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 **Thursday, November 9, 2023** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

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

Committee Members		
Marshall Schott	MS	*Present*
Wahdi Salasi April Yudhi*	WY	*Present*
Soepriyatna	SP	*Present*
Endriyani Widyastuti	EW	*Present*
Elan Merdy	EM	*Present*
Lauren Clarke	LC	*Present*
Pananda Pasaribu	PP	*Present*
Surya D. Liman	SDL	*Present*
Erik H. Krauss	EK	*Present*
Ade Iva Murty	AIM	*Present*
Christianus I.W.E. Budiartha	CIWEB	*Present*
Novi Kusumaningrum	NK	*Present*
Dorita Setiawan	DS	*Present*
Lorensia Soegiarto	LS	*Present*

Present, Absent, Proxy, Expert **Chair*

Guests		
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant

2) Agenda

AGENDA
University Executive Meeting
Thursday, November 9, 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 Program Review – Task Force	Approval	SP
	5.1.2. Academic Program Review – External Reviewers	Approval	SP
5.2.	**SC on Administrative Affairs**		
	5.2.1 Refreshment Policy	Approval	EW
	5.1.2. Data Governance Policy	Approval	EW, DS
5.3.	**SC on Student Affairs**		
	5.3.1 Adding Reynold Hutabarat in Disciplinary Adjudication Committee	Approval	EK
	5.3.2 Task Force of Prevention & Handling of Sexual Violence	Approval	EK, AIM
6.	**Items for Consideration**		
	6.1.1. NECHE Registration at DIKTI Portal	Noting	LC
	6.1.2. DISP Grant Subcontractor Opportunity	Noting	LC
	6.1.2. FOB Update: Accounting Accreditation	Noting	PP
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	• No corrections for the Minutes of UE meeting on October 12, 2023, therefore the minutes is approved as presented.			
Special Announcement & Reports				
NECHE Registration at DIKTi Portal	• **[LC]** NECHE needs to register for them to be recognized when SU get accreditation. They must fill out a form in DIKTI portal and it's confusing for them. I'm working with Carol to send a letter saying that NECHE is an accreditation institution authorized by the Department of State. • **[LC]** Larry Schall, NECHE President, is reviewing the letter at the moment. Larry suggested that we attach the link to the department of Education site that shows the list regional accreditors to give them a better sense of accreditors in US.			
DISP Grant Subcontractor Opportunity	• **[LC]** USAID granted $ 45million to the contractor for institute for international education and IIE asked us to be a subcontractor. We had a preliminary call last week, if we can take 10-20 students from Myanmar. • **[LC]** The purpose of the grant is to help students who have been excluded from the state university system to complete their education by the new regime in their country. • **[LC]** SU will focus on English Language Education as its keynote program for this grant. • **[LC]** We will have another meeting with them tomorrow to discuss the entry requirements and cost sharing with them. We will have to submit the proposal.			

Agenda	Discussion	Action	Vote	Vote Result
Academic Program Review Task Force	• **[SOE]** The agenda for SCAA related the Academic Program Review, we need the Rector's Decree for Task Force and External Reviewers. • **[SOE]** Task Force members are: 1. GenEd: Tika Endah Lestari, Desyarti Safarini, and Faradillah Haryani, M.S. 2. ELeD: Vera Syamsi & Maria Niayu Risma Novianti. 3. IS: Wandy & Rafie Djajasoepena. 4. CS: M. Agni Catur Bhakti & Prof. Media Ayu. 5. ME: Farid Triawan & Djati Wibowo.	Will issue Rector's Decree.	Motion: SOE Seconded: EW Aye: WSAY, LC, EM, SDL, LS, NK, PP, EK, WS, CIWEB, AIM Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Academic Program Review Task Force.** **[MSC]**
Academic Program Review External Reviewers	• **[SOE]** External Reviewers are proposed by the Study Program and Dean will review and submit to SCAA Sub-Committee Program Review. • **[SOE]** The following are the External Reviewers: 1. GenEd: Donny Citra Lesmana & M. Ali 2. ELeD: Paulus Kuswandono & Prof. Emi Emilia 3. IS: Syamsul Arief Rakhmadani & Leo Darmawan 4. CS: Rio Anugrah & Revvi Sudinoputra 5. ME: Dian Maladi & Radon Dhelika	Will issue Rector's Decree.	Motion: SOE Seconded: SDL Aye: WSAY, LC, EM, PP, LS, NK, EW, EK, WS, CIWEB, AIM Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Academic Program Review External Reviewers.** **[MSC]**
Refreshment Policy	• **[EW]** The purpose of this policy is as a guideline for serving refreshment and related expenses. This policy is applied to all SU employees. • **[MS]** To make it simpler, the first section, Scope of The Policy: Delete the first sentence of the Scope and change to "The policy applies to all employees." • **[MS]** You need to make it clear who is responsible for approving these expenses in Policy Statement section. Put	Policy needs to be revised as per today's meeting. Will send Circular Resolutions for the amended sections.		

SAMPOERNA UNIVERSITY

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	the DOA in the table into a narrative in Policy Statement. The final approval is at VRARO. • **[EK]** To make it clearer, in the Price/package section of the table, we need to add if "per pax" or "per person" after the amount. • **[LS]** For Recruitment Dept., we sometimes have an event on Saturday and we will cover for the meals for the proctors. Does that still allow? ➔ **[EW]** Yes. It is allowed. • **[LS]** The approval is until VRARO, once this policy is approved, does the policy still go all the way to VRARO? ➔ **[EW]** Yes. For Recruitment, final approval doesn't necessary from VRARO. • **[MS]** We don't have to cover everything in this policy, give room for exception approval for special cases.			
Data Government Policy	• **[DS]** The purpose of this policy is to facilitate the consistent and proper handling of university data and we want to make sure that we have responsibility and effective data governance. • **[DS]** The Scope of the policy is applicable to all university data. The principle is that university data is not owned by a particular unit, but owned by the University as a whole and constituently a valuable asset. • **[DS]** We will assign the Data Trustee who is responsible for the data domains. ➔ **[MS]** We need to appoint these people. • **[MS]** The reason this policy exists is so that we know who's responsible for providing accurate data. The Data Trustee can delegate but at the end of the day it's their job to be responsible for the data in their domain and give access to the date on a need-to-know basis. • **[MS]** We need to approve this policy and then vote on identifying and appointing Data Trustee. We need to	Will issue Rector's Decree.	Motion: EW Seconded: CIWEB Aye: WSAY, EM, PP, LS, NK, EW, EK, WS, SDL, AIM Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Data Government Policy.** **[MSC]**

Agenda	Discussion	Action	Vote	Vote Result
	arrange for an initial meeting and explain what the policies are designed to do. • **[EK]** Data Trustee: Dean of Student Success change to "Vice Rector of Student Success" and in the table it says the unit is "Student Life" and we need to change it to "Student Success."			
Adding Reynold Hutabarat in Disciplinary Adjudication Committee	• **[EK]** We want to add Reynold Hutabarat in the Disciplinary Adjudication Committee and amend the Rector's Decree.	Will issue/amend the Rector's Decree.	Motion: EK Seconded: AIM Aye: WSAY, EM, PP, LS, NK, EW, EK, WS, SDL, CIWEB Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Adding Reynold Hutabarat in Disciplinary Adjudication Committee.** **[MSC]**
Task Force of Prevention & Handling of Sexual Violence	• **[EK]** The SC of Student Affairs have approved the Task Force of Prevention & Handling of Sexual Violence via Circular Resolutions last night. So, we are proposing this Task Force for UE approvals. • **[AIM]** To comply with Kemendikbud Decree no 30-year 2021, SU will have Task Force of Prevention and Handling of Sexual Violence. • **[AIM]** First we have created the University account in PPKS portal, conduct the Panitia Seleksi (Selection Committee) for the task force and conduct public assessment to select 7 Selection Committee members. We will need Rector's Decree for the Selection Committee and will be uploaded to PPKS portal.		Motion: EK Seconded: CIWEB Aye: WSAY, EM, PP, LS, NK, EW, EK, WS, SDL, AIM Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Task Force of Prevention & Handling of Sexual Violence.** **[MSC]**

Agenda	Discussion	Action	Vote	Vote Result
Items for Consideration				
Accounting Accreditation by LAMEMBA (30-31 October 2023)	• **[PP]** On 30-31 October, we had field assessment for Accounting Accreditation by LAMEMBA. The assigned assessors are Prof. Efrizal Sofyan and Dr. Pupung Purnamasari. The field assessment went well. All hands are on deck to support Pak Andrey and the Accounting Team during the assessment. Even tough we haven't received the result yet, but we are optimist that the assessors were happy with document that we presented. They also very satisfied about our facilities and student services. • **[PP]** The assessors are very surprises with our student's ability to speak English. They often engage with the students in English and they were very impressed. • **[PP]** However, they have several concerns regarding the Accounting Study Program in SU such as the student intake, the number of lecturers with Ph.D. degrees.			
New Business				
Adjourning the Meeting				
The Meeting is adjourned at 10.28 am.				

***** *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 October 12, 2023

Minutes were approved as presented.

3) Next Meeting Date

Thursday, November 23, 2023.