

**SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ACADEMIC AFFAIRS
MINUTES**

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Academic Affairs Meeting (**12th meeting**) AY 2021-2022 was held on Wednesday, February 16, 2022 at 02:00 PM – 03:00 PM (Indonesian Time) via MS-Teams Conference-call.

1. Attendance at Meeting

Committee Members	
Dr. Soepriyatna *	Present
Dr. Ivan Destian Butarbutar [IDB]	Resigned
Surya D Liman, Ph.D [SDL]	Present
C.I.W Eka Budiarta, Ph.D [CEB]	Present
Iwan Setiawan, Ph.D [IWS]	Present
F Adhi Permana [FAP]	Present
Prof. Ir. Media Anugerah Ayu, M.Sc [MAA]	Present
Dr. Wahyoe Soedarmono [WAS]	Present
Aulia Tirta [AUT]	Absent
Dorita Setiawan, Ph.D [DOS]	Present
Manoharan Karthigasu, B.Sc, M.Ed [MAK]	Absent
Novi Kusumaningrum [NOK]	Present

Present, Absent, Proxy, Expert

**Chair*

Guests	
n/a	

2. Discussion

Agenda	Discussion	Action	Vote
A. Meeting Agenda	<p>The agenda on this meeting was to discuss the following:</p> <ul style="list-style-type: none"> • SU Operations Manual - volume 6. 		
B. Remarks from the Chairperson	<p>The Chair opened the meeting and informed the member that SCAA to continue working on Academic Operations Manual vol-6. The worksheet and related policies have been provided in the shared-folder.</p>		

C. Discussions	<p>SU OPERATIONS MANUAL VOL-6</p> <ul style="list-style-type: none"> a) The Chair showed the list of table of content with the PIC names and informed that FAP has developed a worksheet in the shared-folder to work on. b) SDL showed the draft that and informed the Chair that he and MAA have identified the related regulation for his parts and asked whether he need to quote the content in that regulation and inserted to the manual. The Chair responded; that was the right way to complete the manual. Members can also search the benchmark from other universities if members cannot find the practice from the existing regulation. c) NOK found some regulations are already stated in handbook. The Chair suggested that the members can copy from the existing regulations. d) SDL found that one Decree document has mismatch content, for example SK title of no. 004/R/SK/ACD/III/2021 is "Lecturers' Credentialing Policy", while the content is about "Admissions Centralization Policy". The Chair asked SDL to send a report to him so he can forward this to the University Governance unit to check and revise. e) MAA mentioned that there is a specific qualification to be met for full and part-time lecturer based on UU No. 14 Th. 2015 regarding Teacher & Lecturer. MAA also ask which term will be used for this document; adjunct faculty or part-time faculty? The Chair suggested MAA to consider which one is more appropriate in our condition and make it consistent. f) CEB informed the Chair that he was still learning the documents and need to discuss with DOS and MAK. 		
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	<p>g) WAS showed the member the draft of his part regarding selection, appointment, evaluation and reassignment of Deans. The Chair suggest WAS to discuss with HR if needed.</p> <p>h) NOK asked how to put the content if there has been a regulation about it. The Chair suggested NOK to copy only the related part.</p> <p>i) IWS informed the members that his part (Fiscal Matters) is very much related to HR Policies so it includes full time and part time contract. The Chair commented that the table on that regulation is the most important part in term of workload management.</p> <p>j) The Chair asked the members about what is the possible and feasible completion date for this. The member agreed to finalize the document in one month from now. The Chair also asked the member to put the update on the worksheet in the shared-folder.</p> <p>k) SDL asked about the decree on Head of IS Program appointments. The Chair suggested that if the decree has not been available, please ask to University Governance unit and cc to VRARO.</p>		

** Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled)*

3. Minutes Prepared By:

F Adhi Permana

4. Approval of Minutes for Feb 16, 2022

Minutes were provided and will be corrected if amendment is needed.

5. Next Meeting Date

- To be advised

6. Attachment

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MS-Teams Meeting Attendance – February 16, 2022

Standing Committee on Academic Affairs

Total Number of Participants	9
Meeting Title	[Invitation] 12th Meeting, Standing Committee on Academic Affairs
Meeting Start Time	2/16/2022, 1:55:16 PM
Meeting End Time	2/16/2022, 2:40:34 PM
Meeting Id	7657166a-e38d-44bb-8426-8b5a218127f1

Full Name	Join Time	Leave Time	Duration
Wahyoe Soedarmono	2/16/2022, 1:55:16 PM	2/16/2022, 2:40:24 PM	45m 7s
Iwan Setiawan	2/16/2022, 1:55:24 PM	2/16/2022, 2:40:26 PM	45m 2s
Soepriyatna	2/16/2022, 1:55:29 PM	2/16/2022, 2:40:26 PM	44m 56s
Christianus I Wayan Eka Budiarta	2/16/2022, 1:56:04 PM	2/16/2022, 2:40:25 PM	44m 21s
Surya Danusaputro Liman	2/16/2022, 1:58:11 PM	2/16/2022, 2:40:27 PM	42m 16s
Media Anugerah Ayu	2/16/2022, 1:58:46 PM	2/16/2022, 2:40:30 PM	41m 43s
Fakhrurrozi Adhi Permana	2/16/2022, 1:59:20 PM	2/16/2022, 2:40:34 PM	41m 13s
Novi Kusumaningrum	2/16/2022, 2:00:42 PM	2/16/2022, 2:40:24 PM	39m 42s
Dorita Setiawan	2/16/2022, 2:02:51 PM	2/16/2022, 2:40:23 PM	37m 32s