

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, 4 August 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>Present</i>
Elan Merdy	EM	<i>Absent</i>
Lauren Clarke	LC	<i>Present</i>
Wahyoe Soedarmono	WS	<i>Present</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>Present</i>
Lorensia Soegiarto	LS	<i>Present</i>

Present, Absent, Proxy, Expert

**Chair*

Guests		
Guruh Nugroho	GN	Rectorate Office Manager
Reynold Hutabarat	RH	Reynold Hutabarat
Maryke Ayu Kinasih	MAK	Executive Secretary

2) Agenda

UNIVERSITY EXECUTIVE

4 August 2022

No	Particulars	Action	Presenter
Opening by the Chair of the University Executive			Chair
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.	Approval	Chair
3	Special Announcement and Reports		
3.1	Faculty Name for Arts & Science	Noting	SP
3.2	Dean of Arts and Science	Noting	SP
3.3	Advising Transition Plan	Noting	NK
3.4	Full Online Course Request	Noting	NK
3.5	Spring 2022 Inactive Student Status	Approval	NK
3.6	Extension of ME Dept. Head	Approval	SL
3.7	Staff Handbook	Approval	EW
4	Items for Consideration		
4.1	Student Intervention Progress Report	Noting	RH
4.2	Satisfaction Survey Report	Noting	DS
4.3	Updating the SC membership (involve student representative/government as additional member)	Noting	Chair
5	New Business		
6	Suggested Future Agenda Items		Chair
7	Adjourning the Meeting		Chair

3) Discussion

Agenda	Discussion	Action	Vote	Vote Result
Verification for Quorum	The quorum is sufficient to start the meeting.			
Reports of SC Academic Affairs				
Faculty of Arts & Science	[SP] Faculty of Arts & Science has been approved by University Senate Meeting in 2021. We need to have the official name for this faculty. [SP] In English, the faculty official name is "Faculty of Arts & Science". In Bahasa, the faculty official name is "Fakultas Arts dan Sains" [SP] We also will appoint interim Dean for Faculty of Arts & Science. Based on consultation with Dr. Schott and Ibu Wiwid, we will appoint Ibu Tika Lestari as Interim Dean of Faculty Arts & Science, until December 2022. [EW] For HR to follow up to this decision, we need the assignment from Rector for Disposition.	We will issued rector decree for official name for Faculty of Arts & Science and the appointment of Ibu Tika as Interim Dean of Faculty Arts & Science.	Motion: SP Seconded: SDL Aye: WY, EK, NK, LC, LS, DS, EW, WS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Faculty of Arts & Science. [MSC]
Advising Transition Plan	[SP] We plan to move all the advising course consulting to SPAC. [NK] The Advising transition plan is solely for course registration advising only. [NK] After students input the study plan and then it would go to SPAC advisors, after SPAC advisors approved, it will go to Academic Registration.			

Agenda	Discussion	Action	Vote	Vote Result
	• [NK] We designed a good population of student as a trial and we're going to evaluate the new advising process. The population consist of 50% students from Accounting, VCD, Management, IT and all 2022 new intake. • [NK] We have also coordinated with IT to make sure that our system is also ready for this transition. We also asking heads of study programs to inform the faculty advisors so that they're not confused. • [NK] If everything goes well, we will launch the new process in Spring 2023. • [SDL] For Trial process you can invite all the faculty mentors for an hour socialization of the process.			
Full Online Course Request by Student	• [SP] There are students who will join Fall Semester in full online mode. There is request from new students Cohort 2022 because they live in Surabaya and Medan. We have less than 10 students requesting this arrangement. • [NK] Basically we agree that students who wish to do a full online class, they have to make a request. • [NK] So the process is first, they have finalize their course option – send request to Ar by filling out the form – Then I will review the course availability – forward request to a committee for review (VRAA, Dean of Student Success and VRES). Upon approval AR will send back the decision to students.	•		

Agenda	Discussion	Action	Vote	Vote Result
	[SDL] I think we need to anticipate more of this in the future. As students are beginning to get the taste of online learning such as flexibility. We need to formulate the rejection and acceptance criteria. → [SP] By principal, we cannot conduct full online learning due to regulations by DIKTI. So at the moment, we still allow students to request full online courses, due to the pandemic.			
Inactive Student Status	[SP] By SU and DIKTI policy, if students are inactive for 2 semesters in a row with no reports or notification, they can be considered as drop out. [NK] Based on our record, there are 7 students who have been inactive for 2 consecutive semesters. Hence, we have the right to consider them withdrawn from the university. [NK] We have contacted these students and their advisors for confirmation unfortunately not every student responded. Only 3 students responded. [SP] I would like to move this decision for the 7 inactive students for approval.	- We will inform Dr. Schott about our decision for his further direction. - Will create Rector's Decree	Motion: SP Seconded: SDL Aye: WY, EK, NK, LC, LS, DS, EW, WS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Inactive Student status for the 7 students. [MSC]
Extension of ME Dept. Head	[SDL] Extension of Pak Farid's appointment as head of Mechanical Engineering study program. [SDL] Pak Farid's appointment have been approved in FET's Executive Council on March 7th.	- We will inform Dr. Schott about our decision for his further direction. - Propose for Senate Approval and issue rectorate decree	Motion: SDL Seconded: LC Aye:	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Extension of ME Dept. Head

Agenda	Discussion	Action	Vote	Vote Result
	[SDL] So I would like I would like the Council's approval to extend far its appointment as the head of study, program and mechanical engineering study program. Effective we have to make it retroactive, effective the 9th of April 2022 – April 2026.		WY, EK, NK, SP, LS, DS, EW, WS Nay: -	[MSC]
Reports of SC Administrative Affairs				
Staff Handbook	[EW] We have reviewed the staff handbook and the revision is minor only some wording. There is also revision on overtime maximum per week, from 25 hours per week, down to 9 hours per week. We also changed the lunch allowance for staffs as we don't provide lunch anymore. Benefit for the employee also have minor revision. We also have minor revision on the wording for the FERPA policy section.	We will inform Dr. Schott about our decision for his further direction.	Motion: EW Seconded: SP Aye: WY, EK, NK, SDL, LS, DS, LC, WS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Staff Handbook and the effective date of implementation is August 1st 2022 . [MSC]
Items for Considerations				
Student Intervention Progress Report	[RH] There are 3 main points that I would like to share. Student engagement and performance report, identified at-risk student and the system and environment of student interventions. [RH] We have 593 students recorded as active students in Spring 2022 and 187 students were participating attending our tutoring which is 32% of the total students. [RH] We also want to make sure that we identify students who need help. Once			

Agenda	Discussion	Action	Vote	Vote Result
	we identify the students, they will be our top priority students for interventions for a thorough monitoring in the following semester. • [RH] Every end of semester, we always identify the students who have good performance and bad performance. For students who consecutively cannot maintain their grade, we will offer academic probation. • [RH] Next semester, by 2nd week, we will release our tutoring session for all students. On the 4th week, we will have our first alert based on their academic progress. We will retrieve data from campus confirmed by AR team by week 8 or mid semester. We will release another early alert again and we will conduct a workshop with VRSS. • [RH] By week 12, we will review student progress again to compare the progress then we will do analysis to see their progress. By the end of the semester, we will conduct another workshop.			
Satisfaction Survey Report	• [DS] Quality Assurance and Institutional Research are supported by two distinct different units, Quality Assurance and Institutional Research. • [DS] Our findings on the topic of Vision and Mission is that the goals and objectives of our Vision and mission must be disseminated. Although it has been done, but we don't have any documentation for it. For curriculum, we	• We will inform Dr. Schott about our decision for his further direction.		

Agenda	Discussion	Action	Vote	Vote Result
	found that the learning outcome in the study program should be evaluated and analyzed periodically. Again, it's been done, but not documented. • [DS] Another recommendation is, there should be evidence of partnership is not only the documents, but also the implementation report, and we're required to provide partner satisfaction survey. • [DS] For the survey result, we have three different surveys, and we're we're doing it for in a yearly basis between fall 2021 and spring 2022. There are three surveys: Student satisfaction faculty, staff satisfaction and course evaluation or Adom. • [DS] Response rate: FOE has the highest participation rate FET meets the standard that it's more than 30%, but for FoB, is only 17%. So this is something that should improve for the next the next cycle. • [DS] Faculty & Staff Survey: the result are pretty good. We have 8 categories.			
Updating the SC membership (involve student representative/government as additional member)	• [WSAY] We want to know the current member of Standing Committee membership. All SC chairs to present the update of SC members at the next executive meeting.			

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

1) Minutes Prepared by:

MAK

2) Approval of Minutes for July 21, 2022

Minutes were approved as amended.

3) Next Meeting Date

TBA.