

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, August 15, 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>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Present</i>
Elan Merdy	EM	<i>Regret</i>
Lauren Clarke	LC	<i>Present</i>
Antonius Siahhaan	AS	<i>Regret</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
Rahajeng Tyas Astari	RTA	CFO

2) Agenda

AGENDA

University Executive Meeting

Thursday, August 15th, 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.	Curriculum Updates (FET & FAS)	Approval	SOE, AIM, SDL
5.1.2.	QA Policy Updates (QA Policy, Internal Auditor Committee & QA Standards)	Approval	SOE
5.1.3.	Dean's List Policy Update	Approval	SOE, LS
5.1.4.	Student Withdrawal	Approval	SOE, NK
6.	Items for Consideration		
6.1	Update on Revenue: Program Business Model	Noting	RTA
6.2	Update on Strategic Plan: Development Timeline & Strategic Plan Pillars	Noting	DS
6.3	Update on NECHE	Noting	MS
6.4	SU Collaboration with UIII on Fast Track Program	Noting	WSAY
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 July 11th, 2024 is approved.			
Special Announcement & Reports				
FAS Degree Plans	[AIM] We are proposing for approval for the GenEd Course Carousel and Psychology Degree Plan; [AIM] List of GenEd courses are: Communication, Arts & Humanities, Social & Behavioral, Natural Science, Mathematics and Lower Division. [AIM] The changes in GenEd course carousel are: - Minimize Repeat Course on Fall and Spring - Balance distribution of courses per study program. - Trying to accommodate General education courses until four semesters. - The study programs determine the list of GE UA courses to be chosen, so the programs cannot randomly select courses outside the carousel. [AIM] In the Psychology study program degree plan, the curriculum has been structured to offer a balanced mix of theoretical knowledge, research competence, and practical skills. [AIM] The changes in Psychology study program degree plans are: - Introduction to Environmental Science has been replaced with Ecology to align more on environmental psychology.	- University Senate approval; - Rector's Decree	Motion: WSAY Seconded: SOE Aye: EW, LS, EK, NK, PP, AIM, LC, CIWEB, DS, SDL Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the revision of GenEd Course Carousel and Psychology Degree Plan. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	- Environmental Ethics has been replaced with Code of Ethics, emphasizing the psychology code of ethics. - Some courses have been shifted or updated to ensure a more relevant and streamlined curriculum that aligns with current educational goals and industry demands. - The new curriculum introduces more flexibility in choosing elective courses, allowing students to tailor their education to specific interests in psychology. - While the total credit count remains the same (145 credits), some semesters have slight adjustments in credit distribution to balance the workload better. - The new curriculum emphasizes applied psychology areas, such as Industry and Organizational Psychology, Community Development, and Psychology of Entrepreneurship, making the program more practical and career oriented.			
FET Degree Plans	[SDL] Seeking approval from SU Executive Council for the revised degree plans of Computer Science, Industrial Engineering, Information Systems, Mechanical Engineering, and Visual Communication Design. The changes are as follows: Computer Science summary changes: - Reduction in seven credit hours. - GenEd courses primarily in semesters 1 to 4.	- University Senate approval; - Rector's Decree	Motion: WSAY Seconded: SOE Aye: EW, LS, EK, NK, PP, AIM, LC, CIWEB, DS, SDL	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the Degree plan

Agenda	Discussion	Action	Vote	Vote Result
	• Courses added: Mobile Apps Development & Human-Computer Interaction • Courses deleted: none 2. Industrial Engineering summary changes: • Reduction in seven credit hours. • GenEd courses primarily in semesters 1 to 4. • Courses added: Fundamentals of Data Science for Engineering, Cost Estimation, Integrated System Design, and Product Design and Development • Courses deleted: Final Year Project 1 3. Information System summary changes: • Reduction in two credit hours. • GenEd courses primarily in semesters 1 to 4. • Courses added: Information Systems & Society, Operating Systems, and Secure Systems • Courses deleted: System Integration and e-Commerce 4. Mechanical Engineering summary changes: • Reduction in seven credit hours. • GenEd courses primarily in semesters 1 to 4. • Courses added: two ME Elective Courses (with options) • Courses deleted: none 5. Visual Communication Design summary changes: • No reduction in credit hours. Mostly in reshuffling and reorganizing course offerings. • GenEd courses primarily in semesters 1 to 4. • Courses added: none		Nay: -	revision of Computer Science, Industrial Engineering, Information System, Mechanical Engineering and Visual Communication Design. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	- Courses deleted: none - AY 22/23: 144 credit hours → AY 24/25: 144 credit hours			
QA Policy	[SOE] On behalf of QA unit, we are seeking approval for items: QA Policy, Internal Audit Committee and QA Standards. [SOE] This is the second revision of the QA policy document due to the new regulations, Regulation of the Minister of Education, Culture, Research, and Technology No. 53 of 2023 concerning Quality Assurance in Higher Education. In this document, the changes are the regulations and the grouping of education, research, and community service standards, which are categorized into 3 group: output, process, and input. [SOE] Quality Standards were developed and will be implemented for all academic and non-academic aspects following the Regulation of the Minister of Education, Culture, Research and Technology No. 53 of 2023 regarding quality assurance in higher education. Currently we have total of 42 standards, consist of 8 Educational Standards, 8 Research Standards, 8 Community Service Standards and 18 Additional Standards. [SOE] This policy was created based on findings from the LAM Teknik Visit to the Mechanical Engineering Program, which requested a policy on auditor independence. This policy was created along with several clauses to guide auditors in conducting internal audits, including the list of the auditors.	Need to issue Rector's Decree for these 3 documents	Motion: WSAY Seconded: SOE Aye: EW, LS, EK, NK, PP, AIM, LC, CIWEB, DS, SDL Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the Revised QA Policy, Internal Auditor Committee and QA standards. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
Dean's List Policy Update	• [LS] The scholarship is provided to recognize the outstanding academic achievement of students in their third and fourth years of study at Sampoerna University. It is available to all eligible students who matriculated to SU during cohort 2019 until 2024. • [SU] So starting for this cohort 2025, we would like to suspend the Dean's List scholarship until further notice because we already changed the scheme of our tuition fee starting 2025, we have a flat rate tuition fee.	No Rector's decree required.	Motion: WSAY Seconded: SDL Aye: EW, LS, EK, NK, PP, AIM, LC, SOE, CIWEB, DS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have postponed the Dean's List Scholarship for Cohort 2025 until further notice. [MSC]
Student Withdrawal	• [SOE] As part of the governance process, we need everyone's approval to remove inactive students from our student list in our portal. • [NK] We have total of 6 students who have been inactive for more than 2 semesters. We have contacted the students every registration period, but no response. We also reached out to their Faculty Advisors but they have response also from the students. So, we're seeking your approval to remove these inactive students from our students list.	Rector's decree required.	Motion: WSAY Seconded: SOE Aye: EW, LS, EK, NK, PP, AIM, LC, CIWEB, DS, SDL Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have postponed the Dean's List Scholarship for Cohort 2025

Agenda	Discussion	Action	Vote	Vote Result
				until further notice. [MSC]
Items for Consideration				
Update on Revenue Program	• [RTA] From the targeted 592 students for Fall 2024, we only got 571. Currently, we have 425 fee paying students, including SPARKS. • [RTA] In UE meeting on June 13th, we discussed about other revenue. We are still short of other revenue. We have a target for an additional program for fee paying students at 1,8 bio margins. We have explored about the excursion with SAA, but if you have program, you can use the example of proposal you can submit to us. We need information such as what kind of activities that has potential revenue margin, who is the target, number of students, the background, objectives, learning outcomes, the timing, the cost structure and the expected revenue target. • [RTA] We are expecting around 30% revenue by December and the remaining 66% by end of Spring.			
Update on Strategic Plan: Development Timeline and Strategic Plan Pillars	• [DS] I want to show you the timeline of our Strategic Plan progress timeline. Currently, we are meeting with different stakeholders starting with the Staff Council, the academics and we will conduct meetings with industry partners also. We will also be meeting with AR and SAA. • [DS] We have integrated most of the IKU, that was required by DIKTI, in our new Strategic Plan.			

Agenda	Discussion	Action	Vote	Vote Result
	[DS] With the data that we have from the scorecards and reflecting it to the vision and mission we do some SWOT analysis. So, based on our data and SWOT analysis, we have established that there will be 3 pillars: University of Choice, Excellence by Design and Creating a sustainable university.			
NECHE update	[MS] We have updated the date for the financial screening report. There is no way we can fast track the review of the financial screening report. So, we don't have any idea what to expect of us until after the March commission meeting. [MS] There will be 2 outcomes from their review: first one is they will say you are not ready for a site visit; hence we have to submit a self-study, called Biennial report. Second outcomes are that they say we are ready for a visit. Our financial report is better than what we submitted last year. [MS] We must do a substantive change soon for the MBA. I will be convening the relevant parties soon to discuss the specific requirements for the Substantive Change Request.			
SU Collaboration with UIII on Fast Track Program	[WSAY] We are establishing collaboration to cooperate with UIII for master program. Since UIII has no graduate program, UIII will refer the madrasah teacher to join SU and finish their master degree in UIII.			
New Business				
Student Governance	[MS] We have been having challenged to get enough volunteers to staff the student government			

Agenda	Discussion	Action	Vote	Vote Result
	association. A lot of the students who were asked to serve said that they don't have time. Currently, we have different layers of student government, we have a student government association at the university level and the faculty level. Is there any clause in our Statute or DIKTI requirement that we have so many levels of student government associations? • [MS] I think it will be a good idea to have 1 university-wisde student government association if there are no mandates from DIKTI.			
Adjourning the Meeting				
The Meeting is adjourned at 10.44 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 July 11th, 2024

Minutes were approved as presented.

3) Next Meeting Date

September 5th, 2024