

Analysis of College Student Archives Management Based on Cultural Education

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Abstract

The management of student archives is an important factor to measure the quality of education and teaching in a university, which is of great significance to the reform and innovative development of colleges and universities. There are still many deficiencies in the traditional management of students' archives adopted by today's universities, and it is difficult to adapt to the development needs of modern college education. Therefore, it is necessary to make certain changes and updates to the traditional management mode of student archives. This paper first discusses the essential attributes and characteristics of student archives, and expounds the value of student archives under the "three complete education". Then, according to the problems retained in the development of student archives, corresponding solutions are put forward to ensure the effective work affairs of the management of student archives, so that the university can better transport talents for the society.

Keywords: student archive, cultural education, archive management.

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INTRODUCTION

In 2017, the Central Committee of the Communist Party of China and the State Council issued the "Opinions on Strengthening and Improving Ideological and Political Work in Colleges and Universities under the New Situation", which clearly required the strengthening and improvement of ideological and political education, emphasizing the adherence to the all-round education of all employees and the whole process (referred to as "three comprehensive education"), leading the ideological value throughout the whole process and every link of education and teaching. On July 6, 2021, General Secretary Xi Jinping pointed out that the archives work is a noble cause that benefits the country and the people. The education of student archives belongs to the management education in the "Three Comprehensive Education". In the new stage of development, it is necessary to revitalize the resources of student archives and give full play to its important role in "preserving history, educating government, and educating people", so as to help colleges and universities promote the cultivation of talents' moral education.

The management of student archives is not only an important guarantee for the normal operation of college teaching and student management, but also the main basis for student employment, future appointments and assessments. As an important channel and position for educating people in colleges and universities, management should play the educating function of various resources within the scope of management. The student record file is just such a very unique educational resource. In recent years, China's education level has been continuously improved, higher education has flourished, and the archives of college students have increased like a volcanic eruption. There are obvious difficulties in the management of college student archives (Yu, 2010). It has become an inevitable trend to manage the information of students' student status files in the model. At present, many colleges and universities have established electronic information files for students when enrolling students, but there are still some colleges and universities that use traditional methods to manage student archives. Therefore, from the perspective of management and education, it has certain practical significance and academic value to study the development and utilization of student archives.

RESULTS AND DISCUSSION

An Overview of Student Archives

The college students' archive is an important part of teaching archives. It refers to the original records with preservation value such as words, reports, and images formed during the whole process of monitoring and supervising students, including information such as enrollment and registration, attendance and discipline, suspension and resumption, years of study, school status processing and withdrawal, course assessment and performance record, major transfer and transfer, graduation, completion and dropout, school status warning and other information (Yu, 2019), (Siqin G, 2014). It is the most comprehensive information to record and reflect all students' learning performance during the study period.

Primitiveness, recordability and historicity are the three attributes of student archives. With the enrollment of students, the relevant data and information of students are completed by the education management department, and the whole process cannot be arbitrarily modified, which is the main performance of the originality in the school roll file. Colleges and universities will fill in the important information of students in student archives from time to time, so the student registration file is recordable. The student archives will record the achievements of the student during the school period. These records can reflect the student's performance and personal advantages in school. This is the historical nature of student archives.

Student Archives have the Following Three Characteristics

(1) The formation of student archives has the particularity of regularity and reciprocity. The student archives mainly record all the information of the students from the moment they enter the school to the time they leave the school. The formation law of students' archives is formed according to the law of teaching activities. The process of sorting out students' archives is generally from the formation and accumulation of materials to the completion of sorting. This process has strong regularity and the particularity of reciprocity.

(2) The quantity and complexity of student archives. With the reform of education, the enrollment of junior college students, undergraduate students and postgraduate students has expanded, and the number of case files of student archives has also increased exponentially. Each student has a different growth experience, and the content of the file is also different. In addition to the basic study experience and grades, there are also some personalized content, such as transfer, name change, etc. When the school, student name and other information are changed in accordance with the law, the student file should be revised in time to ensure that the procedures are complete and the procedures and evidence are accurate.

(3) Variety of storage methods and forms of expression of student archives. The organization method of student archives is generally paper materials, which are stored in case files. Another way to assist with file storage is CD-ROM storage. CD storage has distinct characteristics, small size, large capacity, easy to keep, and easy to use, which brings great convenience to the management department.

The Value of College Student Archives under the "Three Comprehensive Education"

Student archives have the originality and recordability of documents, and are the most original, most authentic, most convincing, and most capable of reproducing historical records and original documents. The student archive work provides utilization services for users in various ways, such as: providing academic certificates for job promotion, providing academic records to provide reference materials for employers to recruit graduates. At this stage, the student archive is no longer a dead thing in the warehouse, it is appearing in our lives in various forms and various carriers, and it exerts its value.

(1) Student archives provide file access services for graduates and employers. When recruiting for each position, the employer will examine the ability of the interviewee. However, it is impossible to have a more comprehensive understanding of the dozens or even hundreds of candidates who come to apply for a position by just a simple interview. At this time, the applicant's student archive will play a big role. Employers only need to check the applicant's student archive, and then they can quickly understand the applicant's strengths and whether they meet the requirements of the recruitment position. The student archive includes a lot of content, which summarizes the comprehensive ability and performance of the students, and provides convenience for employers to understand the applicants.

(2) Forming "model benchmarks" based on the data of student archives. The informatization construction of the student archives in many colleges and universities is advancing, and a large amount of file data has been accumulated. These file data have become an indispensable and important part of the education work of colleges and universities. On the basis of analyzing and summarizing the characteristics and personality differences of students, we can pay close attention to the dynamics of students, and organize various educational guidance in a targeted manner, so as to promote students to gradually form a higher academic level, stable quality personality and correct value pursuit. Model setting, atmosphere creation, and public opinion guidance based on the student archive information can also play a positive role in establishing students' values, improving their sense of responsibility, improving their personality, and correcting their behavior (Li, 2021). In addition to

supporting the personal growth and development of students, the true and complete student archives are also a reflection of the teaching and management work of colleges and universities, which can provide basis and support for the development of school education and teaching reform, and are a tool to maintain a good school running order.

(3) Based on student archives, the growth and change of college students can be "dynamically monitored". A large number of files have been produced in the growth process of college students, and the full mining and utilization of student records is an important link to realize university management and education. According to the tracking and analysis of college students, professional learning files and political files of daily behavior files, the growth and change of college students can be "dynamically monitored". By analyzing the students' academic performance files in each semester, we can master the students' learning status, learning methods, learning interest and other contents. On the basis of analyzing and summarizing the characteristics and personality differences of students, the process tracking file is used to realize the refinement of education, which not only monitors the normal student behavior, but also has the dynamic monitoring of abnormal data and behavior.

(4) The "behavior prediction" is realized based on the law of student archives. College student archives are all kinds of true records formed by college students in their study and life, which can objectively reflect the growth law of college students. By analyzing the archive data, we can find out the regularity of archives formation, and further predict the formation regularity of college students' thoughts and behaviors. For the upcoming abnormal situation of students, it can be timely fed back to the relevant management personnel of colleges and universities, such as counselors, class teachers, teachers of ideological and political courses, etc., so as to highlight the importance of student status file management and education from the perspective of "three comprehensive education".

Reasons for the Lack of Utilization Value of College Student Archives

(1) At the cognitive level, there is a misunderstanding in the positioning of college student archives. Some colleges and universities have misunderstandings about the educational value of student archives (Zhang, 2022). They only position the archives culture as archival data storage, achievement exhibition and video data display of major events. The construction of archives culture lacks sufficient financial support and perfect professional management force, which affects the efficiency and innovation of archives management. At present, student archives are in a very marginal position in colleges and universities. The function of student archives is basically limited to management services at the file level, and is limited to

general personnel management. The development and utilization of the education function, human resource development function, scientific research function and other functions contained in student archives appear to be very absent or lagging behind. It can be said that the management of student archives are in a silent state, which is not conducive to improving the satisfaction of multi-level, multi-angle and multi-faceted users. The current situation of the development and utilization of the function of the student archives shows that the school has insufficient understanding of the educating function of student archives, and has failed to incorporate the file culture into the cultural education mechanism of the university.

(2) The storage form of school records is single, and the lack of in-depth development mechanism. At present, the function of college student archives management is still at the level of file management and service to a large extent, and there are problems such as low attention by universities, backward retrieval methods, irregular filing, incomplete content, and confusing delivery. The lack of awareness of in-depth development and comprehensive utilization of student archives affects the value mining of student archives. On the one hand, the form of development and utilization of student archives is relatively simple, most of them are still in the state of "paper materials", and the management is mainly based on the traditional manual operation mode, which fails to carry out reasonable digital transformation and cannot realize student status files. The off-site inquiry of information results in that when file users need to obtain valuable supporting materials in the process of promotion, professional title evaluation, settlement, political review, etc., they still need to return to the school for supplementary processing. On the other hand, the lack of excavation of the cultural connotation and spiritual concept of the student archives affects the educational value of the student archives.

(3) In terms of team building, the professional level of archives practitioners is generally low. The overall low professional level of the archivists is mainly reflected in the fact that most of the archivists are not from the archives major and the personnel turnover is frequent. In actual work, the professional quality and comprehensive quality of archives practitioners are not high, and they do not have strong professional ability. Their work lacks initiative, and they are only satisfied with the daily filing, filing, mailing and other related matters. They lack the awareness of file service and lack of knowledge of how to file the student registration materials.

The Innovative Path of Education-Oriented College Student Archives Management

(1) Grasp the scientific direction of the construction of the cultural education mechanism of the college student archives. The archive department of

colleges and universities should actively cultivate the concept and thinking of educating people, and establish a "big archives concept" based on the environment of the big data era. In the context of "three comprehensive education", the school releases the multiple functions of college student archives, and at the same time, it needs to deeply explore the cultural education and other functions of college student archives (Yang, 2020). The school uses college student archive resources to educate people and show the new era value of the archive management. Archive managers should continuously enhance the ability to collect and analyze the data of college student archives, and will use data mining technology to analyze the educational resources in the college student archives. Managers should also be good at extracting and summarizing the law of educating people from the college student archives, so as to establish "dynamic monitoring" and "behavior prediction" for students based on college student archives. Changing from the traditional archive management thinking to the new management thinking of "archives education" is an important premise to realize the archive management education under the perspective of "three complete education".

(2) Strengthen the construction of archives management system and standardize the workflow of college student archives. Strengthening the system construction and standardizing the work flow of the student archive management is a highly institutional work. The student archives work in colleges and universities urgently needs a complete, rigorous and scientific management mechanism to ensure that the changes of each student's status can be timely and truthfully recorded and archived. While improving the archive management awareness and personal moral quality of archive management workers, it is necessary to continuously improve the measures and methods of the archive management. In the management of college student archives, in order to ensure the implementation of various file systems, first of all, all links in the formation of student archives should be implemented to the responsible person, and the work standards should be refined and included in the annual assessment. On the one hand, the school should improve the work process of student archives, and do strict filing, regular filing, real-time supplement. On the other hand, schools should improve the archiving rules, clarify the content and categories of school registration materials, and sort out valuable materials. Secondly, the school should strictly implement the secondary management system of school roll files. The first two tasks in the "collection, management and use" of the whole archives management process are separated. The archive office of the secondary colleges of universities is responsible for the "collection" of archives materials, and the school archive department is responsible for the "management" of archives, and each department has its own responsibilities.

(3) Promote the digital construction of college student archives, and build an information platform for college student archives. It is necessary to make full use of information technology and intelligent software to digitize the archives resources of colleges and universities, strengthen the construction of the archives digital resource database, and build the archives management system platform, so as to form a digital archives resource system covering the teachers and students inside and outside the university (Wang, 2020). Schools should use a variety of technical means such as network platform and big data technology to establish a special student archive database, and regularly improve the service function of the student archive database. In addition to providing students with basic file query and printing functions, they can also develop data conversion. The management department of college student archives should use big data mining technology to conduct big data analysis on students' academic performance during school, and obtain students' learning ability level, knowledge shortcomings and their own advantages, so as to improve students' employment recommendation form, so that students are better able to find suitable jobs. By excavating the teaching laws and excellent educational experience contained in the student archives, we will promote the efficient flow and comprehensive sharing of the archives culture, so as to realize the comprehensive upgrade from the archives text resources to the high-quality campus culture.

(4) Enhancing the construction of the talent team for the management of student archives in colleges and universities. Strengthening the construction of archive management talents is the key to realize the education of archives management in colleges and universities. In view of the current situation of the personnel team of the college archive management department, the school should first increase the training of the existing managers of the student archives, and further improve the comprehensive their ability and quality through the strategy of "bringing in" and "going out". On the one hand, the student archivist should earnestly study and understand Xi Jinping's theory of socialism with Chinese characteristics in the new era through collective organization study, expert guidance, and individual self-study, and consciously apply it to the practice of file management and education, so as to enhance active service to the school. On the other hand, schools should strengthen the educating ability of archives managers through short-term training, business learning, research and observation, etc.. At the same time, the school should continue to hire professionals with solid theoretical quality, professional archive management ability, cutting-edge education thinking concept, and good interpersonal communication skills to join the college archive management team. It is also necessary to strengthen the cooperation and communication with teachers, student workers and other teams, and jointly improve the effect of archives

management and education under the perspective of "three complete education".

CONCLUSION

Archival culture is an important component of the university cultural system, and the college student archive is an important support to enhance the confidence of the campus culture. To excavate, carry forward and utilize the college student archive culture is not only the performance of universities to actively fulfill their cultural responsibility, but also a new act of universities to enhance their cultural consciousness under the background of cultural confidence. Colleges and universities should stick to the original intention of educating people, focus on the requirements of high-quality education, and promote the creative transformation and innovative development of the management of student archives to gather the greatest synergy of cultural education in colleges and universities. This paper analyzes the characteristics and value of college student archives, and points out the problems existing in college student archives. Finally, with the guidance of problems and cultural education, some suggestions are given to improve the management of college student archives.

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