# 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, May 22nd, 2025** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

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## 1) Attendance at Meeting *(add rows as necessary)*

| Committee Members | | |
|---|---|---|
| Marshall Schott | MS | *Present* |
| Wahdi Salasi April Yudhi* | WY | *Present* |
| Surya D. Liman | SDL | *Present* |
| Endriyani Widyastuti | EW | *Present* |
| Elan Merdy | EM | *Regret* |
| Lauren Clarke | LC | *Present* |
| Soepriyatna | SOE | *Present* |
| Antonius Siahaan | AS | *Present* |
| Farid Triawan | FT | *Present* |
| Erik H. Krauss | EK | *Present* |
| Ade Iva Murty | AIM | *Present* |
| Christianus I.W.E. Budiartha | CIWEB | *Present* |
| Novi Kusumaningrum | NK | *Present* |
| Lorensia Soegiarto | LS | *Present* |
| Guruh Tri Nugroho | GTN | *Present* |

*Present, Absent, Proxy, Expert* **Chair*

| Guests | | |
|---|---|---|
| Alfiansyah | ALF | QAIRP Officer |
| Maryke Ayu Kinasih | MAK | Executive Secretary |
| Dian Mayasari | DM | Administrative Assistant |

## 2) Agenda

# AGENDA

## University Executive Meeting

Thursday, May 22nd, 2025

| 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 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** | **Standing Committee of Academic Affairs** | | |
| | 5.1.1. Guidelines for Generative AI | Noting | SDL |
| **6.** | **Items for Consideration** | | |
| 6.1 | Data Warehouse: Design & Planning | Noting | SOE, ALF |
| 6.2 | Review of Instrument for Student Satisfaction Survey | Noting | SOE |
| **7.** | **New Business** | | **Chair** |
| 7.1 | NECHE Update | Noting | LC |
| **8.** | **Adjourning the Meeting** | | **Chair** |

## 3) Discussion

| Agenda | Discussion | Vote | Vote Result | Action |
|---|---|---|---|---|
| Verification for Quorum | • The quorum is sufficient to start the meeting. | | | |
| Consent Agenda | • Minutes of UE meeting on April 10th, 2025 is approved. | | | |
| **Special Announcement & Reports** | | | | |
| Guidelines for Generative AI **(Noting)** | • **[SDL]** This guideline was approved with minor revision by SCAA two days ago through SCAA meeting.<br>• **[FT]** Early this year SCAA instructed us to work on this guideline and how we can implement wisely the GenAI technology in SU. This guideline is not only a practical guide but also, we want to educate people about GenAI and how we see it.<br>• **[FT]** In the introduction section we mentioned how GenAI rapidly develops and its impact on higher education. Next section is about interpreting and ethical consideration of GenAI which is divided into Practical Explanation for Academia with sample of application of several GenAI technology with its generated content, functionality and potential academic applications. This section also elaborates about Ethical Considerations with key ethical use case of GenAI (case, conditions and limitations). The 3rd section explains the Practical Applications of GenAI by each Faculty in SU. The 4th section explains about Enhancing Library Activities with GenAI. | | | Adjust and update the Guideline based on SCAA suggestions and will create a GenAI Policy based on this guideline. |

SAMPOERNA UNIVERSITY

<table>
<tr><th>Agenda</th><th>Discussion</th><th>Vote</th><th>Vote Result</th><th>Action</th></tr>
<tr><td></td><td><ul><li>[FT] This guideline also discusses Dos and Don’ts of GenAI utilization for students and lecturers, its limitations, warnings and punishments and also the future of GenAI in higher education. In the Limitation, Warnings and Punishment sections we will add the explanation on 4 types of GenAI in the syllabus (based on page 88 DIKTI Guidelines) and Exam/Final report Pledge by students.</li><li>[SDL] GenAI technology is evolving. This guideline is a live document and needs to be updated on 2-year basis.</li><li>[MS] We need to socialize this guideline to our community, maybe become part of the Lecturer’s Handbook or during students’ orientation. This guideline can be formed into a policy. These are the real principles. This guideline doesn’t need our approval. But when it turn into a policy then we can vote on that.</li></ul></td><td></td><td></td><td></td></tr>
<tr><td colspan="5">Items for Consideration</td></tr>
<tr><td>NECHE Update<br>(Noting)</td><td><ul><li>[LC] NECHE has approved the MBA Program with expectation that we will have initial cohort of 15. They will have a visit for graduate level in Fall 2026. We have to create a report to be sent to NECHE prior to the visit, include the data from the first cohort. We need to demonstrate in the report that we achieved our enrolment and financial goals, sufficient faculty and staff, adequate resources to support the program and implement appropriate approaches to assess MBA students.</li></ul></td><td></td><td></td><td></td></tr>
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| Agenda | Discussion | Vote | Vote Result | Action |
|---|---|---|---|---|
| | | | | |
| Data Warehouse: Design & Planning<br>**(Noting)** | • **[ALF]** We start this project with developing the timeline. Started back in December 2024 where we studied Policy documents and data mapping and until now, we completed Step 1, 2 and 3 with the output of the concept document to develop DW. The next phase is the possibility of IT integration for DW resources.<br>• **[ALF]** Based on our policy, there are several SU Domain, such as Applicants, Campus Operations, Employees, Faculty, Finance, IT, etc. Based on the Domain, we classified the data definition. In DW Architecture Overview, you can see there are 4 layers: Source Layer, ETL & Staging Layer, Storage Layer and Presentation Layer. From these 4 layers, 3 of them required investment cost, especially the ETL & Staging Layer. Each layer has its own component and tool that will be used to establish DW. For example: in the first layer source, we will focus on our existing operational system. We will collect raw data from diverse data sources.<br>• **[ALF]** To ensure data governance and security, we must have clear roles and responsibilities, data quality control, access management, data security and compliance with policy. The benefit of DW is we have informed decision-making, efficiency, compliance and scalability. We also have the limitations for DW, such as latency, because the system is not designed for realtime data processing. | | | |

| Agenda | Discussion | Vote | Vote Result | Action |
| --- | --- | --- | --- | --- |
| | | | | |
| Review of Instrument for Student Satisfaction Survey<br>**(Noting)** | • **[SOE]** As part of the process of PDCA or PPAP, we implement several assessments for the first-year students' experience (FYES) and student satisfaction survey (SSS) in alignment with National & International Accreditation Standard. This assessment review is important to make sure we understand why the question is included in the questionnaires.<br>• **[SOE]** The purpose of this review is to evaluate First-Year experience and student satisfaction surveys, to align with national and international accreditation standards and to identify strengths, gaps and improvements. We included the accreditation framework from national and international accreditation standards (NECHE, BANPT, LAMs and NSSE) in assessing this survey. The detail result, the strengths, gaps and improvements of the surveys can be seen in the power point.<br>• **[SOE]** We propose to combine FYES and SSS to improve efficiency, better data alignment, conditional logic for tailored questions, enhanced accreditation evidence, streamlined data collections, stronger longitudinal insights and continuous improvement supported by student's voice. | | | |
| **New Business** | | | | |
| **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 May 22nd, 2025

Minutes were approved as presented.

## 3) Next Meeting Date

June 12th, 2025