

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

Notice is hereby given that the Sampoerna University Standing Committee on Academic Affairs Meeting (**19<sup>th</sup> meeting**) AY 2022-2023 was held on Tuesday, April 12, 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]	Absent
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
Desyarti Safarini TLS, M.Si [DST]	Absent
Aulia Tirta [AUT]	Present
Dorita Setiawan, Ph.D [DOS]	Present
Tika Endah Lestari, M.Si [TEL]	Present
Novi Kusumaningrum [NOK]	Present

*Present, Absent, Proxy, Expert*

*\*Chair*

Guests	
Alfi Syukrina Amir [ASA]	QA Dept.
Caesilia Ika Widanti [CWI]	Psychology Study Prog.

## 2. Discussion

Agenda	Discussion	Action	Vote
A. Meeting Agenda	<p>Agenda in this meeting is to discuss the followings:</p> <ul style="list-style-type: none"> <li>a) QA Policy Update</li> <li>b) Curriculum of Psychology Study Program</li> <li>c) Academic Calendar AY 2023/2024</li> <li>d) Progress of Academic Manual (Volume 6)</li> <li>e) New Design of Lecturers Evaluation by Students (EDOM)</li> </ul>		
B. Remarks from the Chairperson	The Chair opened the meeting and welcome the guests from QA Department and from Psychology Study Program		

Agenda	Discussion	Action	Vote
C. Discussions	<p><b>I. QA Policy Update</b></p> <p>a) ASA informed the updated policy which have update on the followings:</p> <ul style="list-style-type: none"> <li>- Internal Quality Assurance System principles implemented at Sampoerna University are quality first, stakeholders-in, the next process is our stakeholders, speak with data, and upstream management</li> <li>- Management of the quality assurance used at Sampoerna University is the PPEPP model, a transformation of PDCA (Plan, Do, Check, and Action)</li> </ul> <p>b) ASA also informed the additional on the followings:</p> <ul style="list-style-type: none"> <li>- The Background to the Implementation of Internal Quality Assurance System (SPMI)</li> <li>- Parties Affected by the Policy</li> </ul> <p>c) FAP asked what are the most importance updates on the recent policy. ASA explained that the important changes are on the background of the principles for QA and the number of standards from 20 to 28 standards. The Chair questioned what are the reasons behind adding the standards? SAA responded that the 4 additional standards support higher education institution implementation and to support other accreditation that strengthen the Missions, Visions, Governance and Students.</p> <p>d) SCAA agreed to bring the Updated QA Policy to the Executive Meeting for further approval.</p> <p><b>II. Curriculum of Psychology Study Program</b></p> <p>a. The Chair asked CWI to present the document</p> <p>b. CWI presented the document that consist of the followings;</p> <ol style="list-style-type: none"> <li>1) Visions, Missions, Purpose and Strategy</li> <li>2) Graduate Profiles</li> <li>3) Body of Knowledge</li> </ol>	MSC	

Agenda	Discussion	Action	Vote
	<p>4) Distribution of Courses in each Semesters</p> <p>c. The Chair commented that offering 23 credits in the 6<sup>th</sup> semester is too many, while there were only 6 credits in the 8<sup>th</sup> semester. The ideal one is around 18 credits, and maximum is 21 credits.</p> <p>d. NOK commented that since we charge the students for Summer, she alerted CWI if Psychology Study Program will distribute the credits course in Summer. CWI will look at the curriculum document again to re-arrange the credits distribution.</p> <p>e. SDL asked is there any professional psychological associations from US or local that has own PLO, so it can be mapped to them as well? CWI responded that a recommendation from the local psychological association has been accommodated in this document. It is confirmed by TEL and will look at APA (American Psychological Association) as reference as well. SDL also reminded the Study Program to put note if part of PLOs is derived from the association.</p> <p>f. All SCAA members in this meeting agreed to bring the Curriculum to the University Executive Meeting for further approval, with revisions.</p> <p><b>III. Academic Calendar AY 2023/2024</b></p> <p>a. The Chair asked NOK to present the proposal of the Calendar for academic year 2023/24.</p> <p>b. NOK presented the Calendar by explaining the important dates.</p> <p>c. NOK informed the highlights:</p> <ul style="list-style-type: none"> <li>- All approval of students' course registration will be approved by SPAC. We give a week break after the registration period.</li> </ul>	MSC	

Agenda	Discussion	Action	Vote
	<p>d. DOS asked whether we would include any survey in our calendar? NOK responded that we do not include the Survey in the Calendar. We will inform Survey activities in the Semester Kick-off session.</p> <p>e. All SCAA members in this meeting agreed to bring the Academic Calendar AY 2023/24 to the University Executive Meeting for further approval, with revisions.</p> <p><b>IV. Progress on the Arrangement of Academic Manual (Vol. 6)</b></p> <p>a) The Chair asked FAP to explain the progress.</p> <p>b) FAP explained that with all input and feedback from the VRAA as well SU President that Academic Manual Vol 6 is now more concentrate on Faculty Matters.</p> <p>c) The Chair explained that will be focusing on the Faculty/Lecturers. Regulations concerning academic Operation and Courses are available in other Volumes (Campus Community Vol-II, Lecturers Handbook Vol-IV, Student Handbook Vol-VII).</p> <p>d) NOK asked whether Academic Policy will be replaced by this Academic Handbook/Manual? How about the University Catalog? The Chair responded that in the next development we will be focus only on the Manual, SU Catalog, Student Handbook &amp; Lecturer Handbook. Once all volumes are collected, there will be one session to crosscheck across the manuals.</p> <p>e) All SCAA members in this meeting agreed to bring the Academic Manual Vol-6 to the University Executive Meeting for further governance process.</p> <p><b>V. New Design of Lecturers Evaluation by Students (EDOM)</b></p> <p>a) FAP informed the meeting that CETL will use a new Student Feedback design (EDOM)</p>	<p>MSC</p> <p>MSC</p>	

Agenda	Discussion	Action	Vote
	<p>starting from this semester, therefore it need endorsement from the SCAA before implementation. This new design is part of the Teaching-Learning Development &amp; Monitoring Guideline, however the whole policy has not been finalized.</p> <p>b) On behalf of DST, NOK presented the new design of the Student Questionnaire (EDOM – Evaluasi Dosen oleh Mahasiswa). This has been reviewed by VRAA and SU President. It consists of (I) Student Self-Reflection, (II) General Course Evaluation, (III) Lecturers' Teaching Performance, (IV) Overall Quality of the Course.</p> <p>c) All SCAA members in this meeting agreed to use this New Lecturers Evaluation by Students (EDOM) by the end of Spring 2023 Semester.</p> <p>d) The results of the students questionnaire will be shared to Institutional Research (IR) as well.</p>	MSC	
D. Closing	The Chair reminded IWS that Integration of Research in Teaching needs to be finalized. The Chair also will give an opportunity for MAA (Curriculum Guideline Working Group) and DST (Teaching Learning Monitoring Working Group) to present the progress of their working groups in the next SCAA meeting.		

*\* 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 April 12, 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**  
**Online Via MS-Team**

Meeting title	[Invitation] 19th Meeting, Standing Committee on Academic Affairs
Attended participants	12
Start time	4/12/23, 9:56:43 AM
End time	4/12/23, 11:13:27 AM
Meeting duration	1h 16m 44s
Average attendance time	1h 1m 16s

**Participants**

Name	First Join	Last Leave	In-Meeting Duration
Fakhrurrozi Adhi Permana	4/12/23, 9:57:14 AM	4/12/23, 11:13:27 AM	1h 16m 12s
Tika Lestari	4/12/23, 9:56:51 AM	4/12/23, 11:13:01 AM	1h 16m 9s
Iwan Setiawan	4/12/23, 9:57:09 AM	4/12/23, 11:13:02 AM	1h 15m 53s
Soepriyatna	4/12/23, 9:57:18 AM	4/12/23, 11:13:02 AM	1h 15m 43s
Alfi Syukrina Amir	4/12/23, 9:57:31 AM	4/12/23, 10:15:11 AM	17m 39s
Aulia Tirta	4/12/23, 9:57:45 AM	4/12/23, 11:12:58 AM	1h 15m 12s
Christianus I Wayan Eka Budiartha	4/12/23, 9:59:02 AM	4/12/23, 11:13:03 AM	1h 14m
Caesilia Ika Widanti	4/12/23, 9:59:04 AM	4/12/23, 10:37:47 AM	38m 43s
Dorita Setiawan	4/12/23, 9:59:05 AM	4/12/23, 11:12:57 AM	1h 13m 52s
Novi Kusumaningrum	4/12/23, 9:59:36 AM	4/12/23, 11:12:58 AM	1h 13m 21s
Surya Danusaputro Liman	4/12/23, 10:06:25 AM	4/12/23, 11:13:02 AM	1h 6m 37s
Media Anugerah Ayu	4/12/23, 11:01:08 AM	4/12/23, 11:13:03 AM	11m 55s