Analysis on the Present Situation and Strategy of the Informatization Construction of College Student Archives in China

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Abstract

The student archive information construction is an inevitable trend of archive work to adapt to the development of colleges and universities. It can not only promote the better utilization of information resources, but also serve the scientific research teaching of the school. In order to strengthen the management of student archives, the paper first analyzes the importance of college student archives and the advantages of information technology. Then we point out the problems existing in the informationization construction of college student archive in combination with the actual situation of college student archive managements in China. Finally, from the perspectives of the management system, input of information construction and professional quality of management personnel, we give some strategies of informationization construction of college student archives. These work have important practical significances for college student archive managements to meet the needs of college teaching and social development.

Keywords: colleges and universities, college student archive, informatization construction

1. Introduction

The college student archive is a general term of documents and materials in the form of personal basic information resource archives and various kinds of education and learning experience activities which are of value to the school, society and individuals. It can objectively reflect the original situation of students' moral quality, humanistic accomplishment and professional quality. The college student archive is generally composed of three parts, i. e., (1) the basic information part of the student, including the student's personal name, former name, gender, nationality, date of birth, native place, blood type, home address, ID number and so on; (2) students' school performance information, including the time of admission, their grades, majors, classes, political statuses, dates of birth, records of academic achievements in various subjects, participating organizations and their positions as well as records of various rewards and punishments received, further studies and employment statuses; (3) students' personal psychological information, mainly including psychological quality, psychological characteristics, personality traits, types of sexual orientation, learning adaptability, psychological test records, psychological counseling records and so on (Li, 2016). Paper-based student archives are an important part of university archives collection and have an irreplaceable role as vouchers, but they takes up a large amount of storage space, filing cabinets and shelves. Especially with the rapid increase of the amount of social information and the application of new carriers, the traditional student archive management mode can not meet the needs of the society for archival information (Liu, 2016). Under the background of the information age, how to break the traditional management mode and use information technology to make the information resources of student archives better serve for the development of the society is an urgent problem to be considered by university student archivists.

To strengthen the college student archive management in New Period, the new value of its characteristics must be understood correctly. Firstly, we start with the importance of college student archives, and introduce the advantages of the informationization of the archives management in colleges and universities. Then according to the current situation of college student archive managements, some problems existing in the information construction of college student archives are

analysized. Finally, some innovative strategies of college student archive managements under the background of information age are given, which will play a positive role in guiding the information construction of college student archives managements.

2. The Importance of College Student Archives

2.1 Student Archives Reflect the Comprehensive Quality of Graduates

The departments and personnels involved in the students' school performance information of student archives are the Academic Affairs Office, college teaching departments, the dean of teaching, practice guidance teachers, graduation thesis guidance teachers and so on. Under the coordination and management of all aspects, student archives can be formed, which can effectively present the students' practical ability, comprehensive quality ability, vocational skills, professional minor and so on.

2.2 Student Archives Provide the Basis for the Selection of the Employing Units

The student archive is a comprehensive reflection of the students' political quality, professional quality, and physical quality, and It has strong authenticity and authoritativeness. It provides legal and effective certification for graduates after their work, such as academic certification, job title assessment, positive rating, and insurance management. Therefore, the student archive is an important material for employers to recruit graduates.

2.2 Student Archives Provide References for Talent Training

Talent training is the central task of colleges and universities, and the quality of talent training is related to the survival and development of the school. College student archives are the worthwhile historical records of what the students have done during their studies. Through the student record files, students' growth status can be reflected in an all-round way, so that the students' management personnels have a comprehensive understanding of the students and a good grasp of the completion effect of the student management system. In addition, the teaching and research staff can discover the situation of teaching and research activities from student archives, and summarize the advantages and disadvantages which provide reference for the improvement of the quality of education and teaching. Therefore, student archives are important references for improving the teaching management and innovating the talent training model.

3. Advantages of the Informationization of College Student Archive Managements

3.1 Improving the Traditional Management Mode of Student Archives

The development of society promotes the advancement of colleges and universities, and the popularization of social figures and networks will inevitably bring changes to college student archive managements. The rapid development of science and technology has spawned a rise in the level of informatization and digitization. Strengthening the construction of digitization has also become the main trend in the development of many industries at present, and the same is true in the field of college student archive managements. In the traditional college student archive management work, due to the relatively backward working methods, the student archives are mostly in the form of paper files, and with the increase in the number of student records, the difficulty of the management work is gradually increasing, which conflicts with the information age. In the information age, the management of graduate student archives can be realized by electronic documents, which can not only realize the integration and sharing of resources, but also improve the quality and efficiency of archiving.

3.2 Realizing the Intelligent Collection and arrangement of Student Archives

Under the traditional archives management mode of college students, the archives of graduate students are summarized in the materials provided by relevant departments, which often leads to improper collection of student information. In addition, the multi-headed management has severely restricted the generation of student records, which made the management work more limited. In the process of work, with the increase of the number of students, a large number of student files will be produced, which greatly increases the burden of the student archivists. At the same time, the paper version of the student record files will occupy more space. While through the use of the network, online data processing can be realized, and data collection and collation can also be achieved, which promotes the development and progress of college graduates' archives in the direction of intelligence.

3.3 Improving the Utilization ratio of Student status Archives by means of Information Retrieval

Under the traditional management mode of student archives, if you want to make inquiry or file processing, you must do it in the field, which seriously restricts the utilization rate of the student archive. The development of modern network technology and data mining technology has provided service platform support for college students archives work. After having the basic information data, the system can provide many kinds of information query services, and the relevant managers can realize the independent inquiry and processing by logging into the database (Jin, 2014).

4. Problems Existing in the Informationization Construction of College Student Archives

4.1 Lack of Informationization Construction Standards for College Student Archives

The informatization construction of college student archives is a huge and complicated project, and the main purpose is to meet the future development needs of colleges and universities. However, many colleges and universities in the process of developing information archives construction, due to the lack of clear and standardized construction standards and various network information technologies are still in a state of rapid development, which makes the role and function of the information construction of student archives not fully developed (Liu, 2017). Therefore, in actual construction, it is necessary to actively standardize technical standards, expand their compatibility, clarify relevant standards for construction, and promote the standardized construction of information-based archives in colleges and universities.

4.2 Lack of information professional knowledge of Student Archivists

The Informatization construction of college student archives not only needs to meet the objective conditions, but also should give full play to the subjectivity of management personnels. In order to carry out the information management of the student archives in colleges and universities, managers are required to be proficient in the operation of computers, and using the related network technology and various kinds of software of archives management. However, according to the actual situation, due to the relatively old age, low professional level, and lack of information construction capability, the student archivists are more limited to the collection, classification, and storage of information resources than the modern network. The backwardness and aging of management knowledge have made it impossible to popularize new management ideas and knowledge.

4.3 Lagging Behind of the Information Construction Speed of College Student Archives

 In the process of the informatization construction of student archives, the university lacks the informatization responsibility group, and has little manpower and capital to invest in the archives database and development software. At present, most databases of college student records are built for their own use. They are usually small in size, single in type, and have few functions. They can only be

used to check whether students have entered the database after the admission and whether the files have been sent after graduation. In addition, other functions of the database could not be realized, which could not meet the diversified needs of users, and could not give full play to the advantages of informationization in the university. The fund input of the database is not enough, which leads to the lag of the database construction and the intimely sharing of the student's archives resources, and it greatly affects the utilization rate of the student archive.

5. Innovative Paths to Informatization Construction of College Student Archives

5.1 Perfecting the Management System of Student Archive Informatization Construction

A scientific and perfect management system is an important guarantee to ensure the smooth development of the information construction of college student archives. The archive management department of colleges and universities should establish a set of sound management rules and regulations for the informationization construction of the student archives in accordance with the basic characteristics of the school and the actual needs of the current development of the school. For the informationization of hardware and software facilities as well as data acquisition, a set of standard specification should be formulated to guide the implementation of information construction and ensure the sharing of information resources. In the process of management transfer and verification, the corresponding system should be established, and the scope of responsibilities of each employee should be clarified, so that the informatization management of the archives should be more scientific and standardized. In addition, colleges and universities should also establish a security system for information data, and do a good job in the preservation and security of student status information, and actively apply digitization and traditional carriers to preserve student archives together.

4.4 Increasing the Input Degree of the Informatization Construction of Student Archives

Colleges and universities should set up a student archive information construction team to strengthen the degree of attention to the student archive information construction, and take the student archive construction as an important content in the school development process to ensure the continuity of resource input and construction. At the same time, colleges and universities actively introduce database serve to build a special platform for the retrieval of student status files, and add more functions to realize the diversification of student archive managements (Shi, 2017). Of course, good hardware and software facilities are the basic conditions for safeguarding the sound operation of archives management. Informatization construction needs to be gradually improved from the input of computer network hardware equipment and the development and introduction of database software. According to the needs of student archive managements, some corresponding management equipments, such as copiers, printers, servers, and storage devices should be equipped to make sure that the hardware and software facilities of the student archive department are at least up to the required level.

4.4 Improving the Professional Quality of Student Archive Managers

In the process of developing the information construction of studen archives in colleges and universities, it is not only necessary for student archive managers to have professional knowledge of archival science, but also have solid computer application technology and information processing capabilities. On the one hand, colleges and universities should actively recruit professional staffs who understand both information technology and file management. On the other hand, they should provide training on the professional qualifications and abilities of the existing student management personnels (Lu, 2018). The training content should be appropriately adjusted according to the needs of

informationization to ensure that managers can deal with the problems in management and can continuously optimize the management system. In practice, according to the work characteristics and growth of student management staffs, a good environment should be created to encourage innovation and respect individuality. At the same time, colleges and universities should optimize the structure of student archives and make the whole management team younger, which ensure that the information management of college student archives can serve the school continuously and efficiently (Jin, 2017).

Acknowledgement

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