

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2022-2023 was held virtually on **Monday, June 26, 2023** (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>Present</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Present</i>
Elan Merdy	EM	<i>Present</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		
Audy P. Umboh	AU	Admission Manager
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant

2) Agenda

AGENDA

University Executive Meeting

Monday, June 26, 2023

No.	Particulars	Action	Presented by
1.	Opening by the Chair of the University Executive		
2.	Convene Regular Meeting		
2.1.	Calling the Meeting to Order	Noting	Chair
3.	Verification for Quorum		
3.1.	The Chair (directly or through a delegate) verifies a quorum	Approval	Chair
4.	Consent Agenda		
4.1	Minutes of Previous Meeting	Noting	Chair
5.	Special Announcement & Reports		
5.1.	SC on Academic Affairs		
5.1.1.	Academic Calendar AY 2023/2023	Approval	SP
5.1.2.	Sampoerna University Pathway & Placement Test for Student Intake 2024	Approval	SP, NK
5.1.3.	Guidelines for Teaching-Learning, Research, and Community Service Activities Integration	Approval	SP
5.1.4.	Withdrawal of Inactive Students Status for 2 Consecutive Semesters	Approval	SP, LS
5.1.5.	Result on Circular Resolution on the appointment of Heads of Study Programs and Deans	Noting	SP
5.2.	SC on Administrative Affairs		
5.2.1	SU Organization Chart	Approval	EW
6.	Items for Consideration		
6.1.1.	Update on SACSCOC Virtual Visit	Noting	LC
6.1.2.	Update on IOM Contract	Noting	LC
6.1.3.	Update on FOB (Double Degree & MBA Program)	Noting	WS
7.	New Business		Chair
8.	Adjourning the Meeting		Chair

3) Discussion

Agenda	Discussion	Action	Vote	Vote Result
Verification for Quorum	The quorum is sufficient to start the meeting.			
Consent Agenda	Showing minutes from UE meeting on March 30, 2023.			
Special Announcement & Reports				
Academic Calendar AY 2023/2023	[SOE] This is the Academic Calendar for AY2023/2024. We have discussed this calendar in SCAA meetings. The calendar is almost the same as the previous academic calendar. [NK] The only changes it's just because we just have to follow the national holiday as well as the mass leave can change depending on the government regulation. [WR] This graduate profile was also being benchmarks already with others private university which we consider is adequate to be as a benchmark study program as well. [WR] To achieve the defined graduate profile, this curriculum is also characterized into 7 PLOs, which also aligned with MBKM and BKSTI policy. [WR] In summary, our degree plans designed for 8 semesters with total of 145 credits (semester 1 – 4 consist of 77 credits and Semester 5 – 8 consist of 68 credits). [SOE] Total of 8 semesters should include the summer internship semester, otherwise it will be counted as 9 semesters. You can move the internship to in 6th or 7th semester.	Need to submit to Senate approval. We will issue Rector's Decree.	Motion: SOE Seconded: SDL Aye: WSAY, LC, EM, WS, LS, DS, NK, EW, EK, WS. Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Academic Calendar . [MSC]
Sampoerna University Pathway & Placement Test for Student Intake 2024	[AU] The admission pathways and placement is updated annually and already discussed in SC and this is the one that we proposed for next academic year recruitment. [AU] So the major change for the next academic year at the same pathways and placement is related to the	We will issue Rector's Decree.	Motion: SOE Seconded: LC	In Favor – Aye (All member) Oppose – No (none)

Agenda	Discussion	Action	Vote	Vote Result
	student investment tests. As you are probably aware that last year BC had increased the cut off for the application tests which is affecting the number of students that being admissible to something like university. So, we lost almost 50% of prospective students based on the new cut off. So, we proposed new cut off score to get more students. • [AU] Students will take basic test, and we proposed SU Cut Off for EAP and College Readiness in English based on previous cut off score.		Aye: WSAY, SDL, EM, WS, LS, DS, NK, EW, EK. Nay: -	The ayes have it, and the motion is carried. We will have SU Admission Pathway & Placement. [MSC]
Guidelines for Teaching-Learning, Research, and Community Service Activities Integration	• [SOE] This is guidelines for the faculty members how to integrate research and community services into teaching-learning. First mechanism, we can do this by research and community service findings-based instruction. The second mechanism is by doing research and community service project with students. Third is to incorporate the development research skills into possible projects with students. • [MS] This is great but we need to examine does this, research or community service, benefits our students or not? I think we go ahead and approve this, but I'd like to add something in the procedure section where we sort these activities into student learning, outcomes, retention, graduation and persistence.	We will issue Rector's Decree.	Motion: SOE Seconded: LC Aye: WSAY, SDL, EM, WS, LS, DS, NK, EW, EK. Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Guidelines for Teaching-Learning, Research, and Community Service Activities Integration. [MSC]
Withdrawal of Inactive Students Status for 2 Consecutive Semesters	• [NK] We have nine students that we're proposing for withdrawal. They haven't been doing well academically and they have been inactive for sometimes and not attending classes. We reached out to these students to complete their resignation but they never responded to us. In our policy, it stated that if they have been in active for 1 semester, we can propose them to be withdrawn. • [MS] If it's already in the policy, let's just follow the policy and no need to ask approval from UE. We only ask the UE if	We will issue Rector's Decree.		

Agenda	Discussion	Action	Vote	Vote Result
	you need the exception for the approval. So, go ahead issue the rector's decree based on the policy.			
Result on Circular Resolution on the appointment of Heads of Study Programs and Deans	[SOE] This is noting only for the result of SU Senate Circular Resolution for the appointment of Dr. Ade Iva Murty, M.Si., as the Dean of Faculty of Arts & Science, Dr. Christianus I Wayan Eka Budiarta as the Acting Dean of Faculty of Education, Wandy, A.Md., M.CompSc. as the Head of Information System Study Program, and Anak Agung Ngurah Perwira Redi, Ph.D., as the Head of Industrial Engineering Study Program.	We will issue Rector's Decree.		
SU Organization Chart	[EW] Some significant changes to SU orgchart are: - Library unit is now under VRAA - Rectorate Office is now under VRARO - QAIR structure is modified, we separate QA and IR. - FOE will only consist of ELED program and EAP. [DS] We should go back to the old structure and then have the QA reporting to the Rector with additional data team.	We need to revisit the QAIR structure and will issue Rector's Decree.	Motion: EW Seconded: LC Aye: WSAY, SDL, EM, WS, LS, DS, NK, SOE, EK. Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have SU Organization Chart with further discussion on QAIR structure. [MSC]
New Business				
Items for Considerations				
Update on SACSCOC Virtual Visit	[LC] SACSCOC Virtual Visit on July 13, 2023. They requested 2 hours or virtual meeting to meet with University's leadership, faculty members and students.			
Update on IOM Contract	[LC] We were awarded a grant by International Office of Migration (IOM) to offer GED prep. We're going to engage to part-time group from SU to teach language, art and math and then science and social science and if all 20 graduates are eligible to come to SU, our next project will			

Agenda	Discussion	Action	Vote	Vote Result
	be finding funding for them to come to SU from UNHCR or IOM.			
Update on FOB (Double Degree & MBA Program)	• [WS] We have received the MoA for FOB Double Degree program with UA from Legal department and the application have been submitted to DIKTI on June 16. • [WS] For MBA program, we have presented our MBA Program application to LLDIKTI and their main concern is about lecturer availability. DIKTI required us to have minimum of 5 lecturers and currently we only have 3 candidates with Ph.D. qualification and 1 FOB faculty members will be moved to MBA program. Therefore, we still need 1 more candidate as MBA program lecturers.			

* 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 June 26, 2023

Minutes were approved as amended.

3) Next Meeting Date

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