

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

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Academic Affairs Meeting (**18<sup>th</sup> meeting**) AY 2022-2023 was held on Tuesday, March 7, 2023 at 10:00 AM – 11:00 AM (Indonesian Time) via Ms-Teams.

## 1. Attendance at Meeting

Committee Members	
Dr. Soepriyatna *	Present
Dr. Wahyoe Soedarmono [WAS]	Present
Surya D Liman, Ph.D [SDL]	Present
C.I.W Eka Budiarta, Ph.D [CEB]	Absent
Iwan Setiawan, Ph.D [IWS]	Absent
F Adhi Permana [FAP]	Present
Prof. Ir. Media Anugerah Ayu, M.Sc [MAA]	Present
Desyarti Safarini TLS, M.Si [DST]	Present
Aulia Tirta [AUT]	Present
Dorita Setiawan, Ph.D [DOS]	Present
Tika Endah Lestari, M.Si [TEL]	Absent
Novi Kusumaningrum [NOK]	Present

*Present, Absent, Proxy, Expert*

*\*Chair*

Guests	
Anak Agung Ngurah Perwira Redi [APR]	Head of IE Study Program

## 2. Discussion

Agenda	Discussion	Action	Vote
A. Meeting Agenda	<p>Agenda in this meeting is to discuss the followings:</p> <ol style="list-style-type: none"> <li>1) IE Curriculum Approval</li> <li>2) Integration of Research &amp; Community Services to Teaching &amp; Learning</li> <li>3) Report from Working Groups related Guidelines on Curriculum Development and Teaching Learning</li> </ol>		
B. Remarks from the Chairperson	The Chair opened the meeting and highlighted the importance of the Integration of Research & Community Services to Teaching & Learning as it always questioned during accreditation.		

<p>C. Discussions</p>	<p><b>I. IE Curriculum Document (2022)</b></p> <p>a) APR presented the updated Curriculum Document. The main points to fulfill the requirements of several things, considering factors such as MBKM program, minor revision of Vision &amp; Mission Statement and comply with the new curriculum developed by BKSTI (Badan Kejuruan Studi Teknik Industri) as well as IABEE (Indonesian Accreditation Board for Engineering Education).</p> <p>b) APR explained that the document consists of 10 segments:</p> <ol style="list-style-type: none"> <li>1) Curriculum Foundation</li> <li>2) Visions &amp; Missions and also Strategy of the Study Program</li> <li>3) Curriculum Evaluation &amp; Tracer Study</li> <li>4) Graduate Profile &amp; Program Learning Outcomes</li> <li>5) Formulation of Body of Knowledge</li> <li>6) List of Courses</li> <li>7) Course Structure in the Curriculum</li> <li>8) Distribution of Courses in each Semester</li> <li>9) Implementation Plan of MBKM</li> <li>10) Management of Curriculum</li> </ol> <p>c) APR explained that our IE Program Learning Outcomes (PLO) has been correlated with the PLO which are recommended by IABEE. The relation is described in the curriculum document.</p> <p>d) APR explained the plan of MBKM in IE Curriculum as follow:</p> <ul style="list-style-type: none"> <li>- Courses taken at other study program at SU (maximum 12 credits)</li> <li>- Courses taken at other Institutions that can be articulated as SU's courses (maximum 40 credits)</li> <li>- Courses taken at Industries or at other Institutions that can be articulated as SU's courses (maximum 20 credits)</li> <li>- Courses offered by IE to other Study Program at SU as MBKM courses</li> <li>- Courses offered by SU to other Institutions as MBKM</li> </ul>		
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	<p>e) The Chair questioned why the document was called Curriculum Document 2022, instead of 2023? SDL explained that the content has been used since Fall 2022.</p> <p>f) SCAA agreed to bring the proposal to the Executive Meeting for further approval.</p> <p><b>II. Integration of Research &amp; Community Services to Teaching &amp; Learning</b></p> <p>a. IWS presented the document via video recording as he was in a community service activity.</p> <p>b. The mechanism of the integration are as follows;</p> <ol style="list-style-type: none"> <li>1) Research and Community Research-based Instruction</li> <li>2) Research Project &amp; Community Research in Class</li> <li>3) Incorporate the development of research skills into the Curriculum</li> <li>4) Incorporating current research topics</li> </ol> <p>c. The outcome of the integration activities can be in the form of Lesson Plan (RPS) and Teaching Materials. While the procedure covers the following steps:</p> <ul style="list-style-type: none"> <li>- Identifying</li> <li>- Designing</li> <li>- Implementing</li> <li>- Evaluating</li> </ul> <p>d. The Chair commented that there were still some questions about the technical, so he recommended postponing the discussion for this matter.</p> <p>e. SDL also commented that in IE, we included the papers as supporting materials. The Chair supported this idea.</p> <p><b>III. Reports from the Working Groups</b></p> <p>a. MAA reported that the group has been working on the Guideline of Curriculum Development and set significant changes in</p>	MSC	
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	<p>the concept of the Graduate Profile. Previously it was more into the position of the graduates, but now it is more to what the attributes we want the graduates to have. Three points that recommended to be included in the graduate profile are; Knowledge and Technical Skills, Soft Skills for personal development and Soft Skills needed for community development.</p> <p>b. MAA informed that the short version of Program Learning Outcomes (PLO)/Capaian Pembelajaran (CPL) will be mapped to the long version of CPL in KKNI.</p> <p>c. MAA also explained about the phases of the curriculum development which comprises of:</p> <ul style="list-style-type: none"> <li>- Program's mission and vision</li> <li>- Graduate Profile</li> <li>- Program Learning Outcomes</li> <li>- Study Materials</li> <li>- Courses</li> <li>- Courses Learning Outcomes</li> </ul> <p>d. DOS asked where all of this process and document is stored, The Chair and MAA responded that it will be explained in the part III of this document, related to the Evaluation process.</p> <p>e. The Chair recommended tht Study Program will conduct curriculum mapping and PLO assessment in coordination with Institutional Research (IR).</p> <p>f. DST reported that the group has been working on the Guideline of Teaching-Learning, Monitoring and Evaluation by updating the followings;</p> <ul style="list-style-type: none"> <li>- Update the government regulation to be used as reference for the guideline</li> <li>- Update the contents to meet to meet current SU conditions and current government regulations</li> <li>- Create the flow-chart for monitoring and evaluation of teaching-learning activities</li> <li>- Update &amp; Develop Instruments, namely Student Feedback/EDOM, Post-teaching report/BAP, Assessment material approval and Teaching reflections for lecturers.</li> </ul>		
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	g. The next activities would be final review and proof read the guidelines, including the English version. h. The Chair asked DST to consider the 'administrative fatigue' of the faculty members and to find ways to reduce the burden of faculty members and HOD in this monitoring process.		

\* 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 7, 2023

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

### 5. Next Meeting Date

- To be advised

### 6. Attachment

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## MEETING ATTENDANCE

Meeting title	[Invitation] 18th Meeting, Standing Committee on Academic Affairs
Attended participants	10
Start time	3/07/23, 9:45:10 AM
End time	3/07/23, 11:05:54 AM
Meeting duration	1h 20m 44s
Average attendance time	1h 3m 6s

### Participants

Name	First Join	Last Leave	In-Meeting Duration
Fakhrurrozi Adhi Permana	3/07/23, 9:57:46 AM	3/07/23, 11:05:54 AM	1h 8m 8s
Soepriyatna	3/07/23, 9:56:13 AM	3/07/23, 11:05:36 AM	1h 9m 22s
Media Anugerah Ayu	3/07/23, 9:56:15 AM	3/07/23, 11:05:37 AM	1h 9m 22s
Aulia Tirta	3/07/23, 9:56:15 AM	3/07/23, 11:05:32 AM	1h 9m 16s
Dorita Setiawan	3/07/23, 9:56:31 AM	3/07/23, 11:05:36 AM	1h 9m 4s
Desyarti Safarini	3/07/23, 9:58:03 AM	3/07/23, 11:05:35 AM	1h 7m 31s
Surya Danusaputro Liman	3/07/23, 9:58:57 AM	3/07/23, 11:05:36 AM	1h 6m 39s
Novi Kusumaningrum	3/07/23, 9:59:36 AM	3/07/23, 11:05:30 AM	1h 5m 54s
Wahyoe Soedarmono	3/07/23, 10:01:01 AM	3/07/23, 11:05:33 AM	1h 4m 32s
Anak Agung Ngurah Perwira Redi	3/07/23, 10:09:44 AM	3/07/23, 10:30:53 AM	21m 9s