SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ACADEMIC AFFAIRS
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Academic Affairs Meeting (**16th meeting**) AY 2022-2023 was held on Tuesday, July 12, 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]	Present
Dr. Wahyoe Soedarmono [WAS]	Present
Aulia Tirta [AUT]	Present
Dorita Setiawan, Ph.D [DOS]	Present
Manoharan Karthigasu, B.Sc, M.Ed [MAK]	Absent
Novi Kusumaningrum [NOK]	Present

Present, Absent, Proxy, Expert   *Chair

Guests	
Andrey Hasiholan Pulungan	Head of Accounting Study Program

2. Discussion

Agenda	Discussion	Action	Vote
A. Meeting Agenda	Agenda in this meeting: to discuss the following documents: 1) Accounting Curriculum Update 2) Draft Policy: Textbook Adoption 3) Draft Policy: Instructional Modes of Delivery 4) Draft Policy: Intl Conference Attendance, Journal Submission, and Undergraduate Research Assistant		
B. Remarks from the Chairperson	The Chair opened the meeting and was thanking the SCAA members and Pak Andrey Hasiholan Pulungan [AHP] from Accounting Study Program as a guest for joining the meeting.		

C. Discussions	**I. ACCOUNTING CURRICULUM UPDATE**		
	a) The Chair gave the time for AHP as head of Accounting (ACCT) Study Program to present the curriculum update.		
	b) AP explained that ACCT updated curriculum has considered the possibility of the students in pursuing AA degree from Broward College.		
	c) AP also stated that in the updated curriculum, MBKM plan has been included to comply the requirements from DIKTI. ACCT Department has specified the credits that must be taken within Accounting Study Program (min 88 cr), can be taken from other study program at SU (max 18 cr), and can be taken from outside SU (max 40 cr).		
	d) MAA asked about the max credits that can be claimed by a student from Internship. MBKM plan in the updated ACCT curriculum stated that students may claim up to 22 credits from the internship. Would it be possible since our regular internship is only 6 credits? AHP explained that this max 22 credit must not replaced the compulsory credits (88 + 18). It should be part of the 40 credits that are possible to be taken outside SU.		
	e) SCAA members approved the document and agreed to bring this to the Executive meeting.		
	II. TEXT ADOPTION POLICY		MSC
	a. The Chair presented the policy draft. The principle of this textbook policy are as follows: 　1) Educational appropriateness 　2) Cost & Accessibility 　3) Early Adoption 　4) Materials previously used will be adopted for the late faculty assignment. 　5) Should ensure the significant portion of textbook that is going to be used. 　6) Strongly encourage the use of electronic version of textbook when available. 　7) All textbook adoption information should be submitted to the library by the deadline.		

	b. NOK asked who will set the deadline for the text adoption? The Chair suggested that the deadline should be set by the Library, and it will be stated in the academic calendar. SDL confirmed that usually Library set the deadline in advance. c. SDL suggested to consider copyright issues for point 6. The Chair propose to include a sentence "without violating copy right." d. WAS asked how do we measure a significant portion on point 5? The Chair give the example of usage around 50%-60% portion in dealing with main textbook. SDL commented that in Engineering, we usually have two types of textbooks: primary textbook and supplementary textbook. e. The SCAA members agreed to bring this policy to the Executive Meeting for further discussion **III. INSTRUCTIONAL MODES OF DELIVERY** a. The Chair presented the policy draft. The types of the instructional modes are as follows: 1) Face to face 2) Flipped Instruction (added) 3) Online Instruction 4) Hybrid Instruction 5) Lab or Practicum 6) Internship/Practice b. SDL added that for UA courses, the instruction is typically using Flipped Instruction. The Chair added this typed of instructional mode in the policy draft. c. WAS asked should we specify which activities are conducted online and other activities are to be conducted face to face as written in the draft? The Chair modified the draft that both the presentation of content and higher order activities can be conducted online or offline. f) FAP give additional information that in BC, there are two kinds of online class, which are online & online live. Online is typically asynchronous, while online live is a synchronous class and the lecturer need a		

	specific training to be able to teach with this learning mode. g) The SCAA members agreed to bring this policy to the Executive Meeting for further discussion	
	IV. INTERNATIONAL CONFERENCE AND JOURNAL SUBMISSION a) The Chair asked IWS, head of CRCS to present the policy draft. The Chair also reminded the forum that it is one of the most important policies that will affect faculty members. b) IWS presented the policy draft. The purpose of this policy is to regulate three new funded program through CRCS; 1- International Conference attendance, 2- Journal Submission, 3- Undergraduate research assistant. c) **International Conference attendance**: the program is aimed to support the lecturers who would like to attend international conference as a speaker or a presenter. The program grants Rp. 20.000.000 per full time lecturer per academic year in a first come basis. d) CEB asked; does 'letter of acceptance' should be submitted as requirement? SDL responded that an acknowledgment, such as letter of acceptance or invitation. e) MAA; it should be proposed at least 3 months before the event. Should be differentiate between Speaker and Presenter. Speaker is usually invited and will be covered by the organizer. They do not need support funding. We need to concentrate for Presenter. f) **Journal publication**: intends to provide the publication fee of Rp. 10.000.000 per full lecturer per academic year. The journal should be reputable such as Scopus or other reputable indexer. g) MAA suggested that the correct term is journal publication, not submission. However, WAS informed that in Business, we need to	MSC

	pay for the submission, not after the paper is being published. h) Chair: suggest adding 'In the case that the submission fee is required, CRCS will reimburse the fee if the paper is accepted for publication'. i) SDL asked whether we need to put the qualification journal level, for instance put the minimum for Q3 or Q4 level? It is decided to put minimum Q3 level or equivalent. j) **Undergraduate research assistant**: intends to support lecturers in conducting research by giving allowance to the students as research assistant. The value is maximum Rp. 1.800.000 per month per research assistant. k) MAA asked how long is the max period to have the assistant? It is decided to put max for 6 months. It would be better if we put also that minimum requirement that research assistant should be at least 4th semester students. l) SCAA agreed to bring this proposal to the Executive Meeting.		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 July 12, 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 – July 12, 2022
Standing Committee on Academic Affairs

Attended participants   11
Start time   7/12/22, 10:54:22 AM
End time   7/12/22, 12:20:45 PM
Meeting duration   1h 26m 23s
Average attendance time   1h 16m 51s

Name	First join	Last leave	Duration
Andrey Hasiholan Pulungan	7/12/22, 10:54:42 AM	7/12/22, 11:13:56 AM	16m 13s
Iwan Setiawan	7/12/22, 10:54:51 AM	7/12/22, 12:20:29 PM	1h 25m 37s
Christianus I Wayan Eka Budiartha	7/12/22, 10:56:07 AM	7/12/22, 12:20:21 PM	1h 24m 14s
Aulia Tirta	7/12/22, 10:56:19 AM	7/12/22, 12:20:20 PM	1h 24m 1s
Media Anugerah Ayu	7/12/22, 10:56:32 AM	7/12/22, 12:20:25 PM	1h 23m 53s
Surya Danusaputro Liman	7/12/22, 10:56:47 AM	7/12/22, 12:20:26 PM	1h 23m 38s
Wahyoe Soedarmono	7/12/22, 10:57:48 AM	7/12/22, 12:20:22 PM	1h 22m 34s
Dorita Setiawan	7/12/22, 10:57:54 AM	7/12/22, 12:20:21 PM	1h 22m 27s
Fakhrurrozi Adhi Permana	7/12/22, 10:58:26 AM	7/12/22, 12:20:45 PM	1h 22m 18s
Soepriyatna	7/12/22, 10:59:58 AM	7/12/22, 12:20:25 PM	1h 20m 27s
Novi Kusumaningrum	7/12/22, 11:00:20 AM	7/12/22, 12:20:18 PM	1h 19m 58s