

Appendix

มหาวิทยาลัยราชภัฏธนบุรี

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Appendix A

Questionnaire

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Questionnaire

Research topic: An Investigate of the Current Situation of Academic Administration in High School; A Case Study of Fuzhou High School of Fujian Province

Research objectives: (1) To investigate of the Current Situation of Academic Administration in High School of Fu Zhou High School (2) To propose strategic guideline of Academic Administration in High School of Fu Zhou High School

Instruction: There are 2 sections:

Section1: General Information

Section2: A survey of academic management

Section1: General Information

Please check (✓) or fill in the blank given:

1) Gender: _Male _Female

2) Age: 15-18 _26-30 _31-35

_36-40 _46-50 _51-55

3) Identity: Academic administrator

Middle-level school cadre

Ordinary teacher

Student

Section 2: A survey of the current situation of academic administration

Part 1 Current Situation

Please check (✓) to choose just one score (✓)

Question	Highest 5	Higher 4	Middle 3	Lower 2	Lowest 1
1. Please comment on the school curriculum					
2. Please evaluate the teacher's teaching ability					
3. Please evaluate the teacher's professional knowledge					

Question	Highest 5	Higher 4	Middle 3	Lower 2	Lowest 1
5. Please evaluate the number of academic activities carried out by the school					
6. Please evaluate the role of academic management					
7. Please evaluate the academic activities of the school					
8. Please evaluate the academic management system of the school					
9. Please evaluate the role of academics in helping students develop in the future					
10. Please evaluate the satisfaction of teaching content					
11. Please evaluate the content of academic administration					
12. Please evaluate teachers' administrative ability.					
13. Please evaluate teachers' teaching attitude.					
14. Please evaluate teachers' teaching result.					
15. Please evaluate the school's activities organization.					
16. Please evaluate the school's schedule design.					
17. Please evaluate the school's administrative effectiveness.					
18. Please evaluate the school's administrative level.					
19. Please evaluate the school's administrative quality.					
20. Please evaluate the work of coordinators.					

Questionnaire

Part 2 The investigation of academic administration

Curriculum management

1. What work burden do you want to reduce most
 - A. Go to class
 - B. Prepare lessons and correct homework
 - C. Participate in teaching and research activities (training and learning)
 - D. Student management
 - E. Participate in various competitions and competitions
 - F. Meet all kinds of inspections
2. Your working hours
 - A. increase B. decrease C. No change
3. What are your after-school service tasks
 - A. Instruct students to do homework in the classroom
 - B. Give students special interest classes
 - C. Free activities or games with students
 - D. Look after the safety of the students
 - E. Help students with weak subject guidance
 - F. Individualized tutoring for students who have the ability to learn
4. What do you think is the best way for teachers to reduce homework burden
 - A. Assign the work strictly according to the requirements of reducing the load
 - B. Assignment is scientifically stratified according to students' ability
 - C. Innovative work forms to reduce simple repetitive work
5. During the working day, most of your working time is used
 - A. Organize teaching and give lessons to students
 - B. Prepare lessons and correct students' homework
 - C. Participate in teaching and research activities (training, learning, project research)
 - D. Handle other school affairs (various inspections and evaluations)
 - E. other

6. The changes that "double minus" brings to your work
- A. Longer working hours affect personal life
 - B. Work stress increased, non-teaching activities increased, and career happiness decreased
 - C. High work intensity
 - D. After school service projects more, the amount of lesson preparation is larger
 - E. The intensity of training research is increased, and the personal teaching ability is improved quickly
 - F. Learn more about your students and improve your teaching
7. Do you have any good suggestions for implementing the double reduction policy and ensuring the teaching quality?

Teaching Process

Please check (✓) to choose just one score.

Question	Highest	Higher	Middle	Lower	Lowest
	5	4	3	2	1
1. Daily homework check					
2. Teach according to the knowledge points of the course outline					
3. The arrangement of in-class exercises corresponding to the knowledge points in class					
4. The instructor checks the completion of the in-class exercises					
5. Talk and practice combination, pay attention to students digestion					
6. Lecturer daily class documents and videos Combine speaking with practice and pay attention to students' digestion					
7. Daily knowledge feedback processing					
8. Assignment of homework					

Question	Highest 5	Higher 4	Middle 3	Lower 2	Lowest 1
9. Lecturers are willing to answer questions and help students in and out of class					
10. The degree of teachers' serious study and proficiency in technology					

Evaluation

Please check (✓) to choose just one score (✓).

Question	Highest 5	Higher 4	Middle 3	Lower 2	Lowest 1
1. Familiar with basic concepts, accurate explanation, clear level, prominent focus, clear difficulties					
2. Loud voice, moderate speaking speed, pay attention to the art of teaching, clear expression, logical and strong					
3. Good at doubt, doubt, enlighten students' thinking, pay attention to students' emotions					
4. The explanation is easy to understand, attractive, with new ideas and new developments					
5. Reasonable use of a variety of media teaching means, the effect is good					
6. The appearance is dignified and generous, the language is smooth, and the blackboard is neat and clear					

Question	Highest 5	Higher 4	Middle 3	Lower 2	Lowest 1
7. There are review before class, summary after class, and assigned thinking questions					
8. Teach according to the teaching schedule. Go to and from class on time					

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Appendix B

Questions (focus group discussion)

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Questions (focus group discussion)

1. Are you comfortable working with a team of people to manage the day-to-day operations of a school?
2. What are some of the most important qualities that an academic administrator should have?
3. How would you deal with a situation where there is a lack of cooperation between two of your staff members?
4. What is your process for making decisions when there is no clear answer in the school policy manual?
5. Provide an example of a time when you had to manage a budget and how you went about doing so.
6. If you could change one thing about the current academic structure, what would it be and why?
7. What would you do if a student was consistently late to class?
8. How well do you handle stress?
9. Do you have any experience working with online coursework or digital learning tools?
10. When is it appropriate to give a student a pass or exemption from a class requirement?
11. We want to improve our graduation rates. What ideas do you have to help us do this?
12. Describe your process for developing and implementing a new curriculum.
13. What makes you qualified for this position?
14. Which educational institution or organization has influenced you the most and why?
15. What do you think is the most important thing that academic administrators can do to support their faculty members?
16. How often should academic administrators meet to discuss the progress of the school or university?

17. There is a lack of diversity among the faculty and staff members in your institution.

How would you address this issue?

18. How do you determine if a project is at risk?

19. Do you use any tools to support you in leading the team?

20. What are your preferred methods of communication with your team?

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Biography

Name: Mr. Zhang Yining
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