



AN INVESTIGATE OF THE CURRENT SITUATION OF ACADEMIC ADMINISTRATION IN HIGH SCHOOL: A CASE STUDY OF FUZHOU HIGH SCHOOL OF FUJIAN PROVINCE, CHINA^{*}

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Abstract

The propose of this research were: 1) to investigate of the Current Situation of academic administration in high school of Fu Zhou High School. 2) to propose guideline of academic administration in High School of Fu Zhou High School. The samples of this research were 115 teachers, and 35 school administrators from the Fuzhou High School , Fujian Province. The sample size obtained by using Taro Yamane Formula. The stratified random sampling technique is used to sample the entire population. The research instruments were questionnaire and set of question for focus group discussion. The questions were reviewed and checked by three experts and the methodology of valuation used was the IOC. The statistics used for analyzing data include frequencies, percentages, means, standard deviations. According to the results, the current situation of academic administration in high school of Fu Zhou High School showed that the overall level of academic administration in high schools is at high level. The highest value is media setting for instruction is at the high level and the lowest value is coordination and cooperation on developing academic administration is at high level. For the guideline of academic administration, it can be show that a) Schools should focus on teaching, minimize the impact of activities on normal teaching, and consider increasing several courses in order to ensure the quality of teaching b) The schools should promote the standardization and institutionalized management of curriculum construction c) Schools could hold different activities to practice and test the student d) Improve the professional qualities of the teachers obviously, the test is designed and carried out by teachers, so the teachers themself are the key in test and evaluation.

Keywords: Academic Management, Curriculum Management, Teaching Process, Evaluation.

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Introduction

Academic management refers to the teaching research that promotes the development of original research through the academic evaluation mechanism of high schools. Academic Management is the focus of teaching management work. Both the quality of teaching and the quality of personnel training have a direct impact. Under the background, computers and networks are widely used in the field of education, which is very important to teaching. New demands have been made on management. Increase the support of capital and technology, and constantly optimize and improve the educational administration system, so as to provide a solid guarantee for the high-quality development of teaching management. (Yu Qiang, 2023)

Teaching management refers to the planning, organization, coordination and supervision of teaching activities. Teaching management innovation is an important group of educational innovation. Part of the goal is to cultivate high-quality undergraduate talents. Management innovation and environmental system reengineering are aimed at training undergraduate talents. Foster a more perfect management concept, management system and mechanism, management platform. (Sun Yanhua, 2019)

The contents of educational administration in colleges and universities are complex, including school operation, teachers' teaching arrangement and students' assessment results. (Su Ruidong, 2023) In order to make the social competition more intense, students should not only learn a good cultural course, but also learn to participate in extracurricular practice activities, improve their ability, in school learning, can relax, can also do some exercise on their own, learn some basic scientific knowledge, can also get some skills, so that their personality get better development, the school should strengthen academic research, let students can learn to develop in an all-round way, which is the essence of the new curriculum reform.

At present, the curriculum of senior high school mainly adopts the unified general syllabus, unified "Mathematics curriculum standards", unified "English curriculum standards", unified "Chemistry curriculum standards", unified "Ideological and Moral curriculum standards", unified "Chinese high School Curriculum Reform" and other national syllabuses. In terms of knowledge objectives, it is the cognitive basis for students to form a scientific study of chemistry to understand the current subject knowledge of senior high schools and the "Chemistry Curriculum Standards" through classroom records. Cultivate students' awareness of scientific cognition and scientific inquiry, cultivate students' spirit of innovation and practical ability, and form the core quality of chemistry.

Teaching method. At present, the teaching method of senior high school is still cramming teaching, in which the teacher sings a monologue on the platform and the



students play under the platform. In this way, teachers are mainly responsible for imparting knowledge to students and are not responsible for the students. In this way, the teacher will only pay attention to the students' mastery of knowledge, and will give the students the assignment, such as assigning the corresponding reading task to the students, but if the students finish the task is not very smooth, then the teacher will ask them to read, after they finish the task, the teacher will let them sit down, but for this task, the teacher doesn't have enough time to help students to complete, but let the students themselves to complete, so it is easy to let the students develop the habit of laziness. At the same time, some teachers have simple teaching methods, mainly taking the teacher as the main body, and taking classroom knowledge as the main goal of teaching, and do not pay attention to the performance of students in class, teaching methods are relatively backward, which will seriously affect the learning efficiency of students. (Xu Min, 2020)

Moreover, according to my responsibility that is the school administrator in Fuzhou High School of Fujian Province found that students prefer teaching methods in school, and the proportion of students who like the curriculum setting is higher. Some teachers and students did not know that the academic exchange activities held by the school were academic, indicating that the school does not pay much attention to academic activities. For those who are not interested in students, the school should improve the degree of emphasis on academic work. For learning effect. First of all, nowadays many high schools are implementing the credit system, which simply pursues students' credits while ignoring students' learning attitude and ability. Students only study in exams and ignore the importance of academic research, and lack a good learning atmosphere. Without a good learning environment, there is no motivation for learning. In addition, some high schools will encounter some problems in the study of professional courses due to the reasons of students and teachers. For example, some teachers will teach by themselves in order to save time. As a result, students cannot learn knowledge, cannot conduct academic research and cannot get academic awards

Therefore, according to the current problem, teachers don't have accurate teaching methods to stimulate students' learning. Moreover, students only study for exams but not for their all-round development. Academic administration is important because it's a way for schools to provide students with the opportunity to learn. With the help of educational administration, schools can meet legal and financial responsibilities, measure student performance, offer students access to resources and promote student success. Thus, this research carries out this research to investigate the current situation of academic administration in high schools and the guideline for it.



Research Objectives

1. To investigate of the Current Situation of Academic Administration in High School of Fu Zhou High School
2. To propose guideline of Academic Administration in High School of Fu Zhou High School

Research Methodology

The research focuses on an Investigate of the Current Situation of Academic Administration in High School: A Case Study of Fuzhou High School of Fujian Province.

1. Research design

Mixed Methods Research (Quantitative research and Qualitative research) was used to analyze the data because it uses both quantitative and qualitative approaches in the research process.

2. Population and sample group

2.1 Population

The population were divided into 2 groups namely: 1) 162 teachers 2) 38 school administrator staffs that work in a Fuzhou High School of Fujian Province, China.

2.2 Sample Group

The sample groups included: 1) 115 teachers 2) 35 school administrators calculate according to Yamane's formula. The stratified random sampling technique is used to examine the entire population because the total population was divided into 2 groups which are teachers and administrators of the school.

3. Research tools

The tools used for research are as follows:

3.1 Questionnaires

The questionnaires were divided into two parts as follow:

The first part consisted of closed questions which were used to collect personal information of the respondents include gender, age, and identity

The second part of the questionnaire asked the respondents their opinions on the current situation of academic administration in the school using Likert Scaling. The questions were reviewed and checked by three experts and the methodology of valuation used was the IOC (index of item-objective congruence).

3.2. Focus group discussion were used to collect data from teachers and administrators for creating guideline of academic administration.



4. Data Collection

The data were collected by distributing the questionnaire to the participants within one month (1-28 May 2023). The data analysis process took about two weeks. Two weeks were spent to complete the report for this study.

4.1 Questionnaires were sent to 162 persons (teachers 120 and school administrators 42) in a Fuzhou High School in Fujian Province and returned 150 (teachers 115 and school administrators 35) to the researcher.

4.2 The focus group discussion was used to collect the data from 5 teachers and 5 school administrators.

5. Data Analysis

5.1 Quantitative survey questions were used to analyze and the statistics used for analyzing data include frequencies, percentages, means, standard deviations.

5.2 The qualitative method was used for focus group discussion which are analyzed and the statistics used for analyzing data were based on frequencies.

Research Results

1. The results of this research in the table show the current situation of academic administration in high school of Fu Zhou High School. It can show the result in table 1

Table 1 The level of current situation of academic administration in high school of Fu Zhou High School

Academic Administration	Mean	SD	Level	Order
Curriculum Management	4.33	.45	high	5
Director support	4.41	.54	high	3
Teaching Process	4.43	.47	high	2
Measurement & Evaluation	4.24	.49	high	6
Media Setting for Instruction	4.46	.62	high	1
Research for Development the Quality	4.37	.60	high	4
Coordination And Cooperation	3.93	.52	high	7
Total	4.31	.52	high	

As you can see in the table, the overall level of academic administration in high schools of Fu Zhou High School, China is at high level ($\bar{X}=4.31$, S.D.=.52), which means the school meets the national education requirements. The highest value about Media setting for instruction is ($\bar{X}=4.46$, S.D.=.62), which means the basic settings for instruction are provided well in school. The lowest value about coordination and cooperation is at high



level ($\bar{X}=3.93$, S.D.=.52), which means the director must support to build network both inside and outside educational institution in order to improved coordination and cooperation to the higher level.

2. From the analysis of focus group results, the guidelines to improve the academic administration in high schools was based on curriculum management, measurement & evaluation and coordination and cooperation. Here are the guidelines:

a) Schools should focus on teaching, minimize the impact of activities on normal teaching, and consider increasing several courses in order to ensure the quality of teaching;

b) The schools should promote the standardization and institutionalized management of curriculum construction.

c) Schools should hold different activities to practice and test the student.

d) Schools should improve the professional qualities of the teachers obviously, the test is designed and carried out by teachers, so the teachers themself are the key in test and evaluation.

e) The government and school should strengthen teaching and research activities, attach importance to the training of young teachers, increase teacher training efforts, and continuously improve the professional ability and level of teachers.

Research Discussion

1. The current situation of academic administration in high schools of Fu Zhou High School, China

The research studied the current state of academic administration in high schools and found out the problems in the academic administration in high schools. The result of data analysis, the overall level of academic administration in high schools is at high level ($\bar{X}=4.31$, S.D.=.52). This study found that the current state at the high level because the school meet the national education requirements, that means conducting a student-centered education philosophy that focuses on the students skills training and cultural communication to draw international curricular outline formulation results in line with international standards, and to make the output of the program be targeted and practical. This study provides corresponding solutions and suggestions for the current problems, and publishes guidelines for the development of academic administration in high schools in China.

2. The guidelines to improve the academic administration in high school as follows.

a) Coordination and cooperation (Castañer & Oliveira, 2020) includes: 1) Design A Roadmap of The Team's Goals 2) Make Work More Interesting 3) Give Feedback & Rewards



b) Curriculum Management includes: 1) Reduce time spent entering curriculum inventory data. 2) Get more done than just curriculum mapping.

c) Director support includes: 1) School should recruit senior administrators to manage work 2) School can develop diversified courses to different students' need.

d) Teaching Process (Ataboyev & Tursunovich, 2023) includes: 1) Use digital game-based learning 2) Distinguish between students 3) Use the flipped classroom model 3) Promote collaborative learning 4) Improve teaching productivity 5) Develop online libraries.

e) Measurement and evaluation (McKiernan, et al., 2019) includes: 1) Encourage course evaluations 2) Deal with student and teacher bias 3) Be precise about your expertise.

f) Media Setting includes: 1) Start small 2) Provide a clear link between your students and the media 3) Use the subtitles feature for visual media 4) Prepare another plan 5) Evaluate student understanding 6) Stay legal.

g) Research for development the quality of class includes: 1) Make your expectations clear 2) Make eye contact and address students by name 3) Supplement lectures with hands-on activities 4) Recognize students' accomplishments and respond appropriately to their concerns 5) Draw connections between the course material and its real-world applications.

Research Body of Knowledge

The knowledge of the research includes academic administration, curriculum management, academic professionalism, academic evaluation, Administration Deming Circle as well as quality management.

Academic administration is a branch of educational employees responsible for the maintenance and supervision of the institution and separate from the faculty or academics, although some personnel may have joint responsibilities.

Curriculum management is a science, is the foundation of the school, is the soul of the school, is a school to survive and development of the basic guarantee (Qurtubi, 2021).

Teaching Process, Teaching content refers to the material used in class or to construct a lesson plan. Teaching methods are the broader techniques used to help students achieve learning outcomes, while activities are the different ways of implementing these methods. Teacher supervision is a management process involving teacher and a supervising principal- henceforth known as the 'supervisor' for brevity-where the goal is to enhance the possibility and potential of schools to contribute more effectively to the academic achievement of the students.

Evaluation is a crucial component that reflects students' learning outcomes. Consequently, schools should promote expertise among teaching professionals in the

domain of measurement and assessment, encompassing both subject content knowledge and accurate assessment methodologies. This should involve precise and standardized assessment criteria that genuinely reflect learning results, leading towards students' learning progression. The presence of standardized assessment criteria can help address potential conflicts that might arise between teachers and students in the Figure 1 as follow.

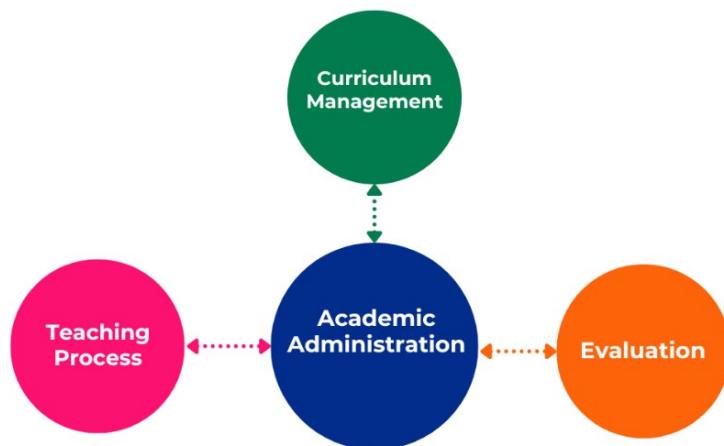


Figure 1 Research Body of Knowledge

Research Suggestion

1. Recommendations of the research for implement

For the Curriculum Management, it should be 1) Settle on concrete goals 2) Know about your audience 3) Information should be up-to-date 4) Prioritize using new technology 5) Tailor curriculum to meet virtual or in-person needs 6) Be deliberate with your time 7) Don't expect it to be perfect.

For the Director Support, it should be 1) Reframe it as a positive 2) Be Specific 3) Make it clear why you are asking the leader.

For the Teaching Process, it can include 1) Communication 2) Patience and creativity 3) Identify student's learning technique 4) Keep up enthusiasm and confidence 5) Work with dedication to the organization 6) Adopt new technology 7) Meet other teachers 8) Opt for systemic course design 9) Evaluate your performance 10) Ask for student and school feedback.

For the Media Setting for Instruction, it should be 1) Media complements instructor-led learning by encouraging students to listen to music, read print materials, or watching a documentary or movie clip. 2) Media can also be student-generated by asking students to step into the role of the teacher and create content that will engage learners and help them



to master concepts. 3) Social media including varied online technology tools can be used to enhance teaching and learning.

For the Measurement and Evaluation, It should be 1) Improving the assessment tool 2) Anticipate barriers to use 3) Identify key processes and times when findings are needed and consider a series of analysis and reporting cycles 4) Choose appropriate reporting formats and ensure accessibility actively and visibly follow up what happens after the evaluation 5) Ensure there are adequate resources to support follow up activities and the development of additional knowledge products 6) Document these strategies in a formal communication and dissemination plan that documents all of this-and update it as needed

For the Research for Developing the Quality of Class, it should be 1) Be open to feedback 2) Encourage collaboration among students 3) Reinforce positive behaviors 4) Up to date curriculum/ Teaching methods

For the Coordination and Cooperation, it should be 1) Train teachers constantly 2) Pick the team leaders wisely 3) Identify the workers' strengths and weaknesses 4) Centralize and simplify internal communication 5) Feedback is important 6) Improve teachers' relations

2. Suggestion for further research

The recommendations for this paper are: 1) At present, the development of academic management is moving forward steadily, but there are many problems in the academic management in high school, such as lack of financial means to organize such activities, lack of willingness in the staff to attend such meetups, poor organization and conduction of training sessions, poor quality of training material and training fatigue in the staff because of continuous training sessions. The academic management system of high school has developed late, and the social support is not enough. 2) The academic management method of high school is single, the public responsibility situation is relatively severe, and the pressure from the society is large. Education academic management should not only be carried out in accordance with government policies, but also make necessary adjustments under the guidance of public opinion. At this stage, it is necessary to further introduce advanced academic management concepts such as PDCA cycle method and total academic management, in line with international standards, and further strengthen the exchange of experience. 3) The academic management process needs continuous improvement and needs to be more scientific and refined under the guidance of practice. This paper analyzes the current situation of academic management in high school, and puts forward the guideline for academic management in Fuzhou high school. Although there are general ideas in some areas, more concrete and feasible designs and examples are lacking, it is hoped that the above points can be further studied and revised in the future.



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