

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, February 1st, 2024** (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>Regret</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Regret</i>
Elan Merdy	EM	<i>Present</i>
Lauren Clarke	LC	<i>Present</i>
Pananda Pasaribu	PP	<i>Present</i>
Surya D. Liman	SDL	<i>Present</i>
Erik H. Krauss	EK	<i>Present</i>
Ade Iva Murty	AIM	<i>Present</i>
Christianus I.W.E. Budiarta	CIWEB	<i>Present</i>
Novi Kusumaningrum	NK	<i>Present</i>
Dorita Setiawan	DS	<i>Present</i>
Lorensia Soegiarto	LS	<i>Regret</i>

Present, Absent, Proxy, Expert

**Chair*

Guests		
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant
Audy Umboh	AU	Admission Manager

2) Agenda

AGENDA

University Executive Meeting

Thursday, February 1st, 2024

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 Approved as presented	Noting	Chair
5.	Special Announcement & Reports		
5.1.	SC on Academic Affairs		
	5.1.1. Math Proficiency Requirements	Approval	SOE, Audy
5.2.	Update from SU Senate Meeting – October 6 th , 2023		
	5.2.1. Change of SU Senate Bylaws	Approval	LC
	5.2.2. Appointment of Vera Syamsi as Vice Chair	Approval	LC
	5.2.3. Appointment of Tika Lestari as Senate Secretary	Approval	LC
6.	Items for Consideration		
	6.1. NECHE Update	Noting	MS
	6.2. MBA Study Program	Noting	MS
	6.3. HR Policy	Noting	MS
	6.4. Admission Update	Noting	MS
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	Minutes of UE meeting on February 1st, 2024 is approved as it is.			
Special Announcement & Reports				
Math Proficiency Requirements	[SOE] The SCAA has approved the new math proficiency requirements and we are looking forward to receive UE approval on this matter. [AU] Our current math proficiency standard test (based on BC) is still using the Accuplacer NG-QAS. However, since we are no longer with BC, we wanted to simplify the math standard. So, for students to reach the college readiness level for Math standard, instead of doing 2 tests, they can just take the NG-AAF level math. [AU] For the score, students need <237 for extended college algebra for all study program, ≥237 for College Algebra for all study program, ≥245 for Pre-calculus and trigonometry, ≥250 for Calculus for Business and ≥276 for Calculus and Analytical Geometry 1. [SDL] This policy will be used starting in March? [AU] Yes, we propose to start using the new Math Standard by March 1st 2024.	Will issue Rector's Decree and forward to University Senate.	Motion: SOE Seconded: SDL Aye: CIWEB, AIM, PP, DS, NK, EK, LC, EM. Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Math Proficiency Requirement. [MSC]
Update from Senate Meeting	[LC] We want to propose approval for our Senate Bylaws. The changes are as follows: - Change all word “institutes” to “units” - Delete the definition of “Head of Institutes” Article 8, Point 1: Change the number of representative member from Academic Units to 1 member.	Need to issue Rector's Decree.	Motion: SOE Seconded: SDL Aye:	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Senate Bylaws,

Agenda	Discussion	Action	Vote	Vote Result
	4. Article 8, Point 7: Change the number of qualified representative member in Academic Unit to be appointed by default if there is only 1 member. 5. Article 9, Point 4: Adding “of Standing Committees or Task Forces” to further explain students position as non-permanent members. • [LC] Senate Members have approved the changes. Ibu Vera Syamsi to replace Pak Wahyoe as Senate Vice Chair and Ibu Tika Lestari to replace Pak Christian as Senate Secretary.		CIWEB, AIM, PP, DS, NK, EK, LC, EM. Nay: -	the appointment of new Senate Vice Chair and Secretary. [MSC]
Items for Consideration				
NECHE Update	• [MS] Dr. Clarke and I met with NECHE on Monday night and we discussed a timeline for our next accreditation visit. At the staff level, we have support to have the visit in Fall 2025 (18 months from now) and there will be no interim report. We need to collect data and have a complete data set until Spring 2025. I will be sending a letter next week requesting the accelerated visit. • [MS] NECHE will send about 7-8 members to conduct the visit and will be chaired by a university president.			
MBA Study Program	• [MS] To offer the MBA, we need to get approval from the Ministry. To offer the degree under NECHE accreditation, we will have to go through a process called a Substantive Change Process. When we have our site visit in Fall 2025, it is possible that we will have a visitor who will only be looking at the level change for the MBA graduate program. • [MS] The requirement for this site visit is that you have students enrolled in the program. So we have to start the program, and have student enrolled at the time of that visit. Otherwise, we will have to complete the Substantive Change process independent of the site visit for Initial Accreditation.			

Agenda	Discussion	Action	Vote	Vote Result
HR Policy	[MS] I want to remind everybody that we need faculty to hold office hours. Students need to know when you will be in the office.			
Admission	[MS] We have 65 kids that are admissible in the EAP right now. With Broward exiting, the new partner we're looking at is the University of North Florida (UNF). You don't have to provide placement test scores for the UNF. [MS] All the students are going to be admitted to UNF as NDOS (Non-Degree Objective Students). They will need to submit an application, payment and secondary school transcript. [MS] Florida has a common course numbering system, so the course codes at UNF are the same as at BC.			
New Business				
IRP	[DS] We will have a task force for the new Strategic Plan. We're currently in the process of Academic Program Review. For non-academic review we're doing Unit Assessment planning.			
Adjourning the Meeting				
The Meeting is adjourned at 10.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 February 1st, 2024

Minutes were approved as presented.

3) Next Meeting Date

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