NATIONAL CHENGCHI UNIVERSITY
Online Teaching Materials Production Guide

Digital Learning Promotion Committee
July 14, 2003

1. "Online teaching materials" refers to a method of distance learning, aiming to allow instructors to create additional teaching materials beyond in-person content for students to engage in self-directed learning via the internet.

2. The online teaching materials may include: detailed course outlines (such as PowerPoint slides), recorded lectures (video or audio), relevant articles, case studies, works by instructors and students, related website links, etc. These materials should be sufficient for students to engage in self-learning or review the course content online. The media formats for online materials may include text, images, video, audio, or animation.

3. Full-time and part-time faculty members at the University may apply to the Computer Center each semester for access to the distance learning platform, regardless of whether they are applying for subsidies. They can use this platform to create online teaching materials according to the needs of their courses. The Computer Center provides consultation services to instructors.

4. Creating online teaching materials is a meaningful but time-consuming task. It is advised that instructors consider the following factors when deciding whether to provide online materials:

   a. Will the online materials add value to the course or supplement any gaps in the in-person teaching?

   b. Is the content of the teaching materials complete enough for students to engage in self-directed learning?

   c. Will the online materials help maintain students' interest in continuing to learn?

5. Faculty members who wish to apply for subsidy from the University shall submit their application within the designated timeline and have it reviewed by the Committee.

6. When reviewing subsidy applications, the Committee shall refer to the types and quantities of materials proposed in the instructor's plan and assess whether the materials are complete, self-sufficient, and capable of providing teaching guidance. If a course wishes to use an external platform not provided by the Computer Center, the instructor shall provide an explanation and obtain approval from the Committee before receiving the subsidy.

7. The online materials funded by the subsidy shall be comprehensive and capable of providing teaching guidance:

   a. "Complete" shall means that the material should be structured systematically and clearly show the areas of knowledge and learning pathways. For example, a complete online teaching material should cover all instructional units of the course and clearly indicate the relationships between them.

   b. "Providing clear teaching guidance" shall mean that the teaching material producer should clearly indicate, through text or multimedia, the relationships

and usage of various resources, and where necessary, provide partial or full explanations. For example, if the online materials provide an image, photo, or video case study, the webpage should also introduce the background of the work, explain its meaning, and possibly ask related questions to encourage student reflection or discussion.

8. To ensure ease of downloading and reading, it is recommended that teaching material producer converts document files (.doc), PowerPoint presentations (.ppt), and similar file types into HTML format before uploading. If the format conversion affects the presentation of the material, it is advised not to convert the file.

9. When the source files for the teaching materials are digital audio or video files, the teaching material producer should appropriately compress them (e.g., convert them into .wmv streaming file format) and apply to the Computer Center for use of the streaming server (medias.cc.nccu.edu.tw). The teaching materials should be provided via links.

10. If the online teaching materials include content from other sources (e.g., data from a textbook CD or online resources), the producer should adhere to copyright law's "fair use" guidelines and properly cite the source of the materials used.

11. If the online teaching materials funded by the subsidy include pre-made materials by others, they should not exceed one-third of the course content. The teaching material producer must clearly state in both the course webpage and the final report which chapters of pre-made materials were used.