

# 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, January 23, 2025** (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> |
| Surya D. Liman              | SDL   | <i>Present</i> |
| Endriyani Widyastuti        | EW    | <i>Present</i> |
| Elan Merdy                  | EM    | <i>Regret</i>  |
| Lauren Clarke               | LC    | <i>Present</i> |
| Soepriyatna                 | SOE   | <i>Present</i> |
| Antonius Siahaan            | AS    | <i>Present</i> |
| Farid Triawan               | FT    | <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> |
| Guruh Tri Nugroho           | GTN   | <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, January 23, 2025

| No.       | Particulars                                                                       | Action   | Presented by |
|-----------|-----------------------------------------------------------------------------------|----------|--------------|
| <b>1.</b> | <b>Opening by the Chair of the University Executive</b>                           |          |              |
| <b>2.</b> | <b>Convene Regular Meeting</b>                                                    |          |              |
| 2.1.      | Calling the Meeting to Order                                                      | Noting   | Chair        |
| <b>3.</b> | <b>Verification for Quorum</b>                                                    |          |              |
| 3.1.      | The Chair verifies a quorum                                                       | Approval | Chair        |
| <b>4.</b> | <b>Consent Agenda</b>                                                             |          |              |
| 4.1       | Minutes of Previous Meeting Approved as presented                                 | Noting   | Chair        |
| <b>5.</b> | <b>Special Announcement &amp; Reports</b>                                         |          |              |
| 5.1       | Appointment of Farid Triawan as Member of SCAA                                    | Approval | Chair        |
| <b>6.</b> | <b>Items for Consideration</b>                                                    |          |              |
| 6.1       | Result of 2 <sup>nd</sup> Year Student Satisfaction Survey                        | Noting   | SOE          |
| 6.2       | Update on CSU & MBA Program (Accreditaion)                                        | Noting   | MS           |
| 6.3       | Pathway Program                                                                   | Noting   | SDL, LC      |
| 6.4       | SUSC Update: Gathering Report, POTSU Staff Innovation Award & English Class       | Noting   | GTN          |
| 6.5       | SUSC: 12 <sup>th</sup> Dies Natalis Theme                                         | Approval | GTN          |
| 6.6       | SU Correspondence Policy                                                          | Approval | MAK          |
| <b>7.</b> | <b>New Business</b>                                                               |          |              |
| 7.1       | FAS Partnership:<br>1. Silver Matter Company<br>2. Arunika Nlrankara Organization | Approval | AIM          |
| <b>8.</b> | <b>Adjourning the Meeting</b>                                                     |          | <b>Chair</b> |

### 3) Discussion

| Agenda                                                              | Discussion                                                                                                                                                                                                                                                                                                                                                                                                      | Vote                                                                                               | Vote Result                                                                                                                                                                    | Action                    |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Verification for Quorum                                             | <ul style="list-style-type: none"> <li>The quorum is sufficient to start the meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                |                                                                                                    |                                                                                                                                                                                |                           |
| Consent Agenda                                                      | <ul style="list-style-type: none"> <li>Minutes of UE meeting on January 9<sup>th</sup>, 2025 is approved.</li> <li>UE Chair welcome a new member, Farid Triawan, as the new interim Dean of FET.</li> </ul>                                                                                                                                                                                                     |                                                                                                    |                                                                                                                                                                                |                           |
| <b>Special Announcement &amp; Reports</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                                                                                                                |                           |
| <b>Items for Consideration</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                                                                                                                |                           |
| Appointment of Farid Triawan as Member of SCAA                      | <ul style="list-style-type: none"> <li><b>[Chair]</b> Standing Committee Academic Affairs has endorsed Pak Farid as new member of SCAA and now asking approval from UE.</li> </ul>                                                                                                                                                                                                                              | Motion: WSAY<br>Second: SDL<br><br>Aye: SOE, EW, LS, EK, AS, AIM, CIWEB, NK, LC, GTN<br><br>Nay: - | In Favor – Aye (All member)<br>Oppose – No (none)<br><br>The ayes have it, and the motion is carried. We will have <b>Pak Farid as new member of SCAA.</b><br><br><b>[MSC]</b> | 1. Issued Rector's Decree |
| Result of 2 <sup>nd</sup> Year Student Satisfaction Survey (Noting) | <ul style="list-style-type: none"> <li><b>[SOE]</b> The Fall 2024 Student Satisfaction Survey by QAIRP evaluated student perceptions on academic support, educational tools, facilities, and overall university experience. Based on this survey, QAIRP recommendations are as follows:<br/>             1. Boost Engagement: Increase survey participation through involvement of academic leaders.</li> </ul> |                                                                                                    |                                                                                                                                                                                |                           |

| Agenda | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Vote | Vote Result | Action |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|--------|
|        | <ol style="list-style-type: none"> <li>2. Enhance Relevance: Strengthen course relevance and promote internationalization in learning.</li> <li>3. Improve Communication: Share facility updates and enhance library resources.</li> <li>4. Train Staff on Tech: Upgrade learning tools and provide ongoing lecturer training.</li> <li>5. Streamline Processes: Simplify registration and advising with proactive support.</li> <li>6. Diversify Activities: Expand engagement activities to improve satisfaction.</li> <li>7. Develop Staff: Offer staff training to meet student expectations.</li> <li>8. Address Concerns: Act on student feedback to enhance overall experience.</li> </ol> <ul style="list-style-type: none"> <li>• <b>[MS]</b> Do we know what caused the unfamiliarity with interdisciplinary course?               <ul style="list-style-type: none"> <li>➔ <b>[SOE]</b> Maybe because our students compare it with other universities. We must introduce the general core during the new students' orientation, so they are more familiar with the GenEd courses because our GenEd courses is one of our uniqueness.</li> <li>➔ <b>[AIM]</b> It is true that our students are comparing our degree plan with other universities. We admitted that there are several courses that cannot be included in our degree plans because it is mandatory to take 41 credits of GenEd.</li> <li>➔ <b>[EK]</b> Will discuss further with Pak Surya regarding who will deliver the academic information to students regarding the course for the Fall Orientation.</li> </ul> </li> <li>• <b>[LC]</b> We had some comments from NECHE visit that registration was not rated very highly. Do we know what is there any reason for this? And also improvements in Advising, we need some data.</li> </ul> |      |             |        |

| Agenda                                 | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Vote | Vote Result | Action |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|--------|
|                                        | <p>➔ <b>[SOE]</b> Unfortunately, we didn't have any data on the improvements of advising process. However, the students feel that the advising process has improved. I will check the raw data for this.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |             |        |
| Update on CSU and MBA program (Noting) | <ul style="list-style-type: none"> <li>• <b>[MS]</b> We had a meeting with Colorado State University (CSU) on delivering ME and CS at SU but they're not in position to do that right now. They are pursuing pathway programs however. So we're still looking for a partner to replace UA. CSU is interested in study abroad (for their students), joint community service work and research.</li> <li>• <b>[MS]</b> We have a contract with ASU for our MBA Program. SU and PSF have signed it and we are waiting for ASU to sign it. Once it's done, we will have a formal legal agreement with ASU for the MBA program. So, we need to prepare the marketing, costing, and how we will promote it. We need to update the website, produce collaterals. We also need to submit the Substantive Change to NECHE no later than March 15<sup>th</sup>.</li> <li>• <b>[MS]</b> We need to make a collective decision if we want to start the MBA in August or October and include our decision in the Sub Change. <ul style="list-style-type: none"> <li>➔ <b>[AS]</b> We should consult to Director of Kelembagaan of DIKTI since our license is not dual degree yet.</li> <li>➔ <b>[Chair]</b> We will arrange time to meet with Director of Kelembagaan at DIKTI.</li> </ul> </li> </ul> |      |             |        |
| Pathway Program (Noting)               | <ul style="list-style-type: none"> <li>• <b>[LC]</b> We have been trying to get a 2+2 agreement for BIM programs with a lot of universities, such as Baylor, CSU, Penn State, Indiana University who is interested to partner with FOE, Michigan State, GVSU, Ohio State and Worcester Polytechnic</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |             |        |

| Agenda                                                                                 | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Vote | Vote Result | Action |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|--------|
|                                                                                        | <p>Institute. We want to submit a general proposal to BIM committee but there's a change in the committee and we need to meet with Pak Anton's substitute.</p> <ul style="list-style-type: none"> <li>• <b>[SDL]</b> Basically we will have 2+2 pathways with SU under the government BIM program. The first two year, students will study here at SU and after that they will transfer out to the university of their selection. <ul style="list-style-type: none"> <li>→ <b>[FT]</b> FET leaders met with Indonesian professor at SUNY and he offered us to send our students there. If we can follow up his offer under the BIM program that would be great.</li> <li>→ <b>[MS]</b> We need to meet with Irene from BIM Program and share our proposal.</li> <li>→ <b>[Chair]</b> Will arrange meeting with the new Director General of Higher Education to discuss both our MBA program and the BIM proposal.</li> </ul> </li> </ul> |      |             |        |
| SUSC Update: Gathering Report, POTSU Staff Innovation Award and English Class (Noting) | <ul style="list-style-type: none"> <li>• <b>[GTN]</b> Staff satisfaction from SU Gathering is about 94%. The staff survey shows strong appreciation for current efforts, with 39% wanting to keep up the good work. Suggestions include adding snacks (14%) and more games and prizes (19%). For future gatherings, 33% trust SUSC to organize events, with interest in team-building activities (13%), out-of-town options (19%), and beach settings (10%). Overall, participants seek engaging activities and thoughtful planning.</li> <li>• <b>[GTN]</b> Next agenda for SUSC is the POTSU Staff Innovation Award for non-managerial staffs. The submission process for candidates will start next week, staffs can nominate themselves or nominated by their direct supervisor. POTSU have appointed the Selection Committee to evaluate all submissions.</li> </ul>                                                                |      |             |        |

| Agenda                             | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Vote                                                                                                     | Vote Result                                                                                                                                              | Action                           |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                                    | <p>The winner will be announced during SU 12<sup>th</sup> Dies Natalis Celebration.</p> <ul style="list-style-type: none"> <li>• <b>[GTN]</b> Next SUSC program is English Class for Office Boy, Cleaning Service and Security. We have arranged the schedule from February 3<sup>rd</sup> until April 17<sup>th</sup>. The tutors will be Ibu Novi and Debby. We have a total of 8-13 participants.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                          |                                                                                                                                                          |                                  |
| SU Dies Natalis Theme (Approval)   | <ul style="list-style-type: none"> <li>• <b>[GTN]</b> We also planned to have the 12<sup>th</sup> Dies Natalis on Monday, March 17<sup>th</sup>, 2025 and UE members must vote on the theme for SU Dies Natalis.</li> <li>• <b>[Chair]</b> We need to vote for the Dies Natalis theme from the theme selections below:               <ol style="list-style-type: none"> <li>1. <i>Excellence by Design</i></li> <li>2. <b>Quality Starts from Within</b></li> <li>3. <i>Education Beyond Borders</i></li> <li>4. <i>Education without Boundaries</i></li> <li>5. <i>Excellence by Design, Futures Redefined</i></li> <li>6. <i>Education with Impact</i></li> </ol> </li> <li>• <b>[Chair]</b> Based on the vote result, we have total of 6 members voted the <b>"Quality Starts from Within"</b></li> </ul> |                                                                                                          |                                                                                                                                                          |                                  |
| SU Correspondence Policy (Approve) | <ul style="list-style-type: none"> <li>• <b>[MAK]</b> The Rectorate Office has been working closely with QA unit to increase awareness for document governance in SU. One of the steps to increase awareness is by having a clear and consistent template for university correspondence documents. The document provides guidelines for correspondence practices, efficiency, transparency, and consistency in academic and non-academic matters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                 | <p>Motion: WSAY<br/>Second: SDL</p> <p>Aye: SOE, EW, LS, EK, AS, AIM, CIWEB, NK, LC, GTN</p> <p>Nay:</p> | <p>In Favor – Aye (All member)<br/>Oppose – No (none)</p> <p>The ayes have it, and the motion is carried. We will have <b>Correspondence Policy.</b></p> | <p>1. Issued Rector's Decree</p> |

| Agenda                                                                                                                                      | Discussion                                                                                                                                                                                                                                                                                                  | Vote | Vote Result | Action |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|--------|
|                                                                                                                                             |                                                                                                                                                                                                                                                                                                             | -    | [MSC]       |        |
| <b>New Business</b>                                                                                                                         |                                                                                                                                                                                                                                                                                                             |      |             |        |
| FAS Partnership with: <ol style="list-style-type: none"> <li>1. Silver Matter Company</li> <li>2. Arunika Nirankara Organization</li> </ol> | <ul style="list-style-type: none"> <li>• <b>[AIM]</b> FAS is currently establishing partnership with Arunika Nirankara for internship, research and community service program. FAS also establishing partnership with Silver Matter for research and publication on brain and Alzheimer disease.</li> </ul> |      |             |        |
| <b>Adjourning the Meeting</b>                                                                                                               |                                                                                                                                                                                                                                                                                                             |      |             |        |
| The Meeting is adjourned at 11.07 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 November 14<sup>th</sup>, 2024

Minutes were approved as presented.

### 3) Next Meeting Date

January 23<sup>rd</sup>, 2025