

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

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Academic Affairs Meeting (**17th meeting**) AY 2022-2023 was held on Friday, November 4, 2022 at 10:00 AM – 11:00 AM (Indonesian Time) via hybrid mode.

1. Attendance at Meeting

Committee Members	
Dr. Soepriyatna *	Present
Dr. Wahyoe Soedarmono [WAS]	Present
Surya D Liman, Ph.D [SDL]	Absent
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
Desyarti Safarini TLS, M.Si [DST]	Present
Aulia Tirta [AUT]	Absent
Dorita Setiawan, Ph.D [DOS]	Present
Tika Endah Lestari, M.Si [TEL]	Present
Novi Kusumaningrum [NOK]	Present

Present, Absent, Proxy, Expert

**Chair*

Guests	
Pananda Pasaribu [PAP]	Head of Management Study Program
Dairion [DAI]	GR Officer
Alfiansyah [ALF]	QAIR
Alfi Syukrina Amir [ASA]	QAIR

2. Discussion

Agenda	Discussion	Action	Vote
A. Meeting Agenda	Agenda in this meeting is to discuss the followings: 1) Proposal of MBA Opening 2) Report on New Advising Piloted Project		
B. Remarks from the Chairperson	The Chair opened the meeting and informed the forum that we are going to open MBA Program, therefore SCAA need to review the proposal. The second agenda was hearing the report from the Head of Academic Operation regarding piloted new Advising mechanism.		

<p>C. Discussions</p>	<p>I. MBA Proposal</p> <p>a) The Chair gave the time for WAS to present the MBA opening proposal.</p> <p>b) AP explained the Proposal of opening the MBA program consists of the followings sections;</p> <ol style="list-style-type: none"> 1) Curriculum <ul style="list-style-type: none"> - Uniqueness of the Program - Graduate Profile - Learning Outcome - Curriculum Structure 2) Lecturers 3) Units administering the Program <p>c) The Chair commented on the followings;</p> <ul style="list-style-type: none"> - Uniqueness should be defined clearly in 3 up to 5 main distinctive and convincing points, - Certification plan should be mentioned in the curriculum. - Suggested WAS to do a market Survey and display its results in the proposal, considering Market signal, technology advancement and tracer study. - MBKM should be included - Comparison list with other MBA programs <p>d) DAI commented that course code should not be same, The Chair suggested WAS to discuss with AR for the course coding. DAI also commented that one of faculty member seems to be a PNS (government official), so WAS needs to check it again whether he is eligible.</p> <p>e) MAA commented on the followings; 1) the need to show the claim of uniqueness is important by comparing similar study program, 2) usually curriculum is not only showing the PLO and graduate profile (GP), but also shows the mapping of PLO to GP and the mapping of SLO to PLO, 3) writing need to be checked, i.e Universitas Sampoerna/Sampoerna University? Still stated Psychology Program Study on Rector's declaration page.</p>		
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	<p>f) DOS commented that the proposal should clearly define the “sustainability skills” that used in the proposal and need to show the uniqueness in the curriculum map.</p> <p>g) The chair asked the FOB team to update the proposal by considering input and comments from the meeting participants.</p> <p>h) SCAA agreed to bring the proposal to the Executive Meeting for further approval.</p> <p>II. New Advising Flow Piloted Project</p> <p>a. The Chair asked NOK to present the new advising flow report.</p> <p>b. NOK presented the result and report;</p> <ol style="list-style-type: none"> 1) New course registration flow as proposed by Bu Lauren’s team; student registers the courses, SPAC reviews and approves (no more Faculty Advisor) and then AR registers the approved courses. 2) Launched a pilot group in the beginning of Fall 2022 3) After registration period, we collect the feedback from related Head of Department (HOD), IT, SPAC and AR 4) Positive takeaways: takes away some burdens from Faculty advisor, quicker to solves issues although not always easier to catch errors, faster approval process. 5) Best practices: HOD share the knowledge with SPAC, Faculty Advisor (FA) & HOD check registered courses after SPAC approval, HOD had group advising and SPAC attended and took notes. 6) Need to look out for the followings; communication and coordination SPAC- Faculty Advisors, program knowledge – SPAC need to understand the intricacies of each program, student do not meet faculty advisor anymore 7) What we are going to do: system modification and online coordination. 8) System modification we made: added ‘advising record’ on academic advisory list containing advising record notes. 	<p>PAP & WAS will finalize the proposal</p>	
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	<p>9) Sharing best practices: sharing updated degree audit, group advising, briefing with SPAC prior to registration period, FA double check student course registration in the system.</p> <p>10) Next steps; continue finalizing modification on ACADIS, info session for faculty and related units, email announcements to the students regarding new advising flow.</p> <p>c. CEB commented that advising is not only about course registration, but we also need to be aware that advising is a consultation process to the students in communicating the best strategy to accomplish the program. NOK responded that considering the dynamic of each program, we will leave it to the faculty to figure out how the best way to communicate to the students. We can share the new modifications in the system and facilitate further discussion related to this.</p> <p>d. The Chair suggested that during the info session for FA, we need to have hands on practice on what should be done. NOK agreed and will talk to IT.</p>	NOK will discuss with IT for hands on practice	

** 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 November 4, 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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ATTENDANCE
STANDING COMMITTEE ON ACADEMIC AFFAIRS MEETING

4 November 2022, 10:00 AM – 11:00 AM

Nr.	Name	Position	Signature/ Attendance
1	Dr. Soepriyatna (SP)	Chair	<i>Sayyudin</i>
2	F Adhi Permana [FAP]	Secretary	<i>attended online</i>
3	Dr. Wahyoe Soedarmono [WAS]	Member	<i>WAS</i>
4	Surya D Liman, Ph.D [SDL]	Member	
5	Dr. C.I.W Eka Budiarta [CEB]	Member	<i>Budiarta</i>
6	Iwan Setiawan, Ph.D [IWS]	Member	<i>Iwan</i>
7	Prof. Ir. Media Anugerah Ayu, M.Sc [MAA]	Member	<i>attended online</i>
8	Tika Endah Lestari, M.Si. (TEL)	Member	<i>TEL</i>
9	Aulia Tirta [AUT]	Member	-
10	Dorita Setiawan, Ph.D [DOS]	Member	<i>attended online</i>
11	Desyarti Safarini TLS, M.Si (DST)	Member	<i>Desyarti</i>
12	Novi Kusumaningrum [NOK]	Member	<i>attended online</i>
13	Elan Merdy	VRCGA	-
14	Endriyani Widyastuti	VRARO	
15	Pananda Pasaribu	Head of MGT Prog.	<i>Pananda</i>
16	Dairion	GR Officer	<i>Dairion</i>
17	Alfiansyah	QAIR	<i>attended online</i>
18	Alfi Syukrina Amir	QAIR	<i>attended online</i>
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