

SAMPOERNA UNIVERSITY
UNIVERSITY EXECUTIVE MEETING
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2021-2022 was held virtually on **Thursday, 21 July 2022** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

1. Attendance at Meeting *(add rows as necessary)*

Committee Members		
Marshall Schott	MS	<i>Absent</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Proxy (Eko Sulisty)</i>
Elan Merdy	EM	<i>Absent</i>
Lauren Clarke	LC	<i>Present</i>
Wahyoe Soedarmono	WS	<i>Online</i>
Surya D. Liman	SDL	<i>Present</i>
Erik H. Krauss	EK	<i>Present</i>
Novi Kusumaningrum	NK	<i>Present</i>
Dorita Setiawan	DS	<i>Online</i>
Lorensia Soegiarto	LS	<i>Present</i>

Present, Absent, Proxy, Expert

**Chair*

Guests		
Guruh Nugroho	GN	Rectorate Office Manager
Eko Sulisty	ES	IT Manager
Rahajeng Tyas Astari	RTA	Finance & Operation Manager
Maryke Ayu Kinasih	MAK	Executive Secretary

2. Agenda

No.	Particulars	Actions	Presenter
Opening by the Chair of the University Executive			
1.	Convene Regular Meeting		
1.1	Calling the Meeting to Order	Noting	Chair
2	Verification for Quorum		
2.1	The Chair (directly or through a delegate) verifies a quorum		
3	Special Announcement and Reports		
3.1	SC on Academic Affairs		
3.1.1	Academic Program Review (Revision)	Noting	SP
3.1.2.	IS Curriculum	Approval	SP
3.1.3.	Accounting Curriculum	Approval	SP
3.1.4.	Retake Policy		
3.1.5.	Text Adoption Policy	Approval	SP
3.1.6.	Modes of Delivery Policy	Approval	SP
3.1.7.	Policy for Intl. Conference Attendance, Journal Submission, and Undergraduate Research Assistant.	Approval	SP
3.2	SC on Student Affairs		
3.2.1	Advising Policy	Approval	LC
3.3	SC on Administrative Affairs		
3.3.1.	Information Technology Disaster Recovery	Approval	EW
4	Items for Consideration		
4.1	University Budget AY 2022/2023	Approval	RTA
4.2	Tuition Fee	Approval	LS
4.3	Dean's Scholarship Policy (Amendment)	Approval	LS
4.4	UE Meeting Regular Schedule AY 2022-2023	Noting	Chair
5	New Business		
5.1	The Date and Mode of SU Graduation	Noting	EK
6	Suggested Future Agenda Items		Chair
7	Adjourning the Meeting		Chair

3. Discussion

Agenda	Discussion	Action	Vote	Vote Result
Consent Agenda	Showing minutes from the last UE Meeting on April 28, 2022.			
Reports of SC Academic Affairs				
Academic Program Review Policy	[SP] This policy has already approved on the last UE meeting. [SP] However, on the last meeting, QAIR was asking about several contents of this policy. We have met with QAIR and addressed all of their questions and we have come to an understanding of the policy and there are no significant changes.	- Need to bring amended document to Senate for final approval. - Issue Rector's Decree	-	-
IS Curriculum	[SDL] This curriculum has been approved by SC Academic Affairs and looking for approval by University Executives of SU. [SDL] Graduate Profile: Based on our Vision and Mission, we constructed the Graduate Profiles, based on groups of the possible careers in IS. [SDL] Program Learning Outcome (PLO): From the Graduate Profile, we created the PLO in 8 PLOs. Each PLOs is reflected the 3 Graduate Profiles. These PLOs are also mapped to the requirements of Broward College, KKNi Level 6, University Arizona, IABEE and Aptikom. [SDL] Degree Plan: All the courses have already planned and articulated with UA curriculum and the total credit for IS is 144 SKS.	We will inform Dr. Schott about our decision for his further direction.	Motion: SP Seconded: SDL Aye: WY, EK, NK, LC, LS, ES Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have IS Curriculum and the effective date of implementation is August 1st 2022 . [MSC]

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	• [SDL] Flow Chart: The flow chart is useful to show us the student's study plan from start to finish, what course to be taken on a certain time to ensure the student graduate on time. • [SDL] MBKM Implementation: IS curriculum has reflected the MBKM requirements, such as maximum 20 credits are taken at other study program in SU and maximum 40 credit are taken at IS study program in different universities/different study program at different university/internship.			
Accounting Curriculum	• [AP] Accounting Study Program would like to propose for Curriculum that will be applied to Cohort 2022 – 2025 and will not be applied for existing students. • [AP] This curriculum already integrates more AA courses; it means our students only need to take 3 more credits of Associate Degree from Broward. Those courses can be taken when they take the Elective courses. • [AP] This curriculum also designed by taking recommendation from Accounting Profession Association and compared to another university, such as UPH and Binus. Therefore, we designed that our students in their last semester need to take internship program. This will enable our students to have sufficient experience as fresh graduate to work in a company. In order to support the Internship Program, we didn't put a lot of courses in the last semester. • [AP] This curriculum also implemented the requirements for MBKM, such as fulfill 88 credits in Accounting Program, 18 credits in	• We will inform Dr. Schott about our decision for his further direction.	Motion: SP Seconded: SDL Aye: WY, EK, NK, LC, LS, ES Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Accounting Curriculum and the effective date of implementation is August 1st 2022. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	other study program in SU and 40 credits to be taken at accounting study program in different universities/different study program at different university/internship.			
Retake Policy	• [SP] Retake policy has been discussed before but now we need to be finalized. • [NK] We went over the Retake Policy at SCAA, we have made some changes. Upon approval, the scope for the policy will be applied for 2022 intake and after. • [NK] This policy states that students may attempt the same course not more than 3 attempts. The following situations will be considered as 1 attempt, such as completing any course that earned a letter grade, being registered to a course but withdrawn after the add/drop period and auditing any courses. • [NK] A second and third attempt of the same course are referred to as retakes. • [NK] Only one course with the highest grade of any attempts will be recorded on SU's official transcript and accumulated to total GPA. • [NK] 2nd and 3rd attempts of the same course shall be charged by the total credit hours of the course. We still need more input regarding this matter. • [LC] For item 6.3., If we have an established minimum credit for tuition package rate that should be included. → [NK] At the moment, the minimum credit is 18, so if student total credit already 18, that's already included the retake so they can pay the package rate.	• We will inform Dr. Schott about our decision for his further direction.	Motion: SP Seconded: SDL Aye: WY, EK, NK, LC, LS, ES Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Retake Policy and the effective date of implementation is August 1st 2022. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	• [LS] I would like to clarify item 6.1., we know that starting this AY, the minimum number is 18 credits. Referring to 6.1., if student retakes a class, does it mean they take less than 18 credits? Is there going to be package fee + the classes they will retake? → [NK] So, the minimum credits for package rate is 18, but if student took 21 credit total, but the 3 credits are retake, so it means that the 18 credits are already eligible for a package rate. The extra 3 credits because a retake, then the student will have to pay the 3 credit hours times the published tuition rate. → [NK] But, if the student's total credit is 18, which included the retake, then they don't pay extra, they just published tuition rate because that's the minimum number. • [LS] When will this policy applied? → [NK] This policy applies for Cohort 2022 and forward. • [LS] What we always saying to the students that they are paying a package rate, if they take 18 and above, they don't have to take additional, but we never addressed that there will be a retake and will be charged for it. → [SP] There will be no extra charge if they not taking retake. If they have more than 18 credits because of they have good GPA so they take new courses. So, what you said to them are still valid. • [RTA] if the student take retake, with total credit above 18, then they will be charged based on tuition published rate. While below that, they will be charged on the credit based. So if the student already take 15 credit and add			

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	3 credits for retake, then they will be charged the package rate. → [SP] Yes.			
Textbook Adoption Policy	• [SP] The purpose of this policy is for SU make sure that the textbook and materials promotes high quality education. • [SP] the process of textbook purchase will go through Library. Faculty should consider several information before submit request for textbook order, for example, lecturer should not submit their request on the last minute.	• We will inform Dr. Schott about our decision for his further direction.	Motion: SP Seconded: EK Aye: WY, SDL, NK, DS, WS, LC, LS, ES Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Textbook Adoption Policy and the effective date of implementation is August 1st 2022. [MSC]
Modes of Delivery Policy	• [SP] The purpose is to describe and define various type of instruction provided at SU. • [SP] At SU we have the following modes of delivery: the Face-to-Face instruction, Flipped Instruction and Online Instruction, Hybrid Instruction, Lab or Particum Course, Internship of Practice. • [LC] We probably need to add this to NECHE self-study. Please inform me if we already have this policy publish in our website and we will provide the link.	• We will inform Dr. Schott about our decision for his further direction.	Motion: SP Seconded: EK Aye: WY, SDL, NK, DS, WS, LC, LS, ES Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Modes of Delivery Policy and the effective date of implementation is August 1st 2022. [MSC]
Policy for Intl. Conference Attendance, Journal Submission, and	• [SP] We need this policy so we can socialize this to Faculty Members. • [IS] The purpose of this policy is to regulate funded program by CRCS, such as Intl	• We will inform Dr. Schott about our decision for his further direction.	Motion: SP Seconded: EK	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Policy

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Undergraduate Research Assistant.	Conference Attendance, Journal Publication and Undergraduate Research Assistant. • [IS] The International Conference Attendance is aimed to support lecturer who would like to attend a conference as a presenter, not just a participant. The total grant is IDR 20millions, on first come first serve basis and subject to budget availability. CRCS terms & conditions applied. • [IS] Journal Publication intends to provide publication fee for international journals indexed by Scopus (min. Q3) or equivalent indexers. The total grant is IDR 10millions, on first come first serve basis and subject to budget availability. CRCS terms & conditions applied. • [IS] Undergraduate Research Assistant intends to support research activities conducted by SU lecturers. The total grant is IDR 1,8millions per assistant per month (maximum of 6 months), on first come first serve basis and subject to budget availability. CRCS terms & conditions applied.		Aye: WY, SDL, NK, DS, WS, LC, LS, ES Nay: -	for Intl. Conference Attendance, Journal Submission, and Undergraduate Research Assistant.and the effective date of implementation is August 1st 2022. [MSC]
Reports of SC Student Affairs				
Advising Policy	• [LC] The reason we need to amend the Advising Policy is there's a wide variation in the the number of the advisees of Faculty Advisors, there's a variety for quality and time spent, in previous handbook we stated that we required minimum of 3 meetings per semester, which in most cases is excessive and there are occasions faculty members give wrong advise and students end up taking extra courses.	• We will inform Dr. Schott about our decision for his further direction.	Motion: LC Seconded: SP Aye: WY, SDL, NK, DS, WS, EK, LS, ES	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Advising Policy.and the effective date of implementation is August 1st 2022. [MSC]

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	• [LC] The basic proposal is for SPAC to do the advising for students for all study programs. This will free up Faculty time. • [LC] The issues are the semantic and procedure. The semantic problem is we change Faculty Advisors to Faculty Mentor, but in Bahasa “mentor” and “advisors” are the same meaning. • [LC] The procedure issue is basically we need to add at least 1 member to SPAC. We want to continue to report the incoming students to the head of study program and dean. • [LC] The SPAC team will advise the first two year consistently using the Course Plan that the Study Program has provided. • [SP] when will this process be implemented? We need to socialize this to Faculty Member and Academic Operations. → [LC] hopefully by Fall. • [SDL] When this policy is implemented, the faculty members will lose contact with the students and there will be minimum interaction between year 1 and 2 students. I would like to suggest study program to meet students 1 or 2 times per semester to encourage the students. → [LC] one of the solutions to that is to have Group Events.		Nay: -	
Reports of SC Administrative Affairs				
Information Technology Disaster Recovery	• [ES] This policy helps us preparing an action plan for disruptions, ensure our business operations can continue in time of any incident and gain trust from our customers, stakeholders and law enforcement.	• We will inform Dr. Schott about our decision for his further direction.	Motion: EK Seconded: LC	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have

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	[ES] This policy covers all system of technology that are controlled by IT department, including on-premises technology and application, integration, and connectivity with applications. [ES] This policy also states the Disaster Recovery team members and recovery preparation.		Aye: SP, SDL, NK, WY, LS, ES Nay: -	Information Technology Disaster Recovery Policy .and the effective date of implementation is August 1st 2022 . [MSC]
Items for Consideration				
University Budget AY 2022/2023	[RTA] As you can see the number of our student body in Spring 2022 is 641 and in Spring 2023 is estimated 623. Since we have more expected graduates, transfer out for almost 200 students. [RTA] Revenue as tuition fee and other revenue. SU is expecting higher revenue both in tuition for 5% prior to AY21/22, we have 19 transfer students that have their extension study in Spring 22 that cannot be charged to our Donors. [RTA] Total students landed from 623 targeted students, SU expected to get more revenue. [RTA] We also in extension for @america contract for management and operations. We have passed 6-month probation period. [RTA] Total instructional cost for school is lower since we have better student number.	We will inform Dr. Schott about our decision for his further direction.	Motion: RTA Seconded: SP Aye: LC, SDL, NK, WY, LS, ES Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Information Technology Disaster Recovery Policy .and the effective date of implementation is August 1st 2022 . [MSC]
Tuition Fee	[LS] We are opening our recruitment for Cohort 2023 in August and we want to propose our tuition fee. We want to propose to maintain the same tuition fee structure for AY 22/23. - After discussion with our stakeholders, we decided to maintain our current tuition fee	We will inform Dr. Schott about our decision for his further direction.	Motion: LS Seconded: SP Aye:	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Tuition Fee and the effective date of

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	structure with some consideration that our positioning and pricing compared to other universities considered very prime. [LS] We also consider the pandemic and the impact to the nation's economy and buying willingness and also price sensitivity is also changed. Our prospecting student profile also change from the fully funded to self-paying.		LC, SDL, NK, WY, LS, ES Nay: -	implementation is August 1st 2022. [MSC]
Dean's Scholarship Policy (Amendment)	[LS] We already have the Dean's Scholarship Policy but we would like to amend due to budget constraint. [LS] The current GPA for 25% Dean's Scholarship is 3,0 – 3.49 and for 50% Dean's Scholarship is 3.5 and above. We would like to propose to new GPA for 25% Dean's Scholarship for 3.1 – 3.59 and 50% Dean's Scholarship is 3.6 and above. [LS] This new adjustment will be applied to Cohort 2023 onward. [SDL] as we know, different study program has different difficulty levels, any exception for Engineering Students? → [LS] We understand that each faculty have different cumulative GPA and we were thinking about this. However, to provide exception for each study program means we must calculate everything.	We will inform Dr. Schott about our decision for his further direction.	Motion: LS Seconded: SP Aye: LC, SDL, NK, WY, LS, ES Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Dean's Scholarship Policy (amendment) and the effective date of implementation is August 1st 2022. [MSC]
UE Meeting Regular Schedule	[WY] We will make UE meeting as a regular biweekly meeting. We are expecting your kind commitment to participate in this meeting. [WS] Attendance at UE meeting is mandatory and when a member of campus governance committee is absent, the member will assign a	We will inform Dr. Schott about our decision for his further direction.		

Agenda	Discussion	Action	Vote	Vote Result
	proxy who will attend the meeting on the member behalf. The proxy must be from the same constituency group of the member and the proxy is entitled a voting right serving as a proxy.			
New Business				
The Date and Mode of SU Graduation	[EK] We just want to confirm for noting 22nd September has been scheduled as Graduation Day and we would like to confirm that the graduation ceremony will be conducted in person.	We will inform Dr. Schott about our decision for his further direction.	Motion: EK Seconded: SP Aye: WY, ES, SDL, LS, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the Graduation Ceremony in person on September 22 nd .. [MSC]

* Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled)

4. Minutes Prepared by:

MAK

5. Approval of Minutes for March 23, 2021

Minutes were approved as amended.

6. Next Meeting Date

TBA.