附件

上海电影艺术职业学院2022-2023学年第一学期工作计划表（征求意见稿）

| **项目** | **主要工作事项** | **进度计划** | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.29  9.4 | 9.5  9.11 | 9.12  9.18 | 9.19  9.25 | 9.26  10.2 | 10.3  10.9 | 10.10  10.16 | 10.17  10.23 | 10.31  11.6 | 11.7  11.13 | 11.14  11.20 | 11.21  11.27 | 11.28  12.4 | 12.5  12.11 | 12.12  12.18 | 12.19  12.25 | 12.26  1.1 |
| 中高贯通专业申报 | 市场调研报告 | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 五年教学计划表 | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 人才培养方案 | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 试点工作方案 |  |  | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 招生简章 |  |  |  | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 试点申报公文 |  |  |  | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 申报表填写 |  |  |  | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 两校合作协议 |  |  |  | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 材料打印报送 |  |  |  | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 汇报PPT制作 |  |  |  |  | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |
| 内涵建设 | 完成第二轮申报 |  | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 相关文件补充并报送 |  | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 完成招投标工作 |  | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 下一年度申报及评审工作 |  |  |  | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |
| 项目建设及中期检查 |  |  |  | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |
| 部分项目调整并报送 |  |  |  |  |  |  |  |  |  | ▲ | ▲ | ▲ |  |  |  |  |  |
| 项目结项 |  |  |  |  |  |  |  |  |  |  |  |  | ▲ | ▲ | ▲ |  |  |
| 质量年报 | 编写本年度要点并通知各中心、部门 |  |  | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 收集并修改案例 |  |  |  |  | ▲ | ▲ | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |
| 编写质量年报初稿 |  |  |  |  |  |  |  | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |
| 补充案例并定稿 |  |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |  |
| 完成线上填报 |  |  |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |
| 总结数据并形成文件反馈各中心、部门 |  |  |  |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |
| 高本贯通申报 | 五年教学计划表 |  |  |  | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |
| 市场调研报告 |  |  |  |  |  | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |
| 人才培养方案 |  |  |  |  |  |  | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |
| 试点工作方案 |  |  |  |  |  |  |  | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |
| 招生简章 |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |  |  |
| 高本贯通申报 | 学籍管理办法 |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |  |  |
| 师资互聘制度 |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |  |  |
| 试点申报公文 |  |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |  |
| 申报表填写 |  |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |  |
| 两校合作协议 |  |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |  |
| 材料打印报送 |  |  |  |  |  |  |  |  |  |  |  | ▲ |  |  |  |  |  |
| 汇报PPT制作 |  |  |  |  |  |  |  |  |  |  |  |  | ▲ | ▲ |  |  |  |
| 网站建设和维护 | 日常维护更新 | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ |
| 使用培训 |  |  |  |  |  |  | ▲ | ▲ |  |  |  |  |  |  |  |  |  |
| 专业布局优化 | 专业布局优化方案 | ▲ | ▲ | ▲ | ▲ | ▲ |  |  |  |  |  |  |  |  |  |  |  |  |