**National Chung Hsing University EMI Teaching & Learning Center Implementation Plan for an Inter-University Bilingual Teaching Faculty Development Communities**

**insert your Community Name**

**【C】EMI Course Quality Assurance Community**

**Final Quality Assurance Report**

**(ROC) YY MM DD**

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1. **Community Basic Information Form**

|  |  |
| --- | --- |
| **Implementation Period** | Effective from the approval date until *November 14, 2025* (Fri.). |
| **Community Name** |  |
| **Community Convener** | Name | Position |
| E-Mail |
| Affiliation (University/Department)  |
| Tel.  | Mobile Tel. |
| **Community****Members** | * **【C】EMI Course Quality Assurance Community**

Each community is generally limited to 3-5 members, faculty from 2 or more universities; no restrictions on academic discipline. |
| **No.** | **Name** | **University** | **Department** | **Position** | **E-Mail** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

1. *insert course name* Individualized EMI Course QA Rubric (draft for review)

Instructions for Submission

1. Revise an individualized rubric based on the Sample Rubric for EMI Quality Assurance and insert it in this section.
2. Revision Guidelines

All assessment dimensions and indicators listed in the sample rubric must be retained. However, communities may:

1. Modify the qualitative descriptions of each indicator to reflect the specific characteristics and teaching needs of the selected EMI course.
2. Add new indicators under existing dimensions as needed.

This approach ensures both rubric consistency across communities and flexibility for course-specific adjustments.

1. Deadline

Submit this Section (II) separately *by September 28, 2025*, to the project contact person at gisele816@nchu.edu.tw

Email subject line【114-1 Your Community Name】 Individualized EMI Course QA Rubric (Draft for Review).

NCHU EMI TLC: External Reviewer Feedback Form

|  |
| --- |
| ※ Do Not edit this section. External reviewers’ comments will be returned and compiled here by the contact person. |

1. *insert course name* Individualized EMI Course QA Rubric (reviewed version)

Please insert in this section the ***reviewed version of the rubric***, as returned by the project contact person after external expert review. This will form part of the Final QA Report.

1. **Classroom Observation Form (Exclusive to EMI QA Community)** ＊Submit in Word or as a scanned hard copy
* Observation Date (YYYY/MM/DD):
* Observer’s Name (block letters):
* Total Observation Time Observation Duration:

|  |
| --- |
| **Observation Focus (Multiple Choices)** |
| Dimension | □ 1 | □ 2 | □ 3 | □ 4 | □ 5 |
| Indicators | *Insert here**Indicator No.* | *Insert here**Indicator No.* | *Insert here**Indicator No.* | *Insert here**Indicator No.* | *Insert here**Indicator No.* |

|  |
| --- |
| **Quantitative Evaluation (Based on the selected goals above)** |
| *Insert Here**Indicator No.* | The observation suggests alignment with this indicator, as reflected in the following qualitative description. |
| □ Excellent | □Good | □Satisfactory | □Needs Improvement |
| *Insert Here**Indicator No.* | The observation suggests alignment with this indicator, as reflected in the following qualitative description. |
| □ Excellent | □Good | □Satisfactory | □Needs Improvement |
| Insert new row(s) if needed. |

|  |
| --- |
| **Qualitative Notes** |
| *Please capture specific observations as objectively as possible (e.g., proportion of time spent on teacher instruction, teacher–student interaction, student–student interaction, or frequency of specific behaviors). These notes should support and explain the quantitative evaluation above.* |

※ Return this form to the community convener after for compilation for compilation※

1. **Meeting Minutes & Attendance Records**

Instructions:

Please upload all electronic files of the community’s meeting minutes for this semester (including scanned paper copies of attendance records; see Appendix 4 for details) here in chronological order.

1. **Final Report: Course QA Analysis Record**

| 1. Course Information
 |
| --- |
| *Please attach the complete syllabus. It must include:**Course Name, Full/Half-year, Required/Elective, Credits, Instructor, Target Department, Course Objectives, Core Competencies, Teaching Methods, Assessment Methods,* *Weekly Lesson Plan**Alternatively, you may provide a bullet-point summary covering all 11 items.* |
| 1. Design and Application of the "Individualized EMI Course QA Rubric"
 |
| 1. Rubric Design
 | Describe how community members developed a course-specific “Individualized EMI Course QA Rubric” based on course characteristics and teaching needs, including how they analyzed, adjusted, and refined the rubric. Explain how the rubric was reviewed by experts and subsequently iteratively updated. |
| 1. Rubric Application
 | Explain how the finalized EMI Course QA Rubric is applied in the course quality assurance process. This may include: Implementing the NCHU EMI Course Feedback Questionnaire, classroom observations, written tests and other assessments. |
| 1. Course Quality Assurance Analysis
 |
| 1. Quantitative Reference
 | Include data such as:***NCHU EMI Course Feedback Questionnaire*** results, analysis of written exams, statistics and analysis of multiple assessment scores |
| 1. Qualitative Analysis
 | Use evidence from:Classroom Observation Minutes, student feedback from questionnaires, community meeting MinutesThis should support and explain the quantitative findings. |
| 1. Strengths and Challenges
 | Based on both quantitative and qualitative analysis, identify the strengths of the course and areas needing improvement. |
| 1. Learning Effectiveness
 | Synthesize the above results to assess whether students achieved the course learning objectives and discuss factors affecting student learning outcomes. |
| 1. Alignment with Course Objectives
 | Use the Individualized EMI Course QA Rubric to assess whether the evaluation results effectively reflect the achievement of course objectives. If gaps exist, provide an analysis of the reasons. |
| 1. Summary
 | Comprehensive Course Review |

1. **Consent Form***（Each community member is requested to sign this consent form and return the original.）*

**National Chung Hsing University EMI Teaching & Learning Center** **Implementation Plan for an Inter-University Bilingual Teaching Faculty Development Community**

**Final Quality Assurance Report – Consent Form**

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I confirm and agree to the above terms.

**Community Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Authorizing Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature or Seal)
**ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ (YYYY/MM/DD)

**(ROC) YY MM DD**