SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ACADEMIC AFFAIRS
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Academic Affairs Meeting (**15th meeting**) AY 2021-2022 was held on Wednesday, June 15, 2022 at 11:00 AM – 12:00 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 Budiartha, Ph.D [CEB]	Present
Iwan Setiawan, Ph.D [IWS]	Present
F Adhi Permana [FAP]	Present
Prof. Ir. Media Anugerah Ayu, M.Sc [MAA]	Absent
Dr. Wahyoe Soedarmono [WAS]	Absent
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. SU Graduate Profile 2. SKPI Template 3. Retake Policy 4. IS Curriculum update 5. Strategic Planning for Community Services (Renstra Pengabdian Kepada Masyarakat)		
B. Remarks from the Chairperson	The Chair opened the meeting and explained the agenda.		

C. Discussions	**I. SU GRADUATE PROFILE**		
	a) The Chair shared the graduate profile which is part of the SU General Education policy. Rewording has been done in order to be inline with SU profile. The adjustment was made only in the general competence part. There is no significance change in the content.		
	b) The forum agreed on the graduate profile narrative and will be brought to the executive for further approval.	MSC	
	II. SKPI TEMPLATE		
	a. It has been recommended by the Chair that for Attitude & General Skills part, we will not use the complete narrative, but stating the reference from PERMENDIKBUD No. 3 Th. 2020 which state the narrative that applied to all universities in Indonesia. With this way we save a lot of pages.		
	b. For the Graduate profile part, knowledge and specific competence will be derived from each of Program's graduate profile.		
	c. For the students have no specific achievement during their study, the Achievement and Activity part will be deleted for the respective students. AR will coordinate with SAA to get the content for this part from the students.		
	d. It was decided that the document will use dual language (Bahasa Indonesia & English) in one document. Bilingual style was supported by SDL and NOK. Specific Competence and Knowledge will based on the complete narrative from each of Study Program.		
	e. For this time, the issuance of SKPI will use manual merging. For the next, we might ask for Marketing Comm and IT for the design and for mass production.		
	f. The forum approved the template.	MSC	

III. RETAKE POLICY

a) NOK presented the draft. One of the reasons is to encourage the students to make use of the retake opportunity seriously, not only just retake and retake. A student may attempt the same course no more than 3 attempts.

b) This policy will be applied for 2022 intake and after, not being applied for the existing students. Auditing of courses also considered as one attempt. The exceptions are only applied for an extension on a project-based course such as Final Project/thesis and a course that being dropped before add/drop period.

c) Students should retake a course after failing to complete a course or earning a grade that may not meet his/her academic standard in his/her current academic program.

d) The highest grade of any attempts will be recorded and calculated in SU official transcript.

e) The Chair asked what if a student retake a course that still including in his/her credits range, do we charge this student? If the students pay tuition package rate (minimum 18 credits), the credit retake will be charged on top of the tuition package rate.

f) SDL commented that the idea of the retake is to give the students another opportunity to graduate by retaking courses they do not meet the minimum criteria of passing. If a student takes 15 credits + 3 retaking credits, will the student be charged for 18 credits tuition fee or charged for tuition package rate? NOK was not sure and The Chair suggested that we focus on the academic side and later in the executive we will hear the consideration about the financial side.

	g) FAP asked what if a student already took 3 attempts and still failed. Do we need to put a specific clause to regulate this? As this is a rare case, The Chair suggested that we do not put specific regulation for this matter but we can find a way in the advising process.		
	h) The SCAA members approved the draft to be brought to the executive.	MSC	
	i) CEB commented that it is good if we have a map on which courses that have high failing rates. NOK replied that we now have Student Success unit who provide support and monitor the courses which are considered as hard subjects.		
	IV. INFORMATION SYSTEMS CURRICULUM UPDATE		
	a) SDL presented the curriculum. The content is already mapping of IS courses to the IS Program Learning Outcomes (PLO). The document was also equipped with the course structure and the implementation plan of MBKM.		
	b) The Chair will check with Guruh when Executive meeting will be conducted the soonest and if it is schedule later, we will propose this with the circular approval.		
	c) The SCAA members approved the curriculum to be brought to the executive. Circular approval from Executive is needed.	MSC	
	V. STRATEGIC PLANNING ON COMMUNITY SERVICES		
	a) IWS presented the document. He added the research roadmap into the document that will be used as general guidelines for all faculty. The roadmap is planned from Year 2020 up to Year 2030 and consists of 5 phases. This will be included in the current SU Strategic Planning.		

	b) SDL questioned should the new Faculty of Arts and Science be included in this roadmap. The Chair asked IWS to include the new Faculty in the document. He also asked for consideration from the members what would be the best Indonesian term for Faculty of Arts and Science. c) IWS then presented Independent Research Fund policy to support the lecturers that do not get sufficient fund. This policy will be put in the Guideline on Research and Community Services. d) SDL commented that in the procedure there is an evaluation. Since it is independent research, is there a chance for the proposal to be rejected? Because we do not actually evaluate independent research. IWS will consider and revise it. e) IWS was updating the current Strategic Planning on Community Services document. Among others, the updates are made in the following areas; • Adding Mission & Vision of CRCS • SWOT • Adding Roadmap of Community Services • Program Strategic f) The Chair asked IWS to check it again and provide the document to be brought to the Executive. g) SDL informed the members that two FET students: Maya Anggun Beer (Computer Science) Nicholas Karel Subagyo (Industrial Engineering) have participated in the National Swimming competition for University Students and brought SU at the 4th place. All members congratulate FET students' achievement and The Chair suggested SDL to inform this news to SAA.	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 Jun 15, 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 – June 15, 2022
Standing Committee on Academic Affairs

Total Number of Participants	9
Meeting Title	[Invitation] 15th Meeting, Standing Committee on Academic Affairs
Meeting Start Time	6/15/2022, 10:54:32 AM
Meeting End Time	6/15/2022, 12:11:46 PM
Meeting Id	d5a3b352-9763-4e49-818a-a6a903577e55

Full Name	Join Time	Leave Time	Duration
Iwan Setiawan	6/15/2022, 10:54:32 AM	6/15/2022, 12:10:27 PM	1h 15m
C I W Eka Budiartha	6/15/2022, 10:54:36 AM	6/15/2022, 12:10:23 PM	1h 15m
Soepriyatna	6/15/2022, 10:54:57 AM	6/15/2022, 12:10:26 PM	1h 15m
Aulia Tirta	6/15/2022, 10:57:20 AM	6/15/2022, 12:10:25 PM	1h 13m
Fakhrurrozi Adhi Permana	6/15/2022, 10:57:32 AM	6/15/2022, 12:11:46 PM	1h 14m
Dorita Setiawan	6/15/2022, 10:57:32 AM	6/15/2022, 12:10:24 PM	1h 12m
Manoharan Karthigasu	6/15/2022, 10:58:20 AM	6/15/2022, 12:10:24 PM	1h 12m
Surya Danusaputro Liman	6/15/2022, 11:00:07 AM	6/15/2022, 12:10:27 PM	1h 10m
Novi Kusumaningrum	6/15/2022, 11:00:59 AM	6/15/2022, 12:10:21 PM	1h 9m