

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2024-2025 was held virtually on **Thursday, October 31, 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>Present</i>
Lauren Clarke	LC	<i>Present</i>
Antonius Siahaan	AS	<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>
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, October 31st, 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.	QAIRP Plan 2024-2025	Noting	SOE
6.	Items for Consideration		
6.1	Update on Selection Committee of PPKS	Noting	AIM
6.2	Partnership between FAS & Swakarya Foundation	Approval	AIM
6.3	Partnership between FOB & Thunderbird – ASU	Approval	AS
7.	New Business		Chair
7.1	Update on Beasiswa Indonesia Maju (BIM)	Noting	MS
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 October 3rd, 2024 is approved.			
Special Announcement & Reports				
QAIRP Plan 2024-2025	[SOE] We have integrated 2 stand-alone units, QA and IRP, into QAIRP. We have collaborated on a transition process and developed a plan for AY2024/2025. QAIRP will be handling a lot of data and analysis and turning it into recommendations. [SOE] From QA Process, the activities are divided into 2 activities: SPMI (for internal assessment, such as AMI) and SPME (for external assessment, such as accreditation). Total there are 5 SPMI cycles starting from enactment, implementation, evaluation, control and improvement. [SOE] For IRP, we are planning to have 3 surveys in AY 24/25: a first year experience survey, student satisfaction survey and a faculty & staff satisfaction survey. [SOE] SPMI and SPME activity as well as IRP timelines for 24/25 are enclosed in the attachment of these minutes. [SOE] Research plans must align with accreditation standards on student achievement and institutional effectiveness, which are graduate preparedness for future leadership roles, students' GPA across the programs and their core course performance and community service and student engagement.			

Agenda	Discussion	Action	Vote	Vote Result
Items for Consideration				
Update on Selection Committee of PPKS	• [AIM] We have appointed the new selection committee for PPKS this month. The selection committee now consists of 9 people: 7 lecturers/staffs of SU and 2 students. • [AIM] The selection committee is tasked to look for the new PPKS Task Force members. • [MS] We met with the Student Advisory Board on Monday, but they didn't know much about PPKS. We need to educate and increase awareness about the guidelines and procedures. Where do they report harassment? What should they do? We need to socialize our policies and procedures. → [EW] We are planning to improve our component of PPKS Task Force Members. Currently we only have 4 active members, all lecturers and staff. We need to look for 5 more members (4 students and 1 lecturer). We also plan to conduct a workshop to socialize, educate and increase awareness about PPKS. → [EK] The students who were most concerned and unaware about the PPKS were the 1st year students, because they missed the socialization that we had last year for the committee. So, we need to reach out and socialize with them.			
Partnership between FAS & Swakarya Foundation	• [AIM] FAS initiated the partnership with Swakarya Foundation back in April 2024, where we had an event with one of its schools, Tuna Grahita School. The partnership will cover cooperation where our students can do internships at their school and they	No Rector's Decree required for partnership approval.	Motion: SOE Second: SDL	In Favor – Aye (All member) Oppose – No (none)

Agenda	Discussion	Action	Vote	Vote Result
	can practice their knowledge by interacting in real life with special needs kids as part of their community service commitment. We are proposing to the UE members to approve our MOA with Swakarya Foundation which will be for 2 years. • [LC] Since you start with MOA you don't have to fill the budget and staff time. However, as things progress and if you have decided on a more detailed activity, you may propose an MOU and complete the form if there's budget or staff time involved.		Aye: AIM, LC, LS, EK, NK, CIWEB, AS, EM, EW Nay: -	The ayes have it, and the motion is carried. We will have the MOA between FAS & Swakarya Foundation [MSC]
Partnership between FOB & Thunderbird – ASU	• [AS] FOB is proposing a partnership with a new partner, Thunderbird School of Global Management at Arizona State University. This partnership will allow us to develop our MBA program. The final curriculum between FOB MBA and Thunderbird can be seen in the attachment of these minutes. The courses in blue highlight are taught by Thunderbird and the rest is taught by SU FOB. • [MS] In Semester 4 course, the Thunderbird's Experimental Practicum (3credits) could be combined with FOB's Final Project (6credits) so students only complete one final project for the program. • [EM] We need to plan very well for the soft launching in January 2025. We should involve marketing and start preparing from now, who will we invite? We can use the Atrium at Strategic.	No Rector's Decree required for partnership approval.	Motion: SOE Second: LC Aye: AIM, SDL, LS, EK, NK, CIWEB, AS, EM, EW Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the Partnership between FOB & Thunderbird – ASU [MSC]
New Business				
Update on Beasiswa Indonesia Maju (BIM)	• [MS] We have a visit from Anton Rahmadi (the Head of BPPT DIKTI). In August we had a Study Tour to the			

Agenda	Discussion	Action	Vote	Vote Result
	US to promote Beasiswa Indonesia Maju (BIM). BIM provides funding for pathway programs from Indonesia Universities to US universities. , (2+2 programs). We are in the process of developing 2+2 programs with Colorado State University, Baylor, Arizona, Indiana, and possibly Penn State. We will submit a proposal to the Ministry in January. The goal is to get it approved and put SU on the BIM list. It will be a game-changer if we can be on the BIM list. The only other Indonesia schools actively pursuing BIM funding are Binus and ITB.			
SOP for Student Injured in Campus	• [CIWEB] We need to have a policy on how to handle incidents that cause injury to SU students at SU. • [SOE] We are responsible for the students' safety and health while they are on campus or they are doing any activities outside of campus on behalf of SU. So, there should be a way to cover incidents. • [LC] There is a provision in the Code of Conduct about no dangerous activity, we can modify it and of course we also need an SOP in case of emergency. • [EK] We will make a full report on the incidents and send it to Legal for their advice on which policy areas should be fortified. I will report back to Standing Committee and bring it for discussion to the UE.			
Adjourning the Meeting				
The Meeting is adjourned at 10.18 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 3rd, 2024

Minutes were approved as presented.

3) Next Meeting Date

November 14, 2024



University Executive

Meeting 017 – AY24/25

October 31st, 2024

Document Name: Meeting Agenda UE017– AY 24/25

Appendix No: 1

Corresponding Agenda Item: Meeting Agenda

Meeting No: UE017– AY 24/25

Date: October 31st, 2024

Brief Description of Document:

This document consists of a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Noting

AGENDA

University Executive Meeting

Thursday, October 31st, 2024

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	5.1.1. QAIRP Plan 2024-2025	Noting	SOE
6.	Items for Consideration		
6.1.	Update on Selection Committee of PPKS	Noting	AIM
6.2.	Partnership between FAS & Swakarya Foundation	Approval	AIM
6.2.	Partnership between FOB & Thunderbird – ASU	Approval	AS
7.	New Business		Chair
8.	Adjourning the Meeting		Chair

Document Name: Meeting Agenda UE017– AY 24/25
Appendix No: 2
Corresponding Agenda Item: QAIRP Plan AY2024/2025

Meeting No: UE017– AY 24/25
Date: October 31st, 2024

Brief Description of Document:

The Quality Assurance and Institutional Research and Planning (QAIRP) unit has formally submitted its plan for Quality Assurance (QA) and Institutional Research and Planning (IRP) activities for AY 2024-2025. This plan aims to enhance institutional effectiveness and ensure adherence to quality standards in academic and administrative processes throughout the upcoming academic year.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Noting

QAIRP

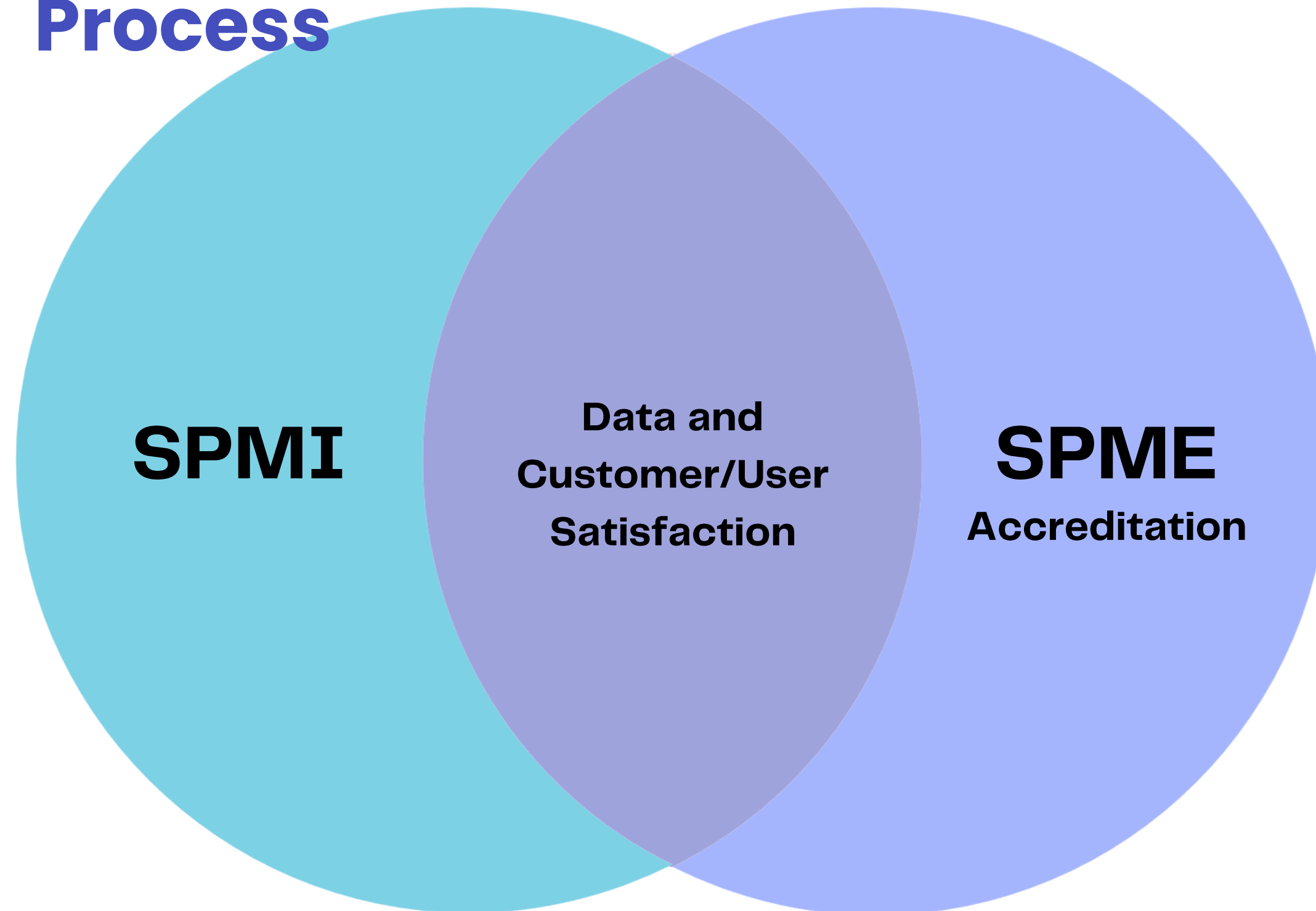
Planning Agenda

AY 2024/2025



Quality Assurance

Quality Assurance Process



SPMI

SPMI Cycle

4. . Pengendalian (Control)

August – Nov '24 : Follow-up on Audit **Results**

July '25 : Management Review Meeting

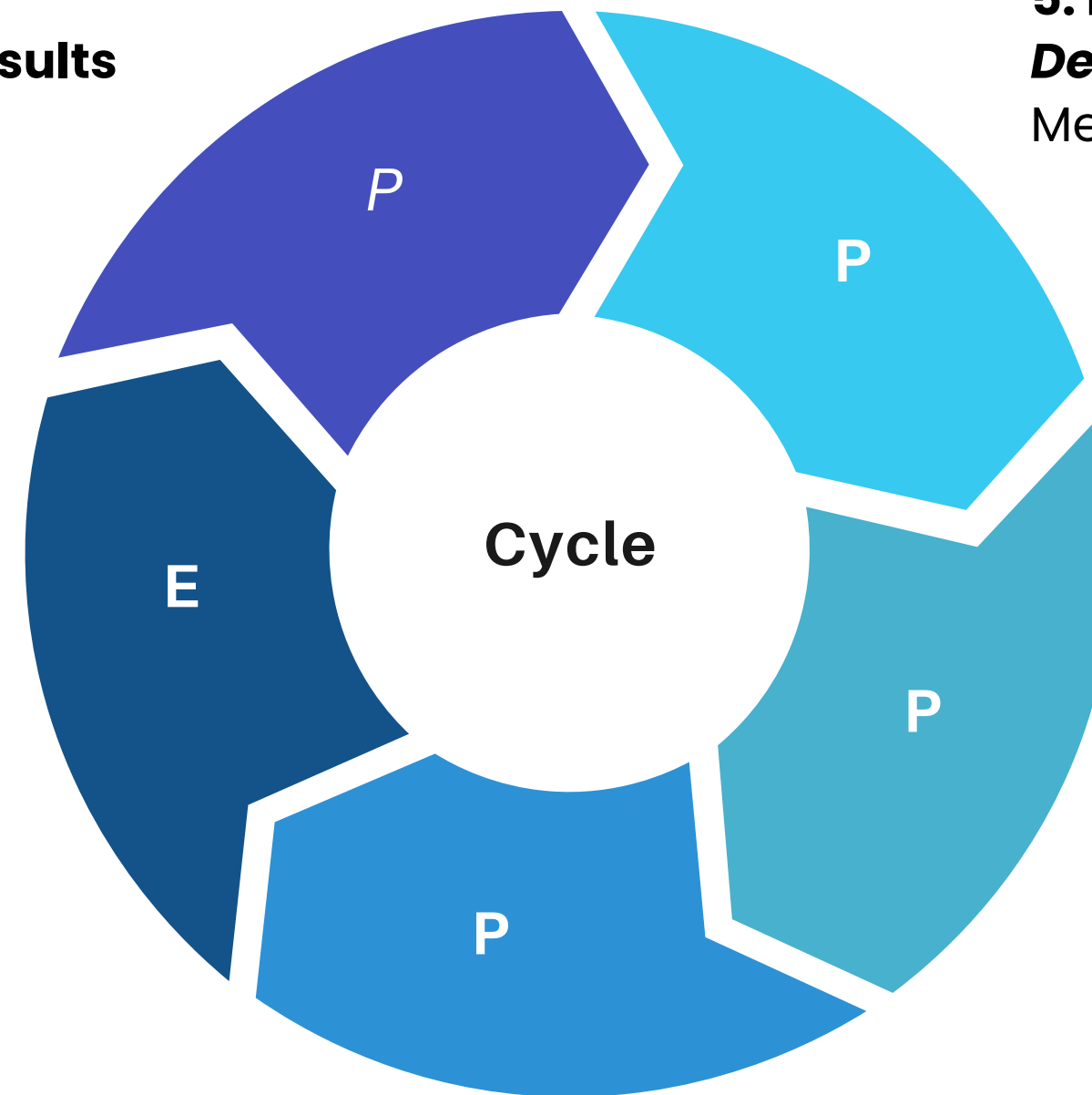
3. Evaluasi (Evaluation)

Formatif :

Jan, May, Sept : SPMI Kemdikbud Portal

Sumatif :

May – June '25 : Internal Quality Audit



5. Peningkatan (Improvement)

Dec '25 : Standards Improvement Meeting

1. Penetapan (Enactment)

Dec '24 : Socialization of University Standards

Jan – Mar ch '25 : Development of Guidelines for determining the PPEPP Cycle

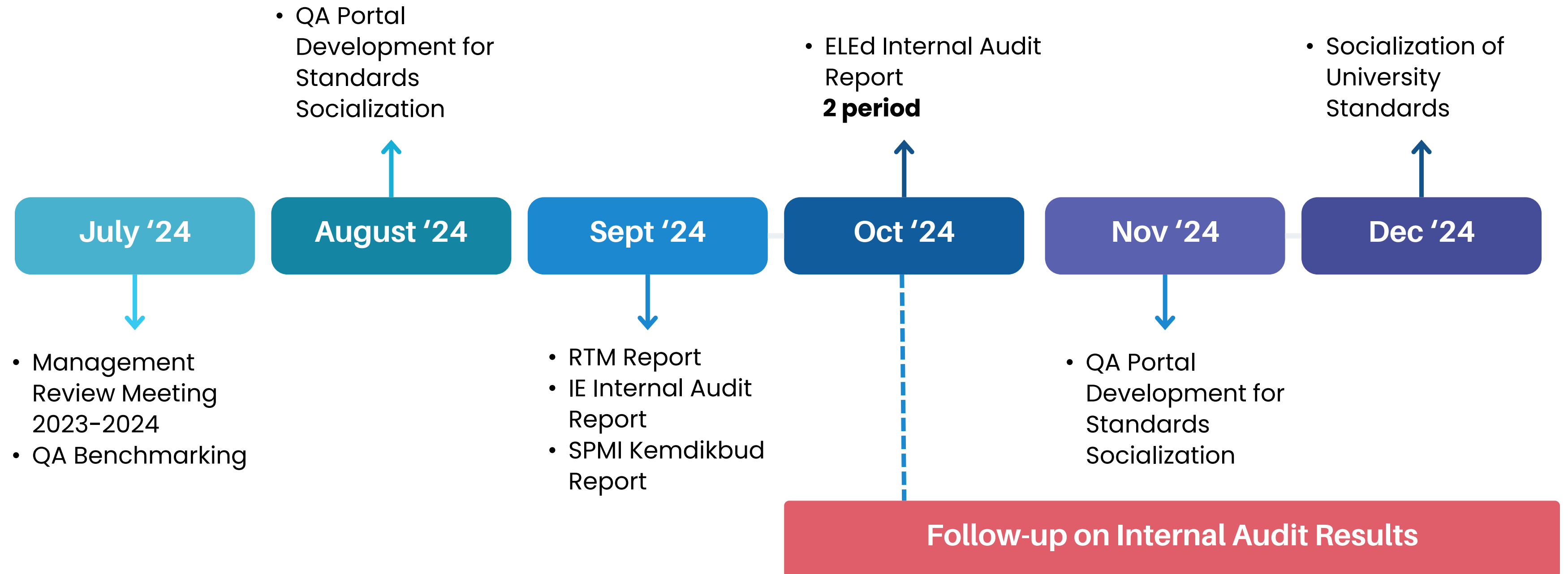
Apr-June'25 : Development of Procedures for documenting SPMI Implementation

2. Pelaksanaan (Implementation)

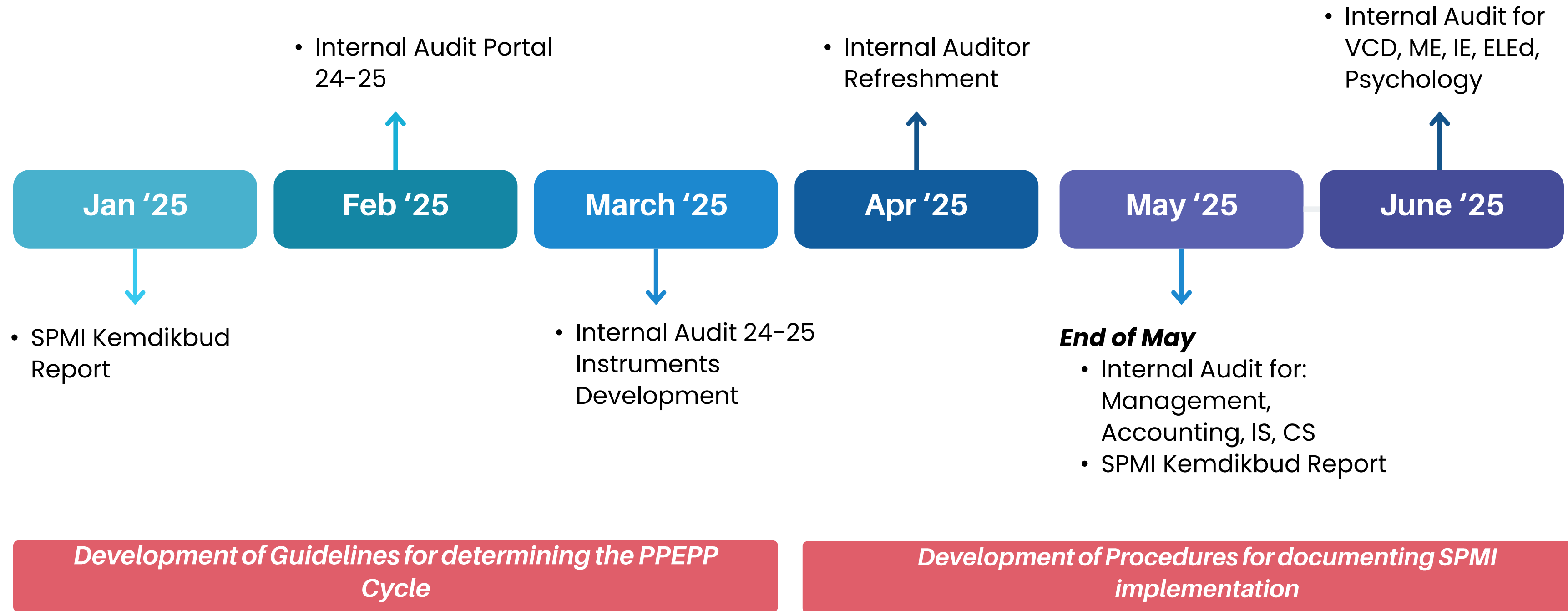
Jan – May '25 : Implementation Period I

August – Dec '25 : Implementation Period II

SPMI Timeline Jul – Dec '24

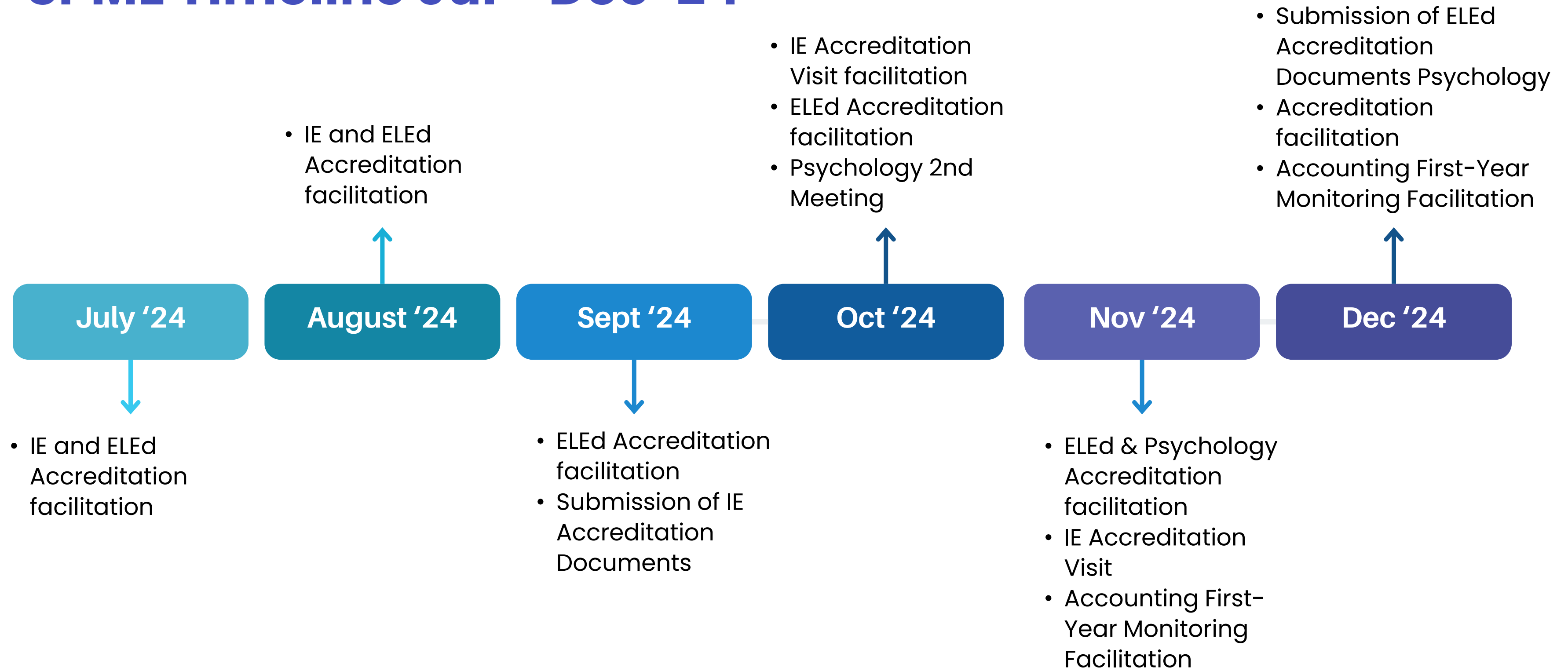


SPMI Timeline Jan – June '25

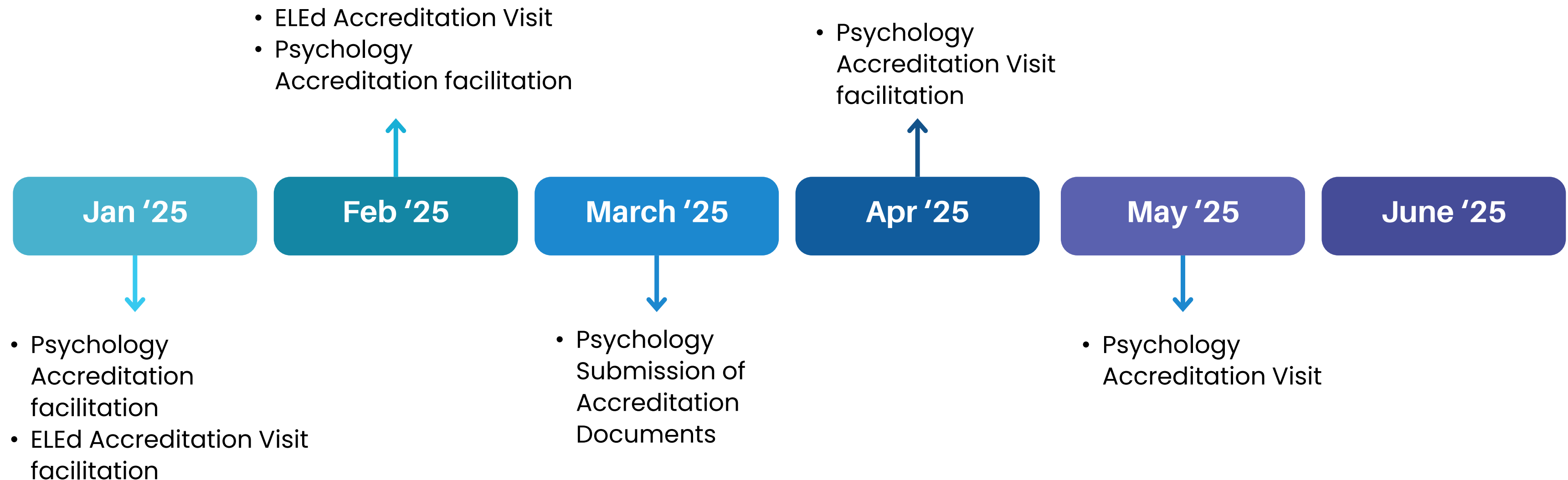


SPME

SPME Timeline Jul – Dec '24



SPME Timeline Jan – June '25





Institutional Research and Planning

Assessment Plans

1. First Year Experience Survey

- Objective: To assess the experiences, needs, and challenges of first-year students
- Key Areas Covered: Academic experiences, Support services, Campus life

2. Student Satisfaction Survey

- Objective: To measure student satisfaction with various aspects of university life and identify areas of for improvement
- Key Areas Covered: Academic Satisfaction, Campus Services, Facilities and Environment, Student Life and Extracurriculars

3. Faculty & Staff Satisfaction Survey

- Objective: to assess the satisfaction of Faculty and Staff upon their experience as the employees of Sampoerna University
- Key Areas Covered: working culture and management as well as human resources and financial services.

Assessment Plans Timeline

Activity	First Year Experience Survey	Student Satisfaction Survey	Faculty & Staff Satisfaction Survey
Survey Launch	22 October 2024	22 October 2024	6 January 2025
Data Collection	22 October – 9 November 2024	22 October – 9 November 2024	6 – 21 January 2025
Data Cleaning & Preliminary Analysis	11 – 15 November 2024	11 – 15 November 2024	22 – 27 January 2025
FGD Sessions	18 – 29 November 2024	18 – 29 November 2024	3 – 7 February 2025
Data Analysis & Recommendations	2-13 December 2024	2-13 December 2024	10 – 24 February 2025

Research Plans

Key Point: Aligns with Accreditation Standards on student achievement and institutional effectiveness.

01

Graduate Preparedness for Future Leadership Roles

02

Students' GPA across the programs and their core course performance

03

Community Service and Student Engagement

Research 1: Graduates Preparedness for Leadership Roles

Rationale:

- SU's Mission is to prepare future leaders.
- What we mean by future leaders is defined by the core competence
- The core competencies are assessed by their performance in the general core, but whether those competencies appear in their real work world needs further investigation.
- The assessment's result will inform whether the mission is achieved, allowing the University to revisit its vision and mission.

Objectives:

- To assess the degree to which the university's curriculum and programs prepare graduates with essential leadership competencies.

Research Questions:

- To what degree do graduates exhibit fundamental leadership competencies in their professional roles?
- How do graduates view the university's educational experiences as influential in equipping them for leadership roles?
- How well do graduates perform in leadership roles as assessed by their employers or supervisors?

Research 2: Students' GPA across the programs and their core course performance

Rationale:

- The distribution of Graduate GPAs is varied across the Faculties.
- The core courses, discipline, and other factors may contribute to this distribution.

Objectives:

- Analyze the graduate GPA trends across Faculties.
- Correlate performance in core courses with graduate GPA.

Research Questions:

1. What is the average graduate GPA across the Faculties in the graduation of class 2021-2023?
2. Does graduate GPA correlate with students' performance in core courses?

Research 3: Community Service and Student Engagement

Rationale:

- Community service fosters student engagement, personal development, and civic responsibility.
- Every SU student is involved in community service programs.
- There is no study conducted to see its effectiveness on the student's achievement and engagement.

Objectives:

- To identify the impact of student community services on student engagement.
- To identify which community service program contributes the most to the student school engagement.

Research Questions:

1. How does participation in community service affect students' engagement?
2. Which community service program contributes the most to student engagement?
3. What challenges do students face in participating in community service programs?

**THANK
YOU**

Document Name: Meeting Agenda UE017– AY 24/25

Appendix No: 3

Corresponding Agenda Item: Update on Selection Committee for Selection Of Task Force Of Prevention and Handling Of Sexual Violence 2024

Meeting No: UE017– AY 24/25

Date: October 31st, 2024

Brief Description:

The new Selection Committee for the Task Force on the Prevention and Handling of Sexual Violence has been officially appointed. This committee is tasked with the selection of new Task Force members and the promotion of awareness initiatives aimed at the prevention and effective management of sexual violence incidents.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

Document Name: Meeting Agenda UE017– AY 24/25

Appendix No: 4

Corresponding Agenda Item: Agreement between Faculty of Arts & Science with Swakarya Foundation.

Meeting No: UE017– AY 24/25

Date: October 31st, 2024

Brief Description:

The Faculty of Arts & Science is seeking approval for the agreement with Swakarya Foundation. This partnership will be focusing on the cooperation between the world of psychology education and the Swakarya Foundation for implementation of internships for students, research and community service.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

Template for Partnership Proposals

Proposed by (name, unit)	Dr. Ade Iva Murty, M.Si, Faculty of Arts and Science
Partner institution/organization:	SLB C Swakarya
What type of entity is partner?	Foundation
Partner PIC:	Pamiarto Saptosadewo, M.Sc (Chairman of Foundation's Board of Trustees)
Programmatic details:	Students' internship and practice
	Lecturers' research
	SU's community service
	Improving the education quality of the school
Benefits to SU:	Place for internship, research, and community service
Staff time commitment(s):	TBC
Budget considerations:	TBC
Duration (list year range):	2 years
Goals of partnership:	Establishment of sustainable collaboration between the world of psychological education and schools for children with special needs
Level of initial commitment (Letter of Intent, MOA, MOU, Contract, etc.):	MOA
Risk assessment – any liability?	TBC
Requires Legal Review and/or STSI signatory?	Yes
Partner website:	-

Narrative description: please attach pages as necessary

Proposal checklist:

- University (UE) review of proposal. Date 31 October 2024
- Recommendation of Committee: _____
- Partnership status: _____
- Legal review, if necessary: _____
- SU Signatory: Dean of FAS
- Dates and duration of partnership: 1 April 2024 – 1 April 2026 (2 years)

Document Name: Meeting Agenda UE017– AY 24/25

Appendix No: 1

Corresponding Agenda Item: Agreement between Faculty of Business with Thunderbird School of Global Management (Arizona State University)

Meeting No: UE017– AY 24/25

Date: October 31st, 2024

Brief Description:

The Faculty of Business is seeking approval for the agreement with Thunderbird School of Global Management (Arizona State University). This partnership will focus on the implementation of the MBA program.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

Template for Partnership Proposals

Proposed by (name, unit)	<u>Dr. Antonius Siahaan (Faculty of Business)</u>
Partner institution/organization:	<u>The Arizona Board of Regents for and on behalf of Arizona State University (ASU)</u>
What type of entity is partner?	<u>University</u>
Partner PIC:	<u>Nancy Gonzales; Elizabeth Wentz; Charla Griffy-Brown</u>
Programmatic details:	SU and ASU agree to establish a collaborative education program known as the “SU-ASU International Accelerated Degree Program” (the “<u>Program</u>”) under which qualified graduate students enrolled at SU’s Master of Management who also meet Thunderbird’s admission standards will be allowed to enroll in Thunderbird’s Master of Leadership and Management (MLM) degree. An articulation agreement will be executed by the Parties allowing students to earn two degrees in the Program: a master’s degree in management from SU and a master’s in leadership and management from ASU/Thunderbird. Students enrolled in this Program are subject to all applicable ABOR and ASU admission policies, procedures and standards. The academic component of the Program will be implemented and administered in two phases. During Phase I, Sampoerna University will identify and encourage qualified students to become candidates for the Program. Prospective students will apply to SU. Those that meet SU’s admissions requirements will be admitted to the Program. Completed application materials will be provided by SU to Thunderbird for review and consideration. In Phase II, ASU will evaluate these students’ applications and determine their admissibility. Students fully admitted to both SU and ASU will begin the Program whereby they will pursue their studies in accordance to the approved curricular Plan of Study (POS).
Benefits to SU:	<u>To boost the selling of MBA program</u>
Staff time commitment(s):	<u>TBC</u>
Budget considerations:	<u>TBC</u>
Duration (list year range):	<u>TBC</u>
Goals of partnership:	<u>To establish the International Accelerated Degree Program</u>
Level of initial commitment (Letter of Intent, MOA, MOU, Contract, etc.):	<u>General Agreement</u>

Risk assessment – any liability?	<u>TBC</u>
Requires Legal Review and/or STSI signatory?	<u>Yes</u>
Partner website:	asuglobal@asu.edu

Narrative description: please attach pages as necessary

Proposal checklist:

- University (UE) review of proposal. Date _____
- Recommendation of Committee: _____
- Partnership status: _____
- Legal review, if necessary: _____
- SU Signatory: _____
- Dates and duration of partnership: _____