

Analysis of Information Management of Teaching Materials under the Reform of Credit System in Colleges and Universities

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Abstract: In recent years, China has paid more and more attention to education. The Ministry of Education has focused on the teaching reform. With the continuous deepening of teaching reform, most universities in China have adopted the credit system in teaching mode. The teaching mode no longer uses traditional planning teaching. Instead, it is transformed into a new type of dynamic teaching. When equipped with teaching materials, it also abandons the previous planned equipment and is gradually turned into dynamic distribution teaching materials. The dynamic allocation of teaching materials increases the difficulty of management. This paper discusses the shortcomings and improvement strategies in the process of information management of teaching materials under the reform of credit system in colleges and universities.

Nowadays, the development speed of China is relatively fast. Under the background of the development of the times, the working mode of many institutions has changed. However, the management of teaching materials in colleges and universities has not kept pace with the development of the times, and the working mode is relatively backward. Some colleges and universities do not realize the importance of scientific management of teaching materials. They usually only value the management quality of teaching materials, and do not value the management efficiency of teaching materials. As a result, the management of teaching materials can not meet the development requirements of colleges and universities, which requires universities to innovate the management of teaching materials and constantly explore better teaching material management programs.

1. The Changes in the Management of Teaching Materials in Colleges and Universities under the Credit System

Credit system teaching refers to the effective evaluation of students' learning weight through credits. The standard for students to graduate is to obtain the minimum necessary credits during the study period. The adoption of the credit management system in colleges and universities can further enhance the teachers' sense of competition and promote the students' initiation, enthusiasm and independence. It is obviously conducive to the continuous improvement of students' knowledge structure, and the credit system teaching can also realize the effective sharing of teaching resources in colleges and universities. Nowadays, more and more colleges and universities have begun to use the credit system teaching management mode. Therefore, the management of teaching materials needs to be changed to match the development of colleges and universities. The changes in the management of teaching materials under the credit system are reflected as follows:

1.1. The Teaching Material Management Mode is Gradually Transformed into Personalized Service Management.

Since the implementation of the credit system teaching mode in colleges and universities, the previous construction mode of teaching materials is obviously not suitable for the credit system teaching mechanism, which requires colleges and universities to give up the previous administrative

class management mode and use professional module class management. Students can choose their own courses during their schooling in accordance with their own learning content and in combination with social development needs, which will lead to different learning contents for students in the same administrative class, differences in students' elective courses, and differences in teaching materials for students. Therefore, when formulating a textbook plan, colleges and universities need to consider the elective courses of students, and promote the transformation of the teaching materials management mode into personalized service management.

1.2. The Difficulty of Teaching Materials Management is Further Increased.

After adopting the credit system teaching mechanism, colleges and universities will set elective courses according to social needs. The emergence of elective courses leads students' need for more types of teaching materials. At the same time, the elective courses of students come from different classes, which obviously increases the difficulty of the sale and settlement of teaching materials and results in the increasing workload of teaching materials management.

1.3. The Procurement and Supply Cycle of Teaching Materials is Significantly Shortened.

When setting up elective courses, colleges and universities will take into account the school's own talent training objectives and social needs. When the training objectives and social needs change, the materials used in elective courses will also change. And some elective courses can only know the final number of students after the start of the new semester, which leads to the continuous delay in the scheduled time of teaching materials and to a significant shortening of the procurement cycle of the materials.

2. Problems in the Management of Teaching Materials under the Credit System

2.1. The Planning of Teaching Materials Cannot be Unified with the Later Needs.

At present, the teaching material supply mechanism used in colleges and universities is still a planned management mode. In the past, in the academic year teaching management mechanism used in colleges and universities, the subscription plan only needs to be reasonably formulated in strict accordance with the teaching plan and curriculum needs, and the staff only need to purchase teaching materials from bookstores according to the subscription plan. However, this kind of model is not suitable for the credit system. Because the key point of the credit system teaching mechanism is the course selection system. The first thing students consider in the course selection is whether they are interested in the course. Students will choose different elective courses, so the school don't accurately know the number of course selection before all students complete the selection of course, and the staff also don't know the textbook demand, which leads to the inability to formulate the subscription plan for elective courses ^[1], affecting the formulation of the teaching material subscription plan.

2.2. It is Difficult to Unify the Settlement of Teaching Materials and the Cost of Students Choosing Teaching Materials.

Most colleges and universities will use the annual payment registration system in their management. They will require students to pay tuition fees and other fees for one academic year in a fixed month. At the end of each semester, the school will take the administrative class as a unit to settle the students' textbook fees in a unified way. However, after the implementation of the credit system teaching mechanism in colleges and universities, there are differences between students in the teaching materials of the elective courses because of the differences in the elective courses, and there are also differences in the source ways of different teaching materials. Some of the elective course materials are procured by the school agent, some of them are purchased by students themselves, and some of the student choose to borrow from others. This makes the textbook management department unable to follow the pattern of the previous class collective settlement of teaching materials. Students in the same grade will have different teaching material costs ^[2]. If necessary, the teaching material management personnel need to track each student's use of teaching

materials and the balance of advance payment, which leads to the work pressure of the teaching material management personnel increased significantly.

2.3. It is Difficult to Unify the Stipulation of Textbook Supply and the Flexibility of Textbook Sale.

After using the credit system teaching mechanism, students have more independent choice of courses^[3]. Generally, in order to reduce the cost of teaching material management and minimize the loss of teaching materials, the school will adopt zero inventory management of teaching materials. At the same time, a small number of students will change their majors, re-study and drop out every semester, which requires more flexibility in teaching materials. However, the supply of teaching materials, which includes many processes such as making purchase plans, sending purchase orders, warehousing management after purchase, distribution and settlement, in most colleges and universities has a relatively complex process^[4]. At present, the supply management of teaching materials has not been able to fully meet the flexible needs of students' teaching materials.

3. Strategies for Solving the Problem of Teaching Material Management in Colleges and Universities

3.1 To Build a Good Service Management Concept

The essence of textbook management is public affairs management, so textbook management personnel need to create a concept of wholeheartedly serving teaching in their work. After using the credit system, students are able to choose their own courses. The teaching materials of colleges and universities gradually revealed the characteristics of information and randomization, which makes the management of teaching materials more difficult. In this case, the textbook management staff needs to change their own ideas, and actively take the initiative to serve the teaching^[5], and adjust the textbook subscription timely and reasonably according to the needs of the teaching materials.

3.2 To Optimize the Teaching Material Management System Continuously

The textbook management personnel need to continuously optimize the teaching material management work system according to the actual situation of the school, and make the teaching material management meet the school development requirements as much as possible. The management of teaching materials first needs to effectively reform the management mechanism, abandon the previous first-level management, and use the two-level management mode of school and department to accurately divide the management responsibilities of the two levels. The school textbooks department needs to do a good job of macro control. For example, the school textbooks department needs to unify the student agency fee usage plan and procurement plan. At the same time, the teaching material department of the department needs to check the textbook requirements according to the school textbook subscription plan^[6], and effectively track the use of the textbooks so that the textbook management system can be implemented.

3.3 To Improve the Quality of Teaching Materials Management Personnel Continuously

The teaching material management personnel will communicate with different people during the work, and the teaching material management has a more complex work process, which increases the complexity of the teaching material management. After the reform of credit system, colleges and universities pay more attention to the comprehensive quality of teaching material managers. It is because the teaching material management is related to the normal operation of teaching to a certain extent, so the teaching material management personnel need to improve their information level and cultural quality as much as possible to provide guarantee for the smooth implementation of the teaching material management^[7]. At the same time, the teaching material management personnel also need to master the teaching plan of each department, pay attention to the dynamic information of the curriculum reform during the working period, and fully understand the actual use of the teaching materials of each course to ensure the normal supply of teaching materials.

3.4 To Make Full Use of Modern Management

In order to improve the efficiency of teaching material management, colleges and universities need to establish a more perfect teaching material management system. When adopting the modern management mode, colleges and universities need to take the overall situation into consideration, carry out scientific overall planning, create a scientific large-scale database system, and realize the centralized management of teaching plan, course selection and textbook collection through the system to promote the coordinated development of school management, teaching management and textbook management and achieve the real sense of information resource sharing and provide more convenient and efficient services for teachers and students^[8], so that the textbook users and textbook management departments can get the most accurate information, and ultimately promote the quality of textbook management.

4. Conclusion

One of the important measures to improve teaching quality and maintain teaching order in colleges and universities is textbook management, which will affect students' learning to a certain extent. In order to realize the talent training plan and transform the teaching mechanism into credit system, the management of teaching materials needs to change with the change of teaching mechanism, so that the management of teaching materials can coordinate with the teaching mechanism of credit system. In practical work, colleges and universities can improve the quality of teaching material management by optimizing the teaching material management system, using modern management methods and improving the quality of management personnel, to provide guarantee for the high efficiency of teaching material management.

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