

**SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ACADEMIC AFFAIRS
MINUTES**

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Academic Affairs Meeting (**13th meeting**) AY 2021-2022 was held on Wednesday, March 2, 2022 at 11:00 AM – 12:00 PM (Indonesian Time) via MS-Teams Conference-call.

1. Attendance at Meeting

Committee Members	
Dr. Soepriyatna *	Present
Dr. Ivan Destian Butarbutar [IDB]	Resigned
Surya D Liman, Ph.D [SDL]	Present
C.I.W Eka Budiarta, Ph.D [CEB]	Present
Iwan Setiawan, Ph.D [IWS]	Present
F Adhi Permana [FAP]	Present
Prof. Ir. Media Anugerah Ayu, M.Sc [MAA]	Present
Dr. Wahyoe Soedarmono [WAS]	Present
Aulia Tirta [AUT]	Absent
Dorita Setiawan, Ph.D [DOS]	Present
Manoharan Karthigasu, B.Sc, M.Ed [MAK]	Absent
Novi Kusumaningrum [NOK]	Present

Present, Absent, Proxy, Expert

**Chair*

Guests	
Tika Lestari [TKL]	Head of Gen-Ed Unit

2. Discussion

Agenda	Discussion	Action	Vote
A. Meeting Agenda	The agenda on this meeting was to discuss the followings: 1) Reviewing the Policy Draft of English Language Competence for Faculty 2) Policy on Majors and Minors 3) General Education Curriculum		
B. Remarks from the Chairperson	The Chair opened the meeting and explained the agenda.		
C. Discussions	I. REVIEWING THE POLICY DRAFT OF ENGLISH LANGUAGE COMPETENCE FOR FACULTY		

	<p>a) The Chair brought the policy draft to be reviewed.</p> <p>b) NOK also questioned what kind of standard that we are going to use to determine the proficiency. This will be discussed in the Executive.</p> <p>c) WAS concerned that if we too strict on the formal documents that must be provided by the lecturers, he afraid that it is difficult to find a lecturer for certain subjects. The Chair agreed that it is better for us to have general requirements.</p> <p>d) MAA emphasized that for new hiring we need to ask the candidate to provide the evidence, such as TOEFL or IELTS that they have. If not, then we can give them in-house English proficiency test. The idea was supported by SDL and it has to be applied consistently. We also need to check this requirement in front, which is in HR as the gate. While according to IWS, the Dean can also check the candidates' competency in using English according to the related field.</p> <p>e) CEB asked is there a room to lecturer to explain a difficult term not in English? The Chair showed that this policy does not prohibit a faculty member in providing individual assistance during course instruction.</p> <p>f) MAA reminded that the term used in the policy need to be consistent. Instead of 'Instructional staff', we are going to use 'Faculty Members'.</p> <p>g) The members have reviewed and have given the notes, therefore it is agreed that the document will be brought to the Executive.</p>	MSC	
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	<p>II. POLICY ON MAJORS AND MINORS</p> <p>a. The term majors and minors are actually do not exist in DIKTI concept. However as this document is required for other purpose, we are going to have this policy, which includes information that regulate about General Education core curriculum.</p> <p>b. Definition and requirements below need to be reviewed in the executive meeting: Majors: number of credits required to complete a Major should be no fewer than 36 SKS and no more than 54 SKS. Student must have CGPA average at least 2.0 Minors offer less depth and integration of study then a major. Minor should be no fewer than 12 SKS and no more than 18 SKS. Student must have CGPA average at least 2.0</p> <p>c. The Chair stated that we can relate this major Minor policy with MBKM activities. As students have the rights to have max 20 credits from MBKM scheme, we can align MBKM with this policy.</p> <p>d. SDL asked whether our minor is going to be local? It has potential problems if the courses are involving partner courses for the minor. The concern was noted.</p> <p>e. NOK asked can we declare Major & Minor here according to Dikti? We also need to define Minor courses in our curriculum. The notes are well taken.</p> <p>f. Curriculum committee was mentioned in the procedures related Gen-Ed core curriculum. The Chair stated that as we do not have curriculum committee in our governance, the possible way is to have task force under SCAA.</p> <p>g. MAA asked if for Major the required credit is max 54 SKS, would that be later on will be included the Gen-Ed courses which are required to be</p>		
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	<p>graduated from Dikti point of view? The concerns are well taken.</p> <p>h. WAS informed that in Dikti practice, the concentration in a field is required minimum 9 credits. The Chair will bring the notes to be discussed further in the executive.</p> <p>III. GENERAL EDUCATION CURRICULUM</p> <p>a) TKL presented the material. TKL has mapped the Gen-Ed courses into the following key competencies of the general education courses:</p> <ul style="list-style-type: none"> • Critical Thinking • Effective Communication • Ethical Reasoning • Global Learning • Information Literacy • Quantitative Literacy/Mathematical reasoning <p>b) TKL highlighted that the updates were made in the following parts;</p> <ul style="list-style-type: none"> • Competency Map for Gen-Ed Courses • Mapping of Gen-Ed competency to the Learning Outcome in Dikti national standard. <p>h) SDL concerned that if certain 'sikap' (example S1, S2, S3) are not covered in GenEd courses, the Prody has difficulties in formulating those 'sikap' in program courses. TKL suggested that we need to have 2 map versions. MAA supported TKL, however The Chair and DOS thought that we need to have only one document for NECHE as well as Dikti. Those 'sikap' will be put in government required courses (Bahasa Indonesia, Pancasila and Kewarganegaraan).</p> <p>i) The meeting participants were agreed that the document can be brought further to the executive meeting.</p>		
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* Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled)

3. Minutes Prepared By:

F Adhi Permana

4. Approval of Minutes for March 2, 2022

Minutes were provided and will be corrected if amendment is needed.

5. Next Meeting Date

- To be advised

6. Attachment

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MS-Teams Meeting Attendance – March 2, 2022

Standing Committee on Academic Affairs

Total Number of Participants	10
Meeting Title	[Invitation] 13th Meeting, Standing Committee on Academic Affairs
Meeting Start Time	3/2/2022, 10:55:33 AM
Meeting End Time	3/2/2022, 12:03:49 PM
Meeting Id	a4931216-07ad-4912-927f-0b2fca6745d1

Full Name	Join Time	Leave Time	Duration
Soepriyatna	3/2/2022, 10:55:33 AM	3/2/2022, 12:03:20 PM	1h 7m
CIW Eka Budiarta	3/2/2022, 10:55:41 AM	3/2/2022, 12:03:20 PM	1h 7m
Iwan Setiawan	3/2/2022, 10:55:52 AM	3/2/2022, 12:03:18 PM	1h 7m
Tika Lestari	3/2/2022, 10:56:08 AM	3/2/2022, 12:03:22 PM	1h 7m
Media Anugerah Ayu	3/2/2022, 10:57:11 AM	3/2/2022, 12:03:22 PM	1h 6m
Surya Danusaputro Liman	3/2/2022, 10:59:02 AM	3/2/2022, 12:03:21 PM	1h 4m
Fakhrurrozi Adhi Permana	3/2/2022, 10:59:17 AM	3/2/2022, 12:03:49 PM	1h 4m
Dorita Setiawan	3/2/2022, 10:59:18 AM	3/2/2022, 12:03:18 PM	1h 3m
Wahyoe Soedarmono	3/2/2022, 11:00:31 AM	3/2/2022, 12:03:16 PM	1h 2m
Novi Kusumaningrum	3/2/2022, 11:03:24 AM	3/2/2022, 12:03:17 PM	59m 52s