

Implementation Guidelines for the National Taipei University of Education Teacher Professional Learning Community

2000.01.27 Approved at the 54th administrative meeting.

2013.01.23 Revised and approved at the 90th administrative meeting.

2015.10.28 Revised and approved at the 122nd administrative meeting.

2018.04.25 Revised and approved at the 150th administrative meeting.

一、 Purpose

The purpose of these implementation guidelines is to encourage teachers at the National Taipei University of Education (referred to as the "university") to voluntarily form teacher professional learning communities. Through group discussion activities, these communities aim to stimulate curriculum development, improve teaching practices, enhance peer professional growth among teachers, and establish the university as a learning organization. These guidelines, referred to as the "Implementation Guidelines for Teacher Professional Learning Communities," have been established for this purpose.

二、 Implementation Methods

(一) Establishing Communities:

Professional learning communities will be formed by a group of five or more full-time teachers from the same department, institute, or across different faculties, departments, or institutes. One teacher will be nominated as the convener responsible for planning, coordinating, implementing, and documenting the activities of the community.

(二) Application Process and Timeline:

The convener will submit a written and electronic copy of the "Application Form for Teacher Professional Learning Communities" along with a project proposal (including the rationale, objectives, activity plans, expected outcomes, and estimated budget) to the university's

Teaching Development Center within the specified application period. The application schedule and procedure will be communicated through official notifications to departments and institutes, as well as on the Teaching Development Center's website. Approved projects will have a minimum execution period of six months, and a record of the community's operation must be kept.

(三) Subsidy Focus:

The community activities may include discussions on educational and curriculum innovations, improvement and innovation of teaching syllabi, enhancement of teaching strategies and methods, dialogue on student learning support strategies and experiences, induction and mentoring of new teachers, interdisciplinary knowledge integration and research, and other innovative and beneficial teacher learning initiatives. The community activities can take the form of book clubs, teaching observations, curriculum development, showcasing of outcomes, practical discussions, workshops, etc., and should include at least three or more planned activities.

三、Funding Sources and Support

(一) The funding for community activities will be provided by the relevant budget of the university's Teaching Development Center.

(二) The general principle is to provide a subsidy of NT\$10,000 per community per year. The actual approved amount will be determined based on the annual budget and project proposal review. The funding is limited to operational expenses and does not cover capital or personnel costs.

Reimbursements should be supported by receipts. The subsidy may include stationery and paper, printing of materials, honorarium and transportation expenses for guest speakers, setting up dedicated websites, temporary wages, meal allowances, miscellaneous expenses, etc.

(三) The reimbursement of funds requires proper documentation, and all expenses must comply with legal regulations and follow the relevant procedures of the Finance Department.

四、Outcome Presentation

Communities receiving subsidies are obligated to participate in seminars, outcome presentations, or public sharing of their experiences. A final report (including an electronic copy) must be submitted to the university's Teaching Development Center within one month after the project's completion for record-keeping purposes. The submission status and sharing activities will be considered as references for future applications.

五、 Any additions or modifications after approval will require separate authorization.

六、 These guidelines have been approved by the university's administrative meeting and are implemented upon the president's approval.