Chung Yuan Christian University Distance Learning Course Evaluation Project

Approved by the 104-2-11 Office Affairs Meeting of the Office of Academic Affairs on May 3, 2016
Amended by the 105-2-07 Office Affairs Meeting of the Office of Academic Affairs on April 11, 2017
Amended by the 105-2-08 Office Affairs Meeting of the Office of Academic Affairs on April 18, 2017
Amended by the 107-1-17 Office Affairs Meeting of the Office of Academic Affairs on January 15, 2019
Amended by the 108-2-11 Office Affairs Meeting of the Office of Academic Affairs on June 9, 2020
Amended by the 109-2-10 Office Affairs Meeting of the Office of Academic Affairs on June 1, 2021
Amended by the 110-1-7 Academy Affairs Meeting of the International Cloud Academy on December 15, 2021
Amended in accordance with CYCU Letter No. 1120002325 dated July 4, 2023
Amended by the 113-2-04 Office Affairs Meeting of the Office of Digital Education on March 27, 2025
Amended by the 114-1-07 Office Affairs Meeting of the Office of Digital Education on October 9, 2025

I. To improve the teaching quality of digital courses and evaluate teaching effectiveness, Chung Yuan Christian University (hereinafter referred to as "the University") hereby establishes the "Chung Yuan Christian University Distance Learning Course Evaluation Project" (hereinafter referred to as "the Project") in accordance with the University's Regulations for the Implementation of Distance Learning.

II. For each distance learning course offered by the University in the current semester, the instructor shall submit the University's Distance Learning Course Offering Application Form and provide course outline information as required by the Ministry of Education.
A course approved for offering shall undergo internal evaluation and verification after the course has concluded.

III. The distance learning course evaluation process consists of the following three stages:

(1) Review of the course offering procedure: A course to be offered in the current semester shall undergo course review in the preceding semester in accordance with the review procedure set forth in Article 4, Paragraph 1 of the University's Regulations for the Implementation of Distance Learning.

(2) Verification of the course outline and distance learning hours: Before the semester begins, the instructor shall enter the distance learning and in-person instructional hours in the course outline system and upload audiovisual teaching materials to the i-learning platform. The hours shall satisfy the requirements for a distance learning course. An instructor whose course does not satisfy the requirements shall make improvements as soon as possible in accordance with the operational schedule so that the information may be reported to the Ministry of Education.

(3) Evaluation and indicators for distance learning course operation:

1. Preliminary evaluation (instructor self-evaluation): During the teaching period, the i-learning platform shall provide the current values for the evaluation indicators. The instructor shall independently review the effectiveness of course operation and complete the "Course Teaching Quality" reporting process before the end of the final examination week of each semester.
2. Secondary evaluation (internal review): After the end of the final examination week of each semester, each course shall undergo evaluation against the evaluation indicators. For items requiring qualitative review, the Office of Digital Education (hereinafter referred to as "the Office") shall convene a Distance Learning Course Evaluation Panel (hereinafter referred to as the "Evaluation Panel") to conduct the review and assign the final rating score.
3. The evaluation indicators include the following:

(A) Course Teaching Quality [Instructor Self-Evaluation Dimension]

Item	Description
1. Course teaching materials are developed and obtained in compliance with intellectual property requirements (5 points).	1. The instructor signs an Intellectual Property Rights Confirmation Statement. 2. An authorization letter from the publisher is provided.
2. Distance learning accounts for more than one-half of the total instructional hours; audiovisual materials account for at least one-third of the total instructional hours; and online discussions and tests together account for at least one-sixth of the total instructional hours (3 points). To be completed by the instructor: (1) Course audiovisual materials: ____ minutes (2) Online instructor-student interactive discussions: ____ minutes (each discussion post may be converted to 2 minutes) (3) Online tests: ____ minutes (the calculation may be based on the test duration configured in i-learning)	1. The weekly course schedule entered in the course outline system shall specify the distance learning and in-person hours for each week. 2. Audiovisual files shall be uploaded to i-learning, and the audiovisual duration shall be indicated in parentheses at each node (___m). 3. For a course with 18 total instructional hours, audiovisual materials shall account for at least 6 hours, online discussions and tests shall account for at least 3 hours, and total distance learning hours shall account for at least 9 hours.
3. The course appropriately describes the course title, number of credits, unit objectives, intended students, prerequisite competencies, and assessment standards (4 points).	
4. Teaching materials provide appropriate key-point prompts, examples, exercises, reflective activities, and supplementary materials or online resources (3 points).	
5. When synchronous or asynchronous instructional activities are conducted, the instructor and students actively participate in discussions relating to the course (3 points).	
6. The course provides assessment results and feedback for each learning assessment (4 points).	
7. Assessments take the learner's online learning process and level of participation into consideration (3 points).	

(B) Course Operation Effectiveness
[Internal Review Dimension: Evaluation shall be based on the following indicators and actual interactions on the i-learning platform.]
Calculation: Each evaluation indicator below shall be calculated on the basis of the total number of weeks in which the course is implemented (Note 1).

Distance Learning Course Offering Criteria		Compliant	Noncompliant
Distance-Learning Audiovisual Content	At least nine weeks include audiovisual nodes.	At least one-half of the total course weeks include audiovisual nodes.	Fewer than one-half of the total course weeks include audiovisual nodes.
	Audiovisual hours account for at least one-third of the total instructional hours (Note 2).	Audiovisual hours account for at least one-third of the total instructional hours.	Audiovisual hours account for less than one-third of the total instructional hours.

Required Evaluation Items	Baseline Target Value	Ratings for Each Evaluation Indicator (Notes 3 and 4)			
		A+ (4 points)	A (3 points)	B (2 points)	C (1 point)
Learning Guide	At least 4 weeks	At least two-thirds of the course weeks provide learning guides suitable for self-study.	At least one-half of the course weeks.	At least one-quarter of the course weeks.	Less than one-quarter of the course weeks.
Digital Teaching Materials	At least 4 weeks of the course include teaching material nodes.	At least two-thirds of the course weeks include materials with a chapter structure and diverse presentation of key points.	At least one-half of the course weeks.	At least one-quarter of the course weeks.	Less than one-quarter of the course weeks.
Online Assessment	At least 4 weeks of the course include online assessment nodes.	At least two-thirds of the course weeks include online assessments and use multiple appropriate assessment methods.	At least one-half of the course weeks.	At least one-quarter of the course weeks.	Less than one-quarter of the course weeks.
Instructor-Student / Student-Student Interactive Discussion	At least 4 weeks include course-topic discussion forums.	At least two-thirds of the course weeks include course-topic discussions aligned with the learning objectives.	At least one-half of the course weeks.	At least one-quarter of the course weeks.	Less than one-quarter of the course weeks.
	The total number of discussion posts is at least three times the number of enrolled students.	The total is at least nine times the number of enrolled students, with strong quality and quantity of instructor-student and student-student interaction.	The total is at least six times the number of enrolled students.	The total is at least three times the number of enrolled students.	The total is less than three times the number of enrolled students.
Grade Announcement System	The grade announcement system is used.	The system is used, at least five assessment categories are adopted, and assessment results include instructor explanations or feedback.	The system is used and at least three assessment categories are adopted.	The system is used.	The system is not used.

Optional Evaluation Items (Note 5)	Baseline Target Value	Ratings for Each Evaluation Indicator		
		A+	A	B
Synchronous Instruction	At least 1 week of the course includes synchronous instruction.	Synchronous distance learning is implemented for at least 3 weeks, with instructor-student and student-student interaction strategies and appropriate and active discussions.	Synchronous distance learning is implemented for 2 weeks.	Synchronous distance learning (or in-person instruction) is implemented for 1 week.
Case-Based Materials	At least 4 weeks of the course include case-based materials.	At least two-thirds of the course weeks include case-based materials and use diverse practical cases or exercise examples.	At least one-half of the course weeks.	At least one-quarter of the course weeks.
Student Learning Feedback Forms and Instructor Feedback	At least 1 student learning feedback form is administered.	At least 2 student learning feedback forms and 2 corresponding instructor feedback items are provided.	1 student learning feedback form and 1 instructor feedback item are provided.	1 student learning feedback form is provided.

Notes:

1. For a summer-session distance learning course, the number of course weeks shall be calculated on the basis of the instructional hours corresponding to the course credits. For example, for a three-credit course, three instructional hours shall be counted as one week; six instructional hours shall be counted as two weeks, and so forth.
2. "Distance learning audiovisual materials" include synchronous or asynchronous audiovisual teaching materials. In addition to calculation by total hours, each audiovisual node is recommended to be 15 to 30 minutes in length, and the instructor shall appear in the audiovisual material. These matters shall also serve as a basis for qualitative review by the Evaluation Panel.
3. After the scores for the evaluation indicators of each course are calculated, an item preliminarily rated A+ shall undergo qualitative review before that item score is assigned and used to calculate the final overall rating.
4. The average score across all required evaluation indicators shall be the final overall rating of the course. Course rating score ranges: A+ = 4 points; 3 points ≤ A < 4 points; 2 points ≤ B < 3 points; C < 2 points.
5. The optional evaluation indicators shall serve as references for the selection of Outstanding Distance Learning Teachers, Ministry of Education digital learning course certification, and instructors' self-directed teaching improvement.

IV. If an instructor completes the "Course Teaching Quality" reporting process specified in Section III, Subparagraph (3), Item (A) after the deadline, the late submission shall be recorded and used as a reference in the instructor's subsequent applications to offer distance learning courses.

V. After the evaluation results under the Project have been reviewed by the Evaluation Panel, they shall be reported to the University's International Cloud Steering Committee and recorded in the University's faculty e-portfolio system.

A course shall be classified as requiring improvement if it fails to meet the distance learning course offering criteria or if any required evaluation indicator is rated C. The instructor shall receive one digital teaching consultation. Only after correcting the matters requiring improvement or proposing improvement measures may the instructor again apply for a distance learning course subsidy under the Teaching Resource Production and Teaching Improvement Subsidy Regulation in CYCU or apply to offer a distance learning course.

VI. If a course classified as requiring improvement under Paragraph 2 of the preceding Section is again classified as requiring improvement after it is offered again, the original instructor shall not apply to offer that course as a distance learning course in the following academic year. Where offering the course is necessary, a course operation improvement plan shall be submitted to the Office. After review and approval by the Evaluation Panel, an application to offer the course may be processed in accordance with the distance learning course offering procedures.

VII. The Project shall be promulgated and implemented upon approval by the Office Affairs Meeting of the Office of Digital Education. The same procedure shall apply to amendments.