

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

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Academic Affairs Meeting (**14th meeting**) AY 2021-2022 was held on Wednesday, March 30, 2022 at 03:00 PM – 04:00 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]	Present
Dorita Setiawan, Ph.D [DOS]	Present
Manoharan Karthigasu, B.Sc, M.Ed [MAK]	Present
Novi Kusumaningrum [NOK]	Present

Present, Absent, Proxy, Expert

**Chair*

Guests	
n/a	

2. Discussion

Agenda	Discussion	Action	Vote
A. Meeting Agenda	The agenda on this meeting was to discuss the followings: 1. Taskforce Academic Ops Manual Vol-6 Working Progress 2. Academic Calendar 2022/23		
B. Remarks from the Chairperson	The Chair opened the meeting and explained the agenda. He highlighted that each PIC should expedite the process.		
C. Discussions	I. TASKFORCE ACADEMIC OPS MANUAL VOL-6 WORKING PROGRESS		

	<p>a) The Chair highlighted that each PIC should expedite the process.</p> <p>b) SDL commented that we need to use a consistent term for part time lecturer, whether we are going to use 'adjunct' or 'part-time faculty' or 'visiting professor'. The Chair advised SDL to propose the appropriate term and this will be discussed further in the Executive meeting.</p> <p>c) MAA suggested that we should include sabbatical leave to be discussed in the Faculty part when we regulating 'leave of absence' part.</p> <p>II. ACADEMIC CALENDAR AY 2022/2023</p> <p>a. We need to review the draft and will bring this to the Executive for approval.</p> <p>b. The Chair asked NOK to present the calendar and to explain related information concerning the calendar.</p> <p>c. NOK presented the calendar and informed that due to Idul Fitri holiday in the third week of April (22-23 April 2023), the end of semester would be after Idul Fitri. Teaching learning activities will be postponed during idul fitri holiday and will resume on 27 April. The final assessment week would be on 2 – 12 May 2023.</p> <p>d. SDL support the calendar arrangement in giving the break during idul fitri holiday instead of ending the semester just before idul fitri because it will put the bigger burden for the students to be ready for their final exams. This is the best possible scenario given the circumstances.</p> <p>e. FAP supported the arrangement but keep in mind that we need to request for special session to be built in BC CID. FAP also asked the Dens whether graduation date which is planned to be on 22 September is suitable for all Faculty. NOK noted the implication and</p>		
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	<p>would suggest to approve the calendar first and then will inform our plan to BC.</p> <p>f. SDL suggested to encourage the lecturers who are teaching UA courses to conduct final exam in the first couple days of May so they will not wait for too long. NOK thought that UA is more flexible. What she concerned is more about evaluation process because the grades will not be posted on BC official transcript because we are going to miss BC grades deadline by having different term with them.</p> <p>g. The draft is approved by the Standing Committee and will be brought to the Executive either through circular letter or through the meeting.</p>	MSC	

** 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 March 30, 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 – March 30, 2022

Standing Committee on Academic Affairs

Total Number of Participants	11
Meeting Title	[Invitation] 14th Meeting, Standing Committee on Academic Affairs
Meeting Start Time	3/30/2022, 2:55:39 PM
Meeting End Time	3/30/2022, 3:36:10 PM
Meeting Id	492623d5-b6f4-4858-a5ef-1d6521959471

Full Name	Join Time	Leave Time	Duration
Soepriyatna	3/30/2022, 2:55:39 PM	3/30/2022, 3:35:52 PM	40m 13s
Iwan Setiawan	3/30/2022, 2:55:52 PM	3/30/2022, 3:35:53 PM	40m
C I W Eka Budiarta	3/30/2022, 2:55:55 PM	3/30/2022, 3:35:50 PM	39m 55s
Media Anugerah Ayu	3/30/2022, 2:57:17 PM	3/30/2022, 3:35:57 PM	38m 39s
Surya Danusaputro Liman	3/30/2022, 2:57:32 PM	3/30/2022, 3:35:56 PM	38m 23s
Dorita Setiawan	3/30/2022, 2:57:39 PM	3/30/2022, 3:35:48 PM	38m 9s
Fakhrurrozi Adhi Permana	3/30/2022, 2:59:32 PM	3/30/2022, 3:36:10 PM	36m 38s
Novi Kusumaningrum	3/30/2022, 3:00:29 PM	3/30/2022, 3:35:48 PM	35m 18s
Wahyoe Soedarmono	3/30/2022, 3:01:49 PM	3/30/2022, 3:35:47 PM	33m 58s
Aulia Tirta	3/30/2022, 3:08:14 PM	3/30/2022, 3:32:14 PM	23m 59s
Manoharan Karthigasu	3/30/2022, 3:08:55 PM	3/30/2022, 3:35:47 PM	26m 52s