significance of Innovation of Teaching Archives Management Mode in Colleges and

## **Universities**

Along with the continuous development of the "Internet +" era, it is of great significance to manage the teaching archives of colleges and universities by means of digitalization. Colleges and universities should actively change the traditional teaching archives management mode, walk in the forefront of innovation, knowledge innovation and technology leading, and meet the development needs of teaching reform in different periods through the construction of archives management information system in colleges and universities.

The innovation of teaching archives management in colleges and universities can better serve and carry out teaching activities and scientific research activities in colleges and universities. Through the teaching file management system, it greatly facilitates the teachers and students in colleges and universities to query the relevant data, so as to make reasonable teaching and learning plan decision according to it. Changing the paper-based teaching files also greatly saves the management space of colleges and universities, saves paper and protects the environment. In addition, it also brings convenience to the compilation and research of teaching archives in colleges and universities, and makes the functional departments of colleges and universities run on the basis of standardization and modernization through the information sharing of teaching archives information platform in real time. The information-based teaching archives management platform makes the management of colleges and universities more standardized and standardized, and makes the teaching level of colleges and universities develop well for a long time.

## **5. Conclusion**

To sum up, colleges and universities should attach importance to the information construction of teaching archives management, and make up for the shortcomings and defects in the traditional archives management through advanced technical means. Colleges and universities should strengthen the professional training of relevant personnel and formulate perfect management system in order to optimize the flow and system of management work, give play to the advantages of "Internet +", and actively carry out the corresponding work in combination with the actual situation of colleges and universities. So that the management of teaching archives in colleges and universities can meet the needs of teaching management in different stages, and make it better service and teaching work in colleges and universities.

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