

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2023-2024 was held virtually on **Thursday, February 29, 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>Present</i>
Elan Merdy	EM	<i>Regret</i>
Lauren Clarke	LC	<i>Regret</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>Present</i>

Present, Absent, Proxy, Expert

**Chair*

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

2) Agenda

AGENDA

University Executive Meeting

Thursday, February 29th, 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. PEMUTU Report from DIKTI	Noting	SOE
	5.1.2. MBKM Policy	Approval	SOE, NK
	5.1.3. Revision on Academic Policy	Approval	SOE
6.	Items for Consideration		
	6.1. Fall 2023 Student Surveys	Noting	DS
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.																																																
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PEMUTU Report from DIKTI	[SOE] PEMUTU is DIKTI’s evaluation result based on 15 indicator requirements. Out of 15 indicators, we only met 8 indicators. [SOE] Below the list of indicators:<table><thead><tr><th>Indicators</th><th>Met</th><th>Not Met</th></tr></thead><tbody><tr><td>Average % of decline in student intake</td><td>✓</td><td></td></tr><tr><td>Home-based Lecturers</td><td></td><td>✓</td></tr><tr><td>Part-time Lecturer</td><td>✓</td><td></td></tr><tr><td>Active student : full-time lecturer ratio</td><td>✓</td><td></td></tr><tr><td>Average % of decline in graduate</td><td></td><td>✓</td></tr><tr><td>Accredited Study Program</td><td></td><td>✓</td></tr><tr><td>Lecturer with Academic Rank (JJA)</td><td>✓</td><td></td></tr><tr><td>Graduate on-time with the period of study</td><td>✓</td><td></td></tr><tr><td>Graduate double the period of study</td><td>✓</td><td></td></tr><tr><td>% of student achievement in national/international competition</td><td></td><td>✓</td></tr><tr><td>% of hired graduate (less than a year)</td><td></td><td>✓</td></tr><tr><td>Average % of Research & Community Service</td><td>✓</td><td></td></tr><tr><td>Student’s participation in MBKM</td><td></td><td>✓</td></tr><tr><td>Lecturer’s research that applied in community</td><td></td><td>✓</td></tr></tbody></table> [SOE] If we don’t meet these indicator requirements, it will affect our accreditation. If we can meet all the requirements, when our accreditation expires, the system	Indicators	Met	Not Met	Average % of decline in student intake	✓		Home-based Lecturers		✓	Part-time Lecturer	✓		Active student : full-time lecturer ratio	✓		Average % of decline in graduate		✓	Accredited Study Program		✓	Lecturer with Academic Rank (JJA)	✓		Graduate on-time with the period of study	✓		Graduate double the period of study	✓		% of student achievement in national/international competition		✓	% of hired graduate (less than a year)		✓	Average % of Research & Community Service	✓		Student’s participation in MBKM		✓	Lecturer’s research that applied in community		✓			
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Agenda	Discussion	Action	Vote	Vote Result
	will automatically issue accreditation certificate to renew our accreditation status without field assessment. • [MS] Is this data publicly accessible? → [MS] Yes. It is accessible publicly in DIKTI website and we don't need any login requirements. So, it's open for public.			
Change of MBKM Policy	• [NK] The revision from the older MBKM policy is to comply with the latest regulations from DIKTI, so we integrate the new regulation to our policy. We are not stating the detail in the policy, but we will issue the SOP which will be detailing the implementation of MBKM as a supplement document to this policy. • [NK] The change/revision in this policy are: 1. Adding types of MBKM activities; and 2. Revising general guidelines and implementation to meet with MBKM regulations. • [NK] We are planning to include interdisciplinary program (our GenEd courses) that our students take as one of our internal MBKM program and our external MBKM programs include when students go outside of SU taking classes, internship, research, independent study, entrepreneurship activity, School Experience Program, community project, community outreach, state program etc. • [NK] This policy also includes the general requirements for study programs, students and administrative units to implement MBKM activities. • [NK] Do we have in our grading policy about what courses that can be taken? Pass-fail policy? → [NK] Not yet. • [MS] MBKM is mainly about interdisciplinarity, which we have been doing it by having our students to take GenEd courses. While for external MBKM activities, we need to carefully propose or approve our double degree students to	Need to go to Senate and issue Rector's Decree.	Motion: SOE Seconded: SDL Aye: EW, LS, EK, NK, PP, AIM, CIWEB, DS, PP Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the change of MBKM Policy. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	do this because we don't want them to graduate later than what's already in plan. [NK] MBKM is more doable for single degree students. For example, we have our Accounting went to University of Hungary and we have several students went to Apple Academy under the flagship MBKM program. [MS] We need to review our Grading Policy as it does not currently allow a Pass/Fail option			
Academic Policy	[SOE] We are proposing the updated Academic Policy from 60 pages down to only 29 pages with topics such as Grade Submission, Academic Advising, New Instructional Program, Credit Hours, Program Reviews, Curricular Changes and Scheduling, University Catalog, Schedule of Classes, Student Academic Misconduct, Administrative Withdrawals, Annual Faculty Performance Evaluation, Student Course Evaluation, Professional Research and Service, Dispute Procedure, Workload and Faculty Code of Ethics.	Will issue Rector's Decree and forward to University Senate.	Motion: SOE Seconded: DS Aye: EW, LS, EK, NK, PP, AIM, CIWEB, SDL, PP Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Academic Policy. [MSC]
Items for Consideration				
Fall 2023 Student Surveys	[DS] The IRP conducted 2 students surveys, one for the second year and beyond and second for the first-year students. In terms of response rate, we have a considerably high response rate of 16%. [DS] We also did it in the fall and followed up with Focus Group Discussion and we had 60 students attended. [DS] For second year student survey, overall student satisfaction is generally very high here regarding university experience especially when it comes to program course content and then the effectiveness of academic offering. Areas for improvements such as academic activities (especially extracurricular activities), space for students activities.			

Agenda	Discussion	Action	Vote	Vote Result
	• [DS] For first year surveys, its totally different set of questions mainly about how they transitioned from high school to university. We have a total of 81 out of 134 students participated in the survey. They are happy with the support provided, the lecturer, staffs and good learning environment. About 40% of the respondents claimed SU as their top choice or second choice. We have 31% of respondents considering leaving SU (potentially turn over). Two of the reasons given are the courses are too difficult and lack of major. • [MS] One of the things we need to crosscheck is how many of students who thinking that our course is too difficult is our at risk students, so we can intervene.			
New Business				
New Concentration	• [SOE] We are going to add one concentration to our existing study program. We will further discuss the format and what kind of resources we have and need. There will be separate discussion on this one and will report at the next UE meeting regarding the new concentration plan to attract more prospective students. We are seeking opportunity to see the environmental study program but it is most doable to have the concentration under our existing study program.			
Staff Council Election	• [MAK] A kind reminder for Vice Rectors and Deans to submit the vote for Staff Council Nominations today.			
Service Learning	• [MS] We've been talking about service learning for 2 years and we're still not doing it. We need to do something in the area of service learning that we can assess and measure and it demonstrates the impact on retention, graduation and learning outcomes. • [MS] Let's think about some pilot work that we can do beginning on Fall this year.			

Agenda	Discussion	Action	Vote	Vote Result
New Business				
Adjourning the Meeting				
The Meeting is adjourned at 10.27 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 29th, 2024

Minutes were approved as presented.

3) Next Meeting Date

March 14, 2024