Research on Informatization Construction Strategy of Educational Administration Management System in Colleges and Universities

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Abstract

Along with the rapid development of information technology, the constructions of colleges and universities in China has entered into the information era. The traditional educational administration system in Colleges and universities can not meet the requirements of management. The working efficiency and processing capacity have become the purpose of informationized educational administration management system construction. but after look at the current situation of building information-based educational administration management system in Colleges and universities in China, there are still many problems of different degrees. Therefore, based on expatiating the connotation of educational administration information system and aiming at the problems existed in the actual construction, this file brings forward the optimization strategy of the informationized construction regarding educational administration management system in Colleges and universities, in order to accelerate the completion of the administration management management system in colleges and universities.

Keywords

Educational administration management in colleges and universities; Management system; Information construction.

1. The Connotation of Educational Administration Management Informationized System

Since the enrollment expansion of colleges and universities in 1999, the number of students in Colleges and universities in our country have been increased dramatically, and therewith there are many challenges relative to educational administration works in colleges and universities, such as too many educational staffs, heavy educational works, low efficiency of working and so on. Educational administration management is an important part of the work in colleges and universities, which is related to the school-running level and management ability in colleges and universities. So the works of educational administration in colleges and universities has been in the fully and all along attention. When information technology such as computer ,Internet technology and others are widely used in various fields, educational administration in Colleges and universities also ushered in the spring breeze of reform.The cause of higher education has been reformed drastically under the information era. Among which the informatization of educational administration management system is one of them. The informatization of educational administration management system means to complete the management of teaching and educational resource through the assistance of information technology, so as to realize scientific, normalize and modern educational administration work. In the process of management, we can fully implement the exchange and communication of network information, and improve the quality and efficiency of educational administration management work. [1] Therefore, the realization of information construction of educational

administration management system is the inevitable trend of innovative university management.

2. Problems in the Informatization Construction of the Educational Administration Management System in Colleges and Universities

2.1. Educational Administrators Just Have Lower Information Literacy

Educational administrators in Colleges and universities are an important factor to undertake the construction of informationized educational administration work, but owing to they are lack of information literacy which has become the key-point to hinder the construction. The improvements of educational administrators' information literacy and professional ability can provide human resource guarantee for the construction of information technology in Colleges and universities. [2] Generally speaking, the educational administration personnel in colleges and universities handle their works in accordance with the original working procedures, follow the original educational administration management institution. When information technology is introduced into the educational administration in colleges and universities, they are lack of relevant professional skills, which greatly lower the work efficiency and quality. However, educational administration personnel should have both professional ability and information literacy to meet the requirements of construction of informationized educational administration . In fact, the educational administration personnel in Colleges and universities are basically administrative personnel without any skills and knowledge of information technology and they are lack of training experience. When the technical problems happened in the educational administration system, they can only wait for external staff or technical personnel of other departments of the school to overhaul, which greatly consumes time and money, and lowers the efficiency of school management. Therefore, it is difficult for these staffs to meet the requirements of development and transformation regarding the construction of informationized educational administration management system in colleges and universities.

2.2. Insufficient Investment for Educational Administration Informatization Construction

Educational administration management system relies on the supports of hardware and software. insufficient investment of hardware will lead to the down risk of school server, many colleges and universities can not work normally because of insufficient investment of hardware to complete the construction of network which result in the network congestion in operation. For example, college students' course selection actions is of the full scope in school of educational administration work . When these students log into the educational administration management system at the same time, the server capacity will be insufficient, and the online course selection can not be carried out smoothly, which will seriously affect the teaching working and students' satisfaction rate with the colleges and university. In fact, owing to the lacks of information technology awareness, the administrators of educational management system in colleges and universities reduce the investment funds. When they realize that the hardware construction is insufficient and need additional construction funds, they will be limited by the school funds and can not timely update the hardware equipment or upgrade the software system in time. In addition, the concurrency of educational administration management system is also lack of protection, the crazy running periods of educational administration management system in colleges and universities are in the beginning and end of each semester. To avoid the logging problem of network congestion by students and teachers at the same time is one of the problems which should be solved by the information management system. The security of educational administration system is also lack of protection, most of the educational administration systems in colleges and universities are

restricted in the campus or use VPN to visit which are not conducive to the off-campus visiting by teachers and students.

2.3. The Functions of Educational Administration Management System Can Not Meet the Developed Educational Administration Institution

Any investment of construction in colleges and universities always need scientific planning and formulation in the early stage, and the construction of the system needs to be continuously updating and upgrading, The construction of informationized educational administration management system is in the same way. The relevant institution system is an effective ways to maintain the smooth operation of the management system, which is exactly the key point of improvement in the construction of informationized management system in colleges and universities. The information technology are brought in educational administration management system that is a major reform of educational administration in colleges and universities. One-sided-informatization construction can not completely innovate the educational administration working. The educational administration system should are constantly updated along with the development of the times and higher education. It is impossible to apply mechanically the traditional educational administration system for the informationized construction. It will restrict development pace for upgrading and transformation of the management system.Along with the continuous improvement of the educational administration management system in Colleges and universities, owing to these staffs have no tools to deal with affairs, the educational administration work and management efficiency will be directly affected. The later operation and realized results of the educational administration management system in Colleges and universities should be based on the developments of the educational administration management system. The functions of the system should keep up with the changes of the educational administration in Colleges and universities. In this way, On the one hand, the functions can ensure that every staff member performs on their own duties; on the other hand, the functions can ensure the normally, high efficient operation of the system, achieving the purpose of truly systematic services in colleges and universities. But the investment in colleges and universities often can not meet the requirements of software upgrading.

3. Optimization Strategy of Information Construction of Educational Administration Management System in Colleges and Universities

3.1. Improve the Information Literacy of Educational Administrators

The upgrading and application of educational administration system cannot be separated from the information literacy of staff. The information literacy training of educational administration staff in colleges and universities should be strengthened in order to promoting further information construction of educational administration management in colleges and universities. The staffs of educational administration in colleges and universities should change their cognition of thinking mode , cultivate and strengthen their awareness of information management. [3] Firstly, colleges and universities can make use of pre-service education and post service training to ask the staff to establish the awareness of educational administration information, and then fully understand the significance and main contents of educational administration information construction through videos and lectures. Secondly, the staff should implement comprehensive information-based educational administration management in their daily work, and through the accumulation of long-term work experience to improve the construction of educational administration management system ; In the aspect of educational administration management system , the educational administration office should set up information management posts, which are full-time responsible for daily operation and

maintenance, processing and handling for system and server failure, so that avoiding delay problems and timely dealing with accidents in the system regarding school educational administration works. In order to mobilize the enthusiasm of work, the school should use the strategy of reward institution to improve information literacy and give the reward to those who are familiar with information technology. The brain drain of talents can be prevented by improving the treatment of information technology. The information literacy of educational administration staffs in colleges and universities are favourable means to promote the process of information construction.

3.2. Increase the Investment in the Construction of Information Educational Administration Management

The colleges and universities should make a scientific plan in advance when constructing the informationized educational administration management system . they should be on the basis of its own actual situation and the educational administration process to cooperate with software development enterprises for planing and designing a targeted, scientific and reasonable educational administration system . The colleges and universities need the staffs of educational administration and information department to negotiate and design in common with the software development company, and modular design should be carried out to aim at each management system to ensure the operation efficiency of educational administration in colleges and universities. The staffs of educational administration should also be involved throughout the process and have a deep understanding of the solution for timely modifying the plan and guarantee the professionalism of the system for later operation. Any investment needs financial support. The educational administration management system is supported by expensive hardware facilities. Colleges and universities should choose the cost-effective system configuration based on their own requirements . Before the purchase, the relevant personnel should provide the precise budget to the school, and the school can purchase the corresponding hardware configuration and software system after approving the budget. The educational administration management system in colleges and universities should make it clear that the construction investment is to meet the long-term use of whole teachers and students, so it is necessary to assure the cost performance of the educational administration management system investment. It is worth noting that the inefficient investment may result in the rapid replacement of hardware facilities, the backwardness of its information level will limit the operation speed, and the maintenance and upgrade of the system in the later period will also increase the additional investment in the construction of educational administration management information. [4] The construction of information-based educational administration also needs invest the energy input. The staff of the educational administration management platform should regularly collect and sort out the feedback from teachers and students on a regular basis, and make real-time preparation for further development and upgrading according to the requirements of teachers and students, so as to improve the satisfaction rate of teachers and students to the work of the educational administration management system in colleges and universities.

3.3. Improve the Relevant Institution of Information Educational Administration Management System

The construction process of educational administration management in colleges and universities cannot be separated from the perfect guarantee of institution. The management of the school should complete the promulgation and implementation of the institution. First of all, the management institution in colleges and universities should be formulated according to the characteristics and nature of educational administration information management system, and can not use the traditional institution to restrict the modern educational administration working. The people who formulate the institution need grasp the current educational

administration works and combine with the requirements of long-term development, and make corresponding adjustments according to the actual situation of the school during the implementation and promulgation of the institution, so as to achieve the standardization and humanization of the institution. Institution is a favorable tool to promote the information construction of educational administration management system in colleges and universities. Secondly, in terms of the implementation of the institution supervision, the quality supervision department should be formed within the university, and the supervision team should be composed of the personnel assigned by each college to effectively and strongly supervise the educational administration according to the relevant regulations, so as to improve the sense of responsibility of each educational administration staff. Through the improvement of the university institution, the educational administration staff perform their duties to improve the efficiency and quality of working. There are still network security risks in the construction of information-based educational administration management system. The colleges and universities need relevant institutions to guarantee and improve the reliability of educational administration management system through internet technology. Facing the huge and complex network system, the school should ensure the load balance of network to improve the stability of the management system. The colleges and universities should issue relevant reward and punishment institution to stimulate the work quality of staff. For the personnel who can effectively maintain the stable operation of the educational administration system in school for a long time, colleges and universities should give rewards and preferential treatment; for the person who create problems of the educational administration system due to neglect of work, colleges and universities should give punishment. The colleges and universities should strive for justice in the implementation process of the reward and punishment institution.

4. Conclusion

In view of the above points, it is not only the innovating means of informationized educational administration management system, but also the reforming mode of informationized educational administration management system. Under the background of the development of the new era, it is obviously to realize the informationized management with the support of modern information technology in order to improving the management level of colleges and universities. School informationized educational administration management system is not only a matter of one side, it needs the investment of funds and energy, the higher information literacy of relevant personnel, and the perfect management institution in colleges and universities. Facing the impacts of the information era, colleges and universities need improve the safety and reliability of the educational administration management system, and then promote the efficiency of the educational administration management system. What is called "knowledge starts with practice ", It is not yet mature on the road of the construction of information-based educational administration management system in colleges and universities, but also need supporting through a lot of practical research, and only continuous innovation can ensure the vitality of educational administration works in colleges and universities.

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