Journal of Education and Educational Research
ISSN: 2957-9465 | Vol. 6, No. 2, 2023

Practicality Comes First: The Way to Improve the Efficiency of University Management under the Background of the Integration of Educational Administration and Teaching

Liu Yang *

Shaanxi University of Technology, China

* **Corresponding author Email**: yangliukeyan@163.com

Abstract: Under the background of the integration of educational administration and teaching, the way to improve the efficiency of university management is very important. In today's education field, the integration of educational administration and teaching has become a trend, aiming to improve the efficiency and effect of educational management by integrating teaching resources and management processes. In order to achieve this goal, this paper focuses on the ways to improve the efficiency of university management under the background of the integration of educational administration and teaching, and puts forward specific measures from the aspects of strengthening information construction, optimizing management process, responsibility implementation, personnel training, performance appraisal, supervision and evaluation, aiming at providing effective guidance for the actual operation of university management.

Keywords: Integration of Educational Administration and Teaching; University Management; Way.

1. Introduction

The integration of educational administration and teaching is an important trend of current university management, which has a far-reaching influence on improving the efficiency of management work. This paper will discuss the opportunities and challenges brought by the integration of educational administration and teaching, and the corresponding ways and strategies to improve the efficiency of management work.

2. The Concept and Characteristics of the Integration of Educational Administration and Teaching

The integration of educational administration and teaching refers to the mutual integration of teaching and educational administration in university management, and the seamless connection of teaching plan arrangement, student achievement management, course evaluation and other aspects can be realized through information technology [1]. Its characteristics include: first, it emphasizes the internal connection between teaching and educational administration, and pays attention to the integrity and coordination of teaching and management; Second, relying on information technology, data sharing, real-time update and convenient inquiry are realized, which improves the efficiency and accuracy of teaching management; Third, the integration of educational administration and teaching also advocates the concept of student-centered, better meet the needs of students, promote teaching reform and improve the quality of education and teaching.

3. The Positive Influence of the Integration of Educational Administration and Teaching on the Efficiency of University Management

The implementation of the integrated mode of educational administration and teaching has greatly improved the efficiency of university management. First of all, the model optimizes the allocation of teaching resources and the arrangement of class schedules, improves the flexibility and adaptability of teaching plans, saves management costs and reduces the waste of teaching resources. Secondly, the process of students' course selection, score entry and examination arrangement based on the information system is automated and intelligent, which effectively simplifies the work flow of educational affairs and improves the accuracy and timeliness of data processing. Finally, the integrated mode of educational administration and teaching can promote the subjective consciousness of teachers and students to participate in management, which is conducive to improving the coordination and overall efficiency of management.

4. The Way to Improve the Efficiency of University Management under the Background of the Integration of Educational Administration and Teaching

4.1. Strengthen Information Construction and Improve Processing Efficiency

Under the background of the integration of educational administration and teaching, strengthening information construction is one of the key ways to improve the efficiency

of university management. Information construction can use modern information technology means to efficiently manage and process data and information, so as to improve the efficiency and level of management work.

First of all, colleges and universities can establish a perfect educational administration information system to realize the centralized management and rapid processing of curriculum arrangement, teacher tasks, students' course selection, exam arrangement and other information. Through the information system, managers can understand various data indicators in real time, plan resource allocation, identify potential problems in advance and make timely adjustments, thus accelerating the speed and quality of decision-making.

Secondly, informatization also helps to establish a student status management system and a staff file management platform to achieve information-based student file management and staff information management. This will speed up the process of student and faculty information inquiry, update and approval, simplify administrative procedures and improve related work efficiency.

Finally, we should also pay attention to the digital management of teaching resources, including the digital storage and sharing of teaching resources such as course materials, teaching guides, teaching PPT, so that teachers and students can obtain the necessary information anytime and anywhere, and improve teaching efficiency. By means of information technology, the university management can be refined, intelligent and scientific, improve the management level and service quality, and provide a solid foundation for the in-depth development of the integration of educational administration and teaching.

4.2. Optimize the Management Process and Simplify the Management Decision Process

Optimizing the management process and simplifying the management decision-making procedure is an important way to improve the efficiency of university management, especially in the background of the integration of educational administration and teaching. By optimizing processes and simplifying decision-making procedures, management levels can be reduced and response time shortened, thus achieving efficient management [2].

First, optimizing the management process can reduce redundancy and duplication of work and improve management efficiency. In the management of colleges and universities, there are often the problems of information island and poor data transmission between departments. By introducing information system, integrating various management systems, and realizing data sharing and circulation, information barriers can be eliminated and waste of human resources can be reduced. At the same time, automation technology can also be used to automate routine and cumbersome work processes, improve work efficiency, and liberate the time and energy of managers and faculty.

Second, simplifying management decision-making procedures can speed up the execution of decisions and improve management efficiency. University management decisions often need to go through multi-level approval and long waiting, resulting in delayed implementation of the decision results. In order to solve this problem, a rapid response mechanism can be established to compress the decision execution chain. Give managers greater decision-making authority by clarifying responsibilities and delegation so that they can quickly make appropriate decisions and take the necessary actions to drive implementation. At the same time, technical means such as big data analysis and intelligent algorithms can also be used to assist the decision-making process, provide decision support, and make decisions more scientific and accurate.

Third, the establishment of rapid feedback mechanism is also the key to simplify the management decision-making process. In the management of colleges and universities, decision adjustment and correction are often needed. In order to find the problem and take corresponding measures as soon as possible, we should establish a sound supervision and error correction mechanism. Track and evaluate the implementation of management decisions through regular assessment, internal audit, monitoring and evaluation, and find problems in time and correct them. At the same time, establish feedback channels to listen to the opinions and suggestions of staff, students and relevant stakeholders, introduce multiple perspectives, and improve and refine the decision-making process.

4.3. Fulfill Responsibilities and Ensure Orderly Progress of All Work

In the context of the integration of educational administration and teaching, it is crucial to implement responsibilities and ensure the orderly progress of all work. Since the integration of educational administration and teaching requires close cooperation and collaborative work among various departments, the establishment of a clear division of responsibilities and a special person responsible for specific work links can effectively improve management efficiency and reduce confusion and duplication in the work process.

For example, after the implementation of the integration of educational affairs and teaching in our school, in order to implement the responsibilities, the school leaders clearly divided the responsibilities of the relevant departments of educational affairs, teaching and information technology, and set up the project team of the integration of educational affairs and teaching, which is responsible for the overall planning and organization of the implementation. By formulating detailed work plans, the project team clearly conveys work tasks and requirements to various departments, and strengthens supervision and supervision of implementation. At the same time, through regular meetings and evaluations, the work progress of various departments is comprehensively inspected, problems are found in a timely manner, and suggestions for adjustment are put forward. Under this organizational structure, each department is clear about its responsibilities, and the responsibilities are implemented to people, so that all work is carried out in an orderly manner and management efficiency is improved. Therefore, the implementation of responsibility is a key part to ensure the efficient promotion of university management under the background of the integration of educational administration and teaching. Through the combination of theoretical guidance and case practice, it can be seen that clarifying responsibility and implementing responsibility can help colleges and universities establish a more effective management mechanism and promote efficient management under the integrated mode of educational administration and teaching.

4.4. Strengthen Personnel Training and Improve Relevant Management Level

Strengthening personnel training is an important way to improve the efficiency of university management under the background of the integration of educational administration and teaching. Through professional, systematic and continuous training, managers can improve their understanding of the concept and technology of the integration of educational administration and teaching, and enhance their ability to cope with complex management situations, so as to improve the relevant management level.

Under the background of the integration of educational administration and teaching, in order to improve the efficiency of management work, the school has formulated a series of personnel training plans. First of all, by holding a special seminar on the integration of educational affairs and teaching, experts and scholars are invited to interpret the latest theories and practical experience to help managers deeply understand the concept of integration of educational affairs and teaching. Secondly, combined with the reality, the school introduced the educational administration management information system and organized internal training to train managers to skillfully use the system for information office. At the same time, managers are encouraged to attend external professional training courses to upgrade their information technology and management skills. For example, by inviting industry experts to conduct teaching evaluation training, the ability of managers to evaluate teaching quality is strengthened. After continuous training and learning, the comprehensive quality of management personnel has been significantly improved, better adapted to the development needs of the integration of educational administration and teaching, and improved the efficiency of management work. For example, they can be more skilled in the use of information systems for data analysis and decision support, and more equipped with the ability to organize, coordinate and supervise, so as to promote the smooth and efficient operation of educational administration. This case fully shows that through strengthening the training and improvement of management personnel, the management challenges brought by the integration of educational administration and teaching can be effectively addressed, and the efficiency and level of university management can be improved.

4.5. Implement Performance Appraisal to Stimulate the Motivation of Management

Under the background of the integration of educational administration and teaching, an important way to improve the efficiency of university management is to carry out performance appraisal to stimulate the motivation of management work. Based on the principles of management by objectives and performance evaluation, performance appraisal can effectively measure and feedback the effectiveness of management work, and provide a clear reward and punishment mechanism. Here are the theories and case studies to illustrate how this approach works.

The implementation of performance appraisal has several key advantages for improving the efficiency of university management. First of all, it promotes the goal-oriented management work and clarifies the responsibilities and tasks of managers. In the context of the integration of educational administration and teaching to encourage innovation, it can make managers pay more attention to the improvement of the quality of college education and teaching. Secondly, performance appraisal can objectively evaluate the performance of managers and provide them with opportunities for improvement and promotion, so as to continuously improve the management level and teaching quality of colleges and universities. Finally, performance appraisal also provides managers with an incentive means, through a reasonable reward mechanism, can stimulate the enthusiasm and creativity of managers, improve work efficiency.

Under the background of implementing the integration of educational administration and teaching, our school introduced the performance appraisal mechanism and achieved remarkable results. Our school has set up a performance indicator system, including evaluation indicators of teaching quality, scientific research achievements, student development, etc., and measures the effectiveness of management work through regular assessment and annual evaluation. Taking Wen Court as an example, the school clearly requires the dean to pay attention to the allocation of teaching resources, teacher team construction and talent training in the performance appraisal. After the introduction of performance appraisal, the dean strengthened the supervision and guidance of course design and teaching quality according to the requirements of the integration of teaching administration and teaching, and improved the teaching level of the teachers. At the same time, he attaches great importance to student development, promotes students to participate in practical projects and social practice activities, and has made outstanding achievements in cultivating students' innovative ability and practical skills. After a period of implementation of performance assessment, the management efficiency and teaching quality of the college have been significantly improved. Under the systematic performance evaluation, managers are more clear about their responsibilities and tasks, and exert more potential and creativity. Through the reward mechanism, excellent managers get corresponding rewards, which further enhances their enthusiasm and work motivation.

4.6. We will Strengthen Supervision and Evaluation to Identify and Solve Problems in a Timely Manner

Strengthening supervision and evaluation is an important way to improve the efficiency of university management, especially in the context of the integration of educational administration and teaching. In theory, the integration of educational administration and teaching requires the organic linkage of various management work, and strengthening supervision and evaluation can help managers find problems and hidden dangers in time, promote the effective cooperation of various departments, and ensure the orderly progress of work. Through scientific supervision and evaluation, deficiencies in management can be found, so as to optimize the process, improve efficiency, and promote the development of university management towards a more efficient direction.

For example, after the implementation of the integration of educational administration and teaching, our school has established regular data analysis and evaluation meetings in order to strengthen supervision and evaluation. In this case, the management department made full use of the data provided by the information system to conduct regular summary and analysis of the course scheduling plan, student achievement, teacher teaching feedback, etc., and held a

special evaluation meeting. Through the meeting, all relevant departments participate in the discussion of problems and the formulation of solutions to ensure that all work links are effectively promoted. This regular supervision and evaluation mechanism enables the management department to know the progress of the work in a more timely manner, quickly find problems and put forward improvement measures, and promotes the efficient operation of university management. Therefore, the role of strengthening supervision and evaluation is to find and solve problems in a timely manner, and this role is more prominent in the context of the integration of educational administration and teaching. Through supervision and evaluation, university management departments can better grasp the management needs under the integrated mode of educational administration and teaching, promote the optimization of work flow, and thus improve the efficiency and quality of management work.

5. Conclusion

All in all, the integration of educational administration and teaching has brought new opportunities for the development of university management, and put forward higher management requirements. Through unremitting efforts and continuous improvement, it is believed that the efficiency of university management will be further improved and contribute more to the development of education.

References

[1] Xu Bing. An analysis on the path to improve the teaching effect of college Management courses in the New media era [J]. Science and Technology Wind,2023(19):129-131.

[2] Han Yuejiao. Multi-dimensional and multi-path promotion of Leadership of university management cadres [J]. Economist, 2023 (7):209-210.

[3] Measures to improve the efficiency of archives management in university offices [J]. Jiang Zhicai. Office Business,2021.

[4] On the efficiency of administrative management [J]. Yu Qingmei. Journal of Jinzhou Medical College,1994.

[5] Discussion on Management efficiency of private colleges and universities -- A case study of a private college in Jiangxi Province [J]. Luo Mingli; Lu Shengyong. Modern Trade Industry, 2017.

[6] Analysis of ways to improve the efficiency of office archives management [J]. Li Xiaoyan. Human Resource Development, 2016.

[7] Thinking on Improving the efficiency of university Student management in the new era [J]. Sheng Xiangfei; Li Zhi. University Education,2017.

[8] How to improve the efficiency of college student management [J]. Zhang Lei. Western Quality Education,2017.

[9] Problems and Countermeasures of college student management [J]. Li Xiaobo. Science in Public (Science Education),2017.