

# The Predicament and Path of Informatization Construction of Educational Affairs Management in Colleges and Universities

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## Abstract

The proposal and promotion of the "Four New" construction and the development of modern information technology have greatly increased the workload of educational affairs in colleges and universities, and put forward new requirements and challenges for the management of educational affairs in colleges and universities. In this context, the informatization construction of educational administration management in colleges and universities is not only a response to the requirements of the "four new" construction and the era of informatization development, but also to meet the increasingly complex needs of educational administration in colleges and universities. However, there are still dilemmas such as "lagging construction concept", "unreasonable planning and design of management software system" and "lack of management information talents" in the current construction of educational administration informatization in colleges and universities. The main ways to solve these dilemmas are: "update the concept of educational administration management, strengthen the coordination and communication of educational administration departments", "increase capital investment and policy support, and optimize educational administration management software", "strengthen the information ability training of educational administration personnel, and build high-quality management." Information Technology Talent Team". These paths have certain reference value for promoting the informatization construction of educational administration management in colleges and universities in the new era.

## Keywords

New era; Educational Administration Management in Colleges and Universities; Informatization Construction.

## 1. Introduction

Talent training is the core task of colleges and universities, and the educational administration system of colleges and universities is the main functional department for the planning and realization of the talent training model. With the proposal and advancement of the construction of the "Four New" (new engineering, new medical, new agricultural, and new liberal arts) and the rapid development of information technology, the workload of educational affairs in colleges and universities has increased sharply. In the face of such a heavy workload, the educational affairs of colleges and universities urgently need informatization construction to continuously improve the efficiency and quality of educational affairs management. At present, information technology has been applied in the educational administration management of colleges and universities in my country. For example, many colleges and universities are equipped with educational administration software to arrange and select courses. Some schools also use electronic monitoring technology in the process of examination management. The degree of informatization of management is still low, and there are still many problems that have not been solved. Based on this, this paper, on the basis of previous research, further sorts out and explores the current situation, problems and corresponding solutions of the

informatization construction of educational administration management in colleges and universities.

## **2. Necessity Analysis of the Information Construction of Educational Administration Management in Colleges and Universities**

### **2.1. The Era Requirements of "Four New" Construction and Informatization Development**

In the era of informatization and economic globalization, the competition for talents has also entered the era of internationalization. The competition of comprehensive national strength is essentially the competition of talents, and talents are an important criterion for measuring the comprehensive national strength of a country. The traditional sub-discipline education can no longer meet the needs of the country and society for talents, and the cultivation of compound talents has become the main goal of current higher education. Based on this, the state breaks the shackles of traditional engineering, medicine, agriculture, and liberal arts, and advocates the construction of "four new", one of which is the integration of information technology. The integration of information technology into teaching, teaching and research, management also needs to be adjusted accordingly to carry out informatization construction.

In order to achieve the talent training goal of the "Four New" construction, major domestic universities are developing towards the direction of first-class universities, which urges their management to reach the first-class level, and actively use modern information technology and management methods to fully realize the informatization of educational administration management. . Modern society is an era that relies on informatization to survive, and the amount of information mastered has become an important symbol of a country's soft power and competitiveness. The information network is a scientific and technological means representing advanced productive forces. With the characteristics of globality, openness, interaction and comprehensiveness, it brings amazing speed and convenience to the dissemination of information between different cultures, different countries and departments. , and reach all corners of the earth in an instant. It is a powerful measure to improve the educational level of colleges and universities and improve the quality of personnel training by actively introducing modern computer methods in the educational administration of colleges and universities, making full use of the characteristics of mass information stored in common and being able to provide information quickly. Therefore, the construction of educational administration informatization is an inevitable trend in the development of the times. [1]

### **2.2. The Demand for Solutions to the Increasingly Complex Educational Administration in Colleges and Universities**

The educational administration management of colleges and universities covers all administrative work related to teaching activities in the school, involving student status management, course management, examination management, score management, file management, etc. The work content is very complicated. According to research by scholars, the educational administration management in colleges and universities has the following responsibilities.

(1) According to the provisions of the relevant teaching work guidance documents of the competent education department, starting from the educational tasks and training objectives of the school, formulate the school teaching work plan and related teaching rules and regulations. (2) Formulate school-related educational development, specialization Measures for professional setting, teaching reform, etc. (3) Organize the formulation or revision of teaching plans and syllabuses of all departments of the school, and organize inspections of the implementation and completion of the teaching plans. (4) Comprehensively arrange various

activities related to teaching. (5) Check the quality of teaching and put forward quality standards for all aspects of the teaching process and learning process. (6) Cooperate with the relevant departments of the school to be responsible for the training and improvement of teachers; organize the compilation, review, exchange, printing, ordering and supply of school textbooks, handouts and teaching materials. (7) Responsible for making course plans, scheduling classes, arranging class schedules, attendance, and assessment statistics. (8) Organize the work of recruiting new students. (9) Establish and manage the general roster of students, student status files, teachers' teaching files, etc., manage various teaching statistics, assessment and attendance statistics, various teaching work plans and summary reports, teaching reform plans and summaries, etc. ;Responsible for daily administrative work. [2]

Faced with such complicated work, educational administrators need to refine management and improve work efficiency, which requires informatization of educational administration. The informatization of educational administration refers to the extensive use of modern information technology based on computer technology, network communication technology and multimedia technology in the process of educational administration in colleges and universities. The educational management information system covers many functional components in the educational business: student status, registration, course scheduling, course selection, examinations, grades, teaching evaluation, teaching materials and many other aspects to form an integrated management model, which has changed the traditional management method. In the management mode, a large amount of data is processed manually. The workload is large, the speed is slow, and the efficiency is low, and errors often occur in the process of data processing and transmission. The informatization of educational administration just makes up for the shortcomings of the traditional method. It can use as little manpower and material resources as possible to complete a larger amount of work more efficiently and with higher quality. It has become an important channel for people to acquire knowledge and various information. [3]

### **3. Predicaments and Challenges of Informatization Construction of Educational Administration Management in Colleges and Universities**

#### **3.1. The Concept of informatization Construction of Educational Administration Management in Colleges and Universities Lags Behind**

The process of informatization of educational administration management in colleges and universities is the process of getting rid of the outdated thoughts and concepts of educational administration administrators. Only innovators can guide, plan, organize and coordinate all aspects of educational administration and promote the process of informatization construction of educational administration. In the process of informatization of educational administration, no matter how advanced the equipment and technology are, the key to the final outcome is the educational administrators themselves. After the introduction of the educational administration system, colleges and universities have stepped into information-based teaching, and the management methods have become more scientific and standardized. At the same time, higher requirements have also been placed on software users. The process of being proficient in the informatization of educational administration management in colleges and universities is a breakthrough. The process of outdated thoughts and concepts of educational administrators is a process that requires educational administrators to systematically analyze, count and decide on various things from an informatization perspective, so that they can become innovators of informatization project management and can be responsible for educational administration work. Only by guiding, planning, organizing and coordinating all aspects of the educational administration can we promote the process of educational administration informatization construction.

However, in the current process of teaching management informatization, from the main leaders of the school to the teaching authorities and teaching management personnel, they have insufficient understanding of informatization management, lag in management concepts, lack of unified standards, and differences in data types and development technologies. The sharing and openness of it has been greatly limited. Some colleges and universities regard the construction of teaching management informatization as a matter of the Academic Affairs Office, ignoring the fact that data collection, sharing and opening should be school-wide. [4]

### **3.2. The Planning and Design of the Educational Administration Software System in Colleges and Universities is Unreasonable**

Colleges and universities generally rely on an off-campus company or a department in the school to complete the program design and development of the educational administration system, but they do not participate or rarely participate in the program design and development process. As a result, the planners of the system and the developers of the program do not have exactly the same intentions. This is mainly reflected in the following aspects: first, the developers of the program are not clear about the concept and thinking of the educational administration work; secondly, the developers of the program lack perceptual understanding of the educational administration management in colleges and universities, and cannot grasp the inherent laws in the educational administration management; Third, the developers of the program only stay in the framework of system planning, and they don't know much about the various links and internal connections in the work of educational administration. Therefore, it is difficult for the developer of the program to take into account the independence, connection and expansion of each functional module when completing various functions. The system developed by him naturally has certain limitations and cannot be well adapted to the requirements of educational administration in colleges and universities. need. [5] In reality, educational administration and practical application personnel do not have enough knowledge of network intelligence and informatization, and network information technology personnel and specific programming executives have little knowledge about the professional management of teaching and educational affairs, resulting in developers and applications. serious disconnect between them.

In addition, in the application process of the educational administration information system, the version used by some colleges and universities is less intelligent. There are often some invalid information in the educational administration information system of these colleges and universities, and this information directly affects the work process. For example, after some students changed their names, the educational administration staff did not modify the original file information, but re-entered the students' new names (student number, ID card, class and other information are the same). In this case, the information system with a low degree of intelligence cannot be identified, and it simply shows two people, which will lay hidden dangers for the subsequent work. In addition, due to the different characters appearing in the student's name during the process of entering the file information, the information system cannot identify the student based on the student number or ID card information, but only displays "there is no such person". These problems have brought trouble to the school's educational administration and affected work efficiency.

### **3.3. Lack of Talents in Educational Administration Informatization in Colleges and Universities**

The nature and content of educational administration in colleges and universities determine educational administrators should not only have good ideological and political quality and organizational management ability, but also have rich scientific and cultural quality and high information management ability. Therefore, in the informatization construction of educational administration system in colleges and universities, the quality and ability of educational

administration personnel in colleges and universities can also have an important impact on it. In the past, educational administrators in colleges and universities have always worked in accordance with the traditional educational administration system. When faced with the informatization of educational administration systems, the lack of relevant professional knowledge and management methods directly affects the process of informatization application of educational administration systems in colleges and universities. In the allocation of educational administration personnel in colleges and universities, there is a shortage of professional information technology personnel. When the educational administration system has technical failures, it can only be handled by professionals, which seriously affects the promotion and use of the educational administration system. There are also some college educational administrators who have insufficient understanding of the informatization of the educational administration system in colleges and universities, and have a unclear understanding of the relevant content and concepts, and have no way to deal with the problems in educational administration management. conduct.

The management and maintenance of the educational administration network is highly technical and difficult, requiring not only professional knowledge in computer, but also the business knowledge of educational administration management. However, due to the lack of understanding of relevant leaders in most schools and the weak awareness of information networking, they do not pay much attention to the management, maintenance and application of the educational network. personal development of personnel. Many of them have to work part-time. Therefore, many network managers cannot concentrate on the research of network technology, so that network applications stay at the primary level for a long time. Its specific manifestations are in the following aspects: First, teachers and students cannot be effectively trained in the application of campus network. Therefore, although many teachers and students have realized the importance of the campus network, they cannot realize the desire to improve the efficiency of teaching and learning because they do not know how to use the network to serve teaching. Second, campus information technology facilities and equipment cannot be standardized and managed scientifically, such as timely maintenance, upgrade, and transformation, which objectively becomes a major bottleneck restricting the development of college campus networks, and even causes campus network equipment to be idle and wasteful.

## **4. The Path of Informatization Construction of Educational Administration Management in Colleges and Universities**

### **4.1. Update the Concept of Educational Administration and Strengthen the Coordination and Communication of Educational Administration Departments**

The "Education Informatization 2.0 Action Plan" clearly states that "Leading the modernization of education with the support of educational informatization is a strategic choice for my country's educational reform and development in the new era, and it is of great significance for building a strong country in education and human resources." Colleges and universities should recognize that education Informatization construction is not only a supplement and improvement to traditional education, but also a fundamental guarantee and necessary measure to actively adapt to the development direction of higher education. It is a fundamental change in the field of education. Not only "important", but also "necessary". This "necessary" requires that the construction of educational informatization in colleges and universities should always adhere to the starting point and end point of talent training. The content should be determined in combination with the various needs of the school's talent training, and all construction work must be carried out around the realization of the goal of talent training, serving the needs of talent training, and improving the quality of talent training. Only by taking

talent training as the center to promote the construction of educational informatization in colleges and universities, can the "necessity" of educational informatization construction be further demonstrated and implemented, its construction goals can be more clear, the construction ideas can be clearer, and the construction standards can be more standardized. The construction effect can be more prominent.

The data information related to students held by the educational administration department is the most authoritative and timely, and it is the basis of the data information of each department. Other management departments of the school, teachers and students have different information needs, and they can obtain the information resources they need through the teaching management information system. Therefore, various departments of the school, the Office of Academic Affairs, the Office of Student Affairs and other departments should consciously strengthen coordination and communication, deal with various information changes in a timely manner, and ensure the timely update of data and information. For example, if there are abnormal situations such as changing names, changing majors, suspending school, or dropping out of students during the school, the department should report the situation to the student office in a timely manner, and the student office will communicate with the Academic Affairs Office in time to update the information, so that the academic affairs can always be maintained. The information of students in the information system is correct. When the staff is checking student grades or conducting graduation qualification examinations, there will be no situation where the workload is increased and work efficiency is affected due to the lack of timely updating of data information.

#### **4.2. Increase Capital Investment and Policy Support to Optimize Educational Administration Software**

Promoting informatization construction is a systematic project, which requires colleges and universities to promote this work as a whole. Schools must increase human and financial support for the construction of educational administration informatization. The development of educational administration systems, follow-up personnel training, and system maintenance and updating all require support from schools. Increasing investment in information construction is the economic basis for doing this work well. With the rapid development of computer technology and network technology, the update cycle of hardware facilities such as computers is getting shorter and shorter. Only by increasing the investment in educational administration and timely equipping and updating hardware supporting facilities can we ensure the smooth development of educational administration informatization. In addition, the educational affairs network system needs to be constantly upgraded, transformed and expanded, especially in the aspect of software system investment, which needs to invest a certain amount of money every year, so as to ensure that the network system can play a better role. Therefore, colleges and universities should allocate a certain amount of funds specifically for the construction of educational administration informatization. In addition to purchasing computers and ancillary equipment specially used for academic administration for each department and academic affairs office.

In addition, the optimization of educational administration management software in colleges and universities is inseparable from the support of hardware. Colleges and universities should have a full understanding of the important role of educational administration management systems in the development of schools, increase capital investment in the informatization of educational administration management systems in colleges and universities, and provide supportive. The hardware configuration of the system's stable operation and the software system that meets its own needs realize the effective integration and management of system data. The hardware configuration should fully consider the future development of the school, so as to achieve a reasonable configuration, which will not affect the current use, but also

provide reserved interfaces for future use to avoid waste of funds. Increasing the hardware investment of the educational administration system in colleges and universities has an irreplaceable role in the operation of the management system. Only by fully guaranteeing the hardware investment can the informatization construction of the educational administration system in colleges be guaranteed. [6]

#### **4.3. Strengthen the Information Ability Training of Educational Administrators and Build A High-Quality Management Informatization Talent Team**

The training of educational administration personnel is the key point of implementing educational administration project. The informatization of educational administration first focuses on the popularization of computers and the application of computer networks. In the process of implementing the informatization of educational administration, the training of educational administrators should be given top priority, and every effort should be made to improve their informatization literacy, so that they have The ability of efficient operation of informatization greatly enhances their informatization management ability and information system operation ability, which is conducive to promoting the healthy development of educational administration informatization construction. Colleges and universities should provide as many informatization training opportunities as possible for educational administrators. They can organize specialized business training on-campus, or they can participate in related educational administration informatization training outside the campus. They can learn advanced foreign experience through various forms. It allows educational administrators to continuously understand, become familiar with, and master the relevant computer, network systems, electronic processing software and other information-based knowledge, use various information technologies to process various educational information, and strive to achieve educational management. Network information sharing.

It is not enough to only train the informatization ability of educational staff, and it is necessary to build a team of high-quality informatization management talents. The team undertakes the unified informatization construction task of the school, facing the educational affairs and other departments in charge. The educational affairs department also needs to set up a corresponding technical team. Special staff will promote the informatization construction, sort out the needs of educational affairs, and integrate enrollment, training, degree Management, etc. form an organically integrated system. While building the system, it is necessary to find out and sort out various problems, constantly update the educational information management system, and promote the orderly progress of the overall informatization construction through the construction of talent teams. The construction of the talent team needs the support of the relevant leaders of the university and relevant departments in terms of policies, and attention should be paid to personal treatment such as personnel establishment and professional title evaluation. Only in this way can we fully mobilize the enthusiasm of network practitioners, build and manage the network well, allow teachers and students to make good use of the network, and truly play the role of the educational network in teaching, scientific research, and management. [7]

## **5. Conclusion**

Under the current social development situation, the construction of informatization is one of the key tasks that colleges and universities need to strengthen. The construction of educational administration informatization is particularly important. Strengthening the emphasis on educational administration management, strengthening the technical training of educational administration personnel, and strengthening the construction of educational administration management systems are to lay the foundation for educational administration informatization construction, and the construction of educational administration information systems is to

improve teachers and students. The premise of work efficiency is also a powerful starting point for the construction of a double-first-class university. However, the construction of an efficient educational administration information system should be the optimization and integration of informatization concepts, systems and informatization software and hardware environment, and it is a gradual system engineering. All colleges and universities should proceed from their own reality, plan rationally, implement step by step, and gradually establish an information-based educational administration model with their own characteristics to continuously improve the school's educational administration level.

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