

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting 002 – AY 2025/2026 was held in hybrid mode on Thursday, August 7th, 2025 (Jakarta time) at SU Campus and on MS Teams. The meeting established a quorum as voting members attended with the following details:

Attendance at Meeting:

Present : Marshall Schott (MS), Surya D. Liman (SDL), Erik Krauss (EK), Soepriyatna (SOE), Rahajeng Tyas Astari (RTA), Antonius Siahaan (AS), C.I.W. Eka Budiarta (CIWEB), Ade Iva Murty (AIM), Novi Kusumaningrum (NK), Guruh Tri Nugroho (GTN)

Regret : Wahdi S. April Yudhi (WSAY, Chair), Elan Merdy (EM), Farid Triawan (FT)

Guests : Maryka A. Kinasih (MAK), Dian Mayasari (DM)

Chaired by : Surya D. Liman (SDL) –*in absence of WSAY*

Agenda Summary:

1. Opening and Call to Order – Quorum verified.
2. Consent Agenda – Minutes of July 10th, 2025, approved.
3. Special Announcement & Reports
 - Approval of “The Use of Turnitin Policy”
4. Items for Consideration
 - Internal Audit Reports
 - SU Planning
5. New Business
 - FOE Partnership with PT Mirai Eduventura Indonesia
 - Update on APT Accreditation
6. Adjournment at 10:09 am

Key Discussions & Decisions

The Use of Turnitin Policy was approved unanimously. Policy rationale: address duplicate accounts, define stakeholder roles, and integrate Turnitin with Canvas to support ethical academic practices. Similarity scores serve as a learning tool, not solely enforcement. The motion proposed by SDL, seconded by SOE and received unanimous approval from the attending UE members. Rector’s Decree to be issued and noted for Senate.

QAIRP completed internal audits for Management (70% compliance), Accounting (80%), Information Systems (55%), and Computer Science (90%) between June–July 2025. Findings can inform NECHE Annual Report and future program reviews. Post-audit responses will be included in the final report with interventions categorized under red findings.

SU must produce a planning document (long-term 2015–2030, mid-term, short-term). Current documents: SU Master Development 2012–2026, SU Strategic Plan 2015–2020, Strategic Plan 2022–2025. Rector’s Decree will backdate SU Plan Document 2015–2030. Scorecards will be aligned with NECHE/BAN-PT standards and publicly disclosed. Annual Operational Plans for 2025–2026 will be developed by units and adopted at the faculty level, focusing on Tri Dharma while coordinating with Marketing for enrollment support.

Partnership with PT. Mirai Eduventura Indonesia approved. Focus: internships, study abroad, cross-cultural exchanges, global competencies, and professional skills. Supports SU’s commitment to experiential learning and Mirai Eduventura’s mission of shaping globally minded citizens.

APT accreditation submission was delayed due to PD-DIKTI synchronization issues. Visit to DIKTI planned; daily checks ongoing. If unresolved by October, an extension will be requested.

Adjournment

Meeting adjourned at 10:09 am.

Next meeting: August 21st, 2025.



University Executive

Meeting 002– AY25/26

August 7th, 2025

Document Name: Meeting Agenda UE002 – AY 25/26

Date: August 7th, 2025

Appendix No: 1

Corresponding Agenda Item: Meeting Agenda

Brief Description of Document:

A structured outline that organizes the topics to be discussed in UE meeting. The topic discussed ranges from administrative and academic updates, strategic initiatives and policy reviews, budget/finance overviews, and an open forum for additional topics or concerns. This agenda ensures that meetings are efficient and that all essential matters are addressed.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Noting

AGENDA

University Executive Meeting

Thursday, August 7th, 2025

No.	Particulars	Action	Presented by
1.	Opening by the Chair of the University Executive		
2.	Convene Regular Meeting		
2.1.	Calling the Meeting to Order	Noting	Chair
3.	Verification for Quorum		
3.1.	The Chair verifies a quorum	Approval	Chair
4.	Consent Agenda		
4.1	Minutes of Previous Meeting Approved as presented	Noting	Chair
5.	Special Announcement & Reports		
5.1	Standing Committee of Academic Affairs		
	5.1.1. The Use of Turnitin Policy	Approval	SDL
6.	Items for Consideration		
6.1	Internal Audit Reports	Noting	SOE
6.2	SU Planning	Noting	SOE
7.	New Business		Chair
7.1	FOE Partnership with PT Mirai Eduventura Indonesia	Noting	CIWEB
7.2	Update on APT Accreditation	Noting	SDL
8.	Adjourning the Meeting		Chair

Document Name: Meeting Agenda UE002 – AY 25/26 Date: August 7th, 2025 Appendix No: 2 Corresponding Agenda Item: The Use of Turnitin Policy
Brief Description of Document: This policy ensures that Turnitin is used transparently and fairly to maintain academic integrity and enhance the learning experience for both students and faculty. It also helps prevent duplicate user accounts, which can lead to exceeding the licensed user limit, ensuring sustainable and efficient use of the university's Turnitin subscription.
Relevance of Document:
History of Document: -
Suggested Action: Approval

POLICY ON THE USE OF TURNITIN

Procedure Number:		Date Approved:	Click to enter a date.
Approving Authority:	VRAA	Effective Date:	Click to enter a date.
Responsible Department/Unit:	Library	Next Review:	February 6, 2028

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	August 6, 2025

A. Purpose

This policy ensures that Turnitin is used transparently and fairly to maintain academic integrity and enhance the learning experience for both students and faculty. It also helps prevent duplicate user accounts, which can lead to exceeding the licensed user limit, ensuring sustainable and efficient use of the university's Turnitin subscription.

B. Scope

This policy applies to all students and faculty members who use Turnitin for teaching, learning, research, or other academic purposes. It also applies to the library, which manages Turnitin access and user support, and to the IT Department, which oversees the technical integration of Turnitin within the Canvas Learning Management System (LMS). The CETL ensures that Turnitin is used effectively to support academic integrity, instructional quality, and institutional compliance.

C. Definition

These definitions apply to these terms as they are used in this document.

AI Writing Detection	Turnitin's AI writing detection tool assists instructors in recognizing text potentially generated by artificial intelligence (AI) sites like ChatGPT.
Similarity Report	A document generated by Turnitin after a paper or other text document has been submitted for analysis. It compares the

	submitted text against a vast database of sources, including web pages, student papers, and scholarly publications.
Turnitin	A web-based platform used to check the originality of academic work and help identify instances of unoriginal or improperly cited content. Turnitin can be integrated into Canvas LMS to checks student paper-based assignment against public web sites, academic databases, and previously submitted student papers to Turnitin.
Turnitin Account Administrator	The library staff member responsible for managing Turnitin access, user accounts, and ensuring compliance with university policy.
Turnitin LTI (External Tool)	The official integration of Turnitin with Canvas LMS, providing full access to originality checking, feedback, and grading features.
Turnitin CPF (Canvas Plagiarism Framework):	An alternative, more basic integration with Canvas, offering limited features. Using both CPF and LTI may cause duplicate submission counts and is not recommended.
Plagiarism	Presenting someone else's words, ideas, or work as one's own without proper acknowledgment.

D. Statement

1. General Principles

- 1.1 Sampoerna University provides access to Turnitin to support the detection and prevention of violations of academic integrity in all academic work.
- 1.2 Students will receive a disclosure that their work may be checked using Turnitin as part of the grading process.
- 1.3 Instructors are strongly encouraged to disclose in their syllabi whether Turnitin will be used in their course.
- 1.4 The library, as the Turnitin Account Administrator, works with the IT Unit to ensure Turnitin is effectively integrated, supported, and maintained. This includes training and policy development.
- 1.5 The similarity percentage is a tool for review and does not automatically indicate plagiarism. Lecturers are expected to use their academic judgment to interpret reports and determine appropriate action.
- 1.6 Turnitin is intended as a support tool to help students learn correct citation practices, develop original work, and receive constructive feedback—not solely as a detection or enforcement mechanism.

2. Responsibilities

- 2.1 Students are responsible for submitting their work through Turnitin as instructed, reviewing their Similarity Reports when available, and ensuring that their submissions are original and properly cited.
- 2.2 Lecturers are responsible for creating assignments using the Turnitin LTI (External Tool) in Canvas LMS, reviewing Similarity Reports, providing guidance and feedback to students, and addressing suspected cases of plagiarism or unoriginal work in accordance with university procedures and academic integrity policies.
- 2.3 Turnitin Account Administrator: The Library manages Turnitin licenses, user access, training, support, and ensures compliance with this policy.
- 2.4 The IT Unit ensures the technical integration of Turnitin LTI with Canvas LMS and provides necessary technical support.
- 2.5 CETL: Collaborate with the IT Unit and the Library to maintain Canvas LMS integration and functionality.

3. Use of Turnitin License

- 3.1 Turnitin is available to all lecturers through the Canvas LMS using the Turnitin LTI integration.
- 3.2 Students may access Turnitin only when required for a course assignment or an approved academic activity.
- 3.3 **Non-Teaching Uses:** Turnitin may be used for non-teaching purposes such as research on academic integrity, plagiarism detection, institutional reviews, accreditation reports, and editorial screening (for example, reviewing theses or journal submissions). All non-teaching use requires prior approval from the Turnitin Account Administrator. Requests must include the purpose, type of documents, and the proposed timeline. Turnitin may be used for non-teaching purposes such as research, institutional reviews, accreditation reports, or editorial screening (e.g., theses or journal submissions).
The following process must be followed for all non-teaching uses:
 - Submit a request to the Turnitin Account Administrator.
 - Provide details on the purpose, type of documents, and timeline.
 - Standard review and approval will be provided within 1–2 business days.
 - All requests must comply with data privacy and institutional policies.
- 3.4 **Unauthorized Uses:** Use of Turnitin for external document checking or on behalf of third-party organizations not affiliated with SU is not permitted.

4. Integration Method

- 4.1 To ensure effective and efficient use of Turnitin, Sampoerna University standardizes on the Turnitin LTI (External Tool) as the sole method for integrating Turnitin with Canvas LMS. This integration provides both lecturers and students with access to Turnitin's full range of features, including similarity checking, AI-generated content detection, grading, and feedback tools, all within Canvas.

- 4.2 Using both the LTI and CPF (Canvas Plagiarism Framework) integrations can cause a single submission to be counted multiple times against the university's Turnitin quota. This may result in inefficient use of the license and increases the risk of exhausting the university's quota before the end of the contract period.
- 4.3 All new assignments that require originality checking must use the Turnitin LTI (External Tool). The use of CPF for new assignments is discontinued. Any existing assignments using CPF should be migrated to LTI as soon as practical.
- 4.4 The Library and IT Unit will provide guidance and technical support to faculty and staff during this transition and for continued use of the Turnitin LTI integration.

5. Procedures for Handling Cases

- 5.1 **Initial Review:** When a submission is received, the lecturer reviews the Turnitin Similarity Report and any indicators of unoriginal or AI-generated content.
- 5.2 **Assessment:** A high similarity score or an AI-generated content flag does not automatically mean academic dishonesty has occurred. Lecturers must use their academic judgment to assess whether improper citation, plagiarism, or inappropriate use of external content is present. Similarity scores are color-coded as follows:
 - Blue/Green: 0–20% (low similarity)
 - Yellow: 21–49% (moderate similarity)
 - Orange: 50–74% (high similarity)
 - Red: 75–100% (very high similarity)
- 5.3 If a concern is identified, the lecturer informs the student, discusses the findings, and allows the student to provide clarification or explanation.
- 5.4 Sanctions and actions are based on the seriousness and nature of the issue. For all cases involving AI-generated content, lecturers and administrators must follow the Policy and Guidelines for the Application and Implementation of Generative AI at Sampoerna University.
- 5.5 All suspected cases and their outcomes should be documented by the lecturer or the appropriate academic unit.

6. Data Privacy

- 6.1 All use of Turnitin at Sampoerna University must comply with the university's data privacy and security policies.
- 6.2 Personal, sensitive, or confidential institutional data must not be uploaded to Turnitin or any public platform.
- 6.3 The Library and IT Unit is responsible for ensuring Turnitin usage meets all data protection and privacy requirements.
- 6.4 All student work and Turnitin reports must be handled with care and in accordance with university information security regulations.

E. Related Policies and Procedures

- Lecturer Handbook
- Student Handbook
- Academic Dishonesty
- Policy on the Ethical Use of GenAI at Sampoerna University
- The Guidelines for the Application and Implementation of Generative AI at Sampoerna University

F. Document Management

This policy is store and share on the Sampoerna University policy website.

Document Name: Meeting Agenda UE002 – AY 25/26

Date: August 7th, 2025

Appendix No: 3

Corresponding Agenda Item: Internal Audit Reports

Brief Description of Document:

The SU QA Team conducted four internal audits between June and July 2025. These audits focused on four study programs: Management, Accounting, Information Systems, and Computer Science.

Relevance of Document:

History of Document:

Suggested Action:

Noting



**SAMPOERNA
UNIVERSITY**

QAIRP

Internal Quality Audit

2024/2025



Objects of Audit in 2024/2025

1

Management

Faculty of Business

Desk Evaluation : July 11, 2025
Audit Visit : July 16, 2025

2

Accounting

Faculty of Business

Desk Evaluation : June 25, 2025
Audit Visit : June 30, 2025

3

Information Systems

Faculty of Engineering and Technology

Desk Evaluation : June 20, 2025
Audit Visit : July 1, 2025

4

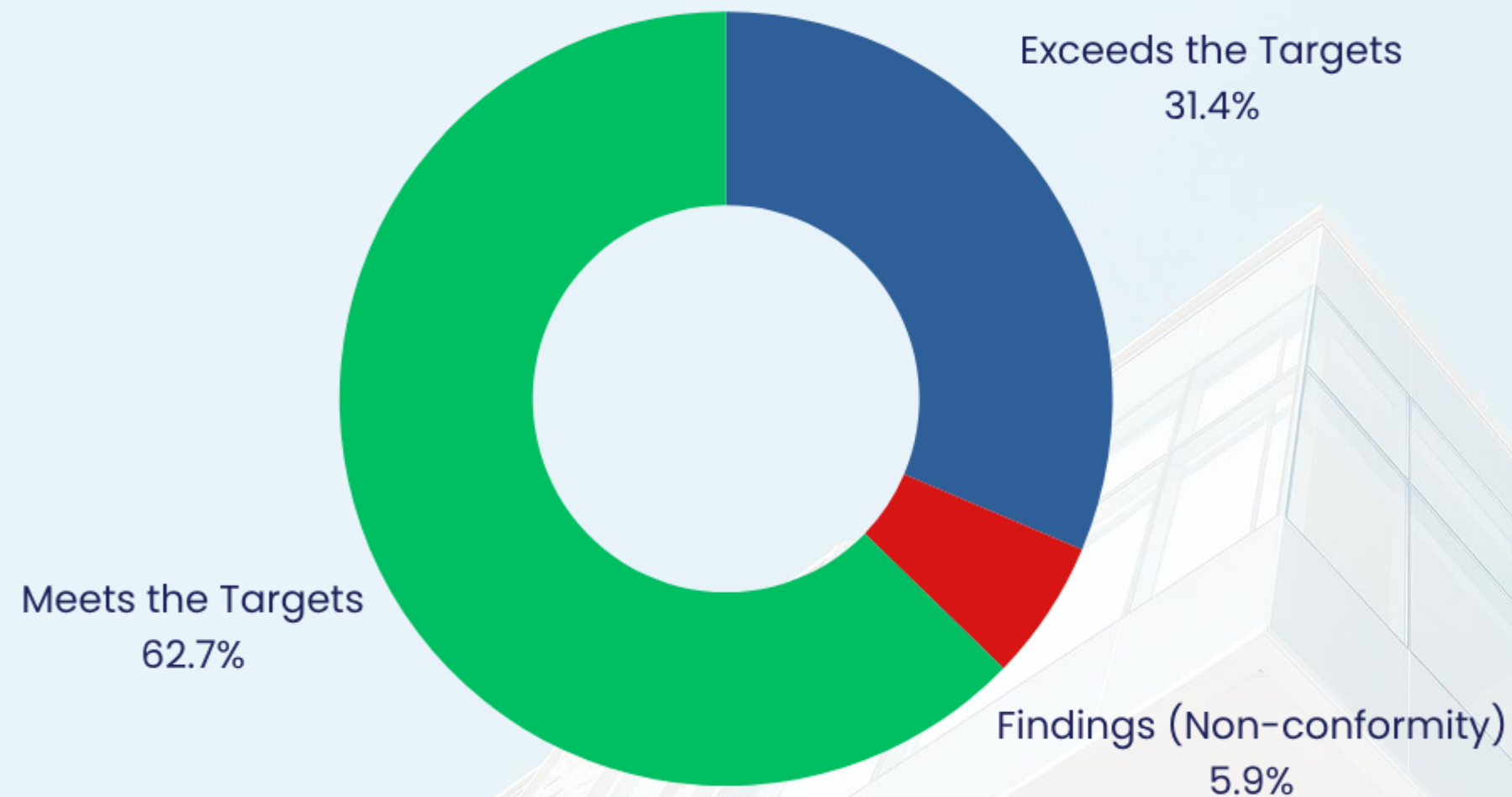
Computer Science

Faculty of Engineering and Technology

Desk Evaluation : July 10, 2025
Audit Visit : July 17, 2025

Computer Science

Faculty of Engineering and Technology



Areas of attention in the 2025/2026 academic year :

- *External community service grants*
- *Community service outputs in the form of books*
- *National student achievements that are organized by the Ministry of Education*

The detailed internal audit results are available at the following link: <https://bit.ly/InternalAuditCS>

Information Systems

Faculty of Engineering and Technology



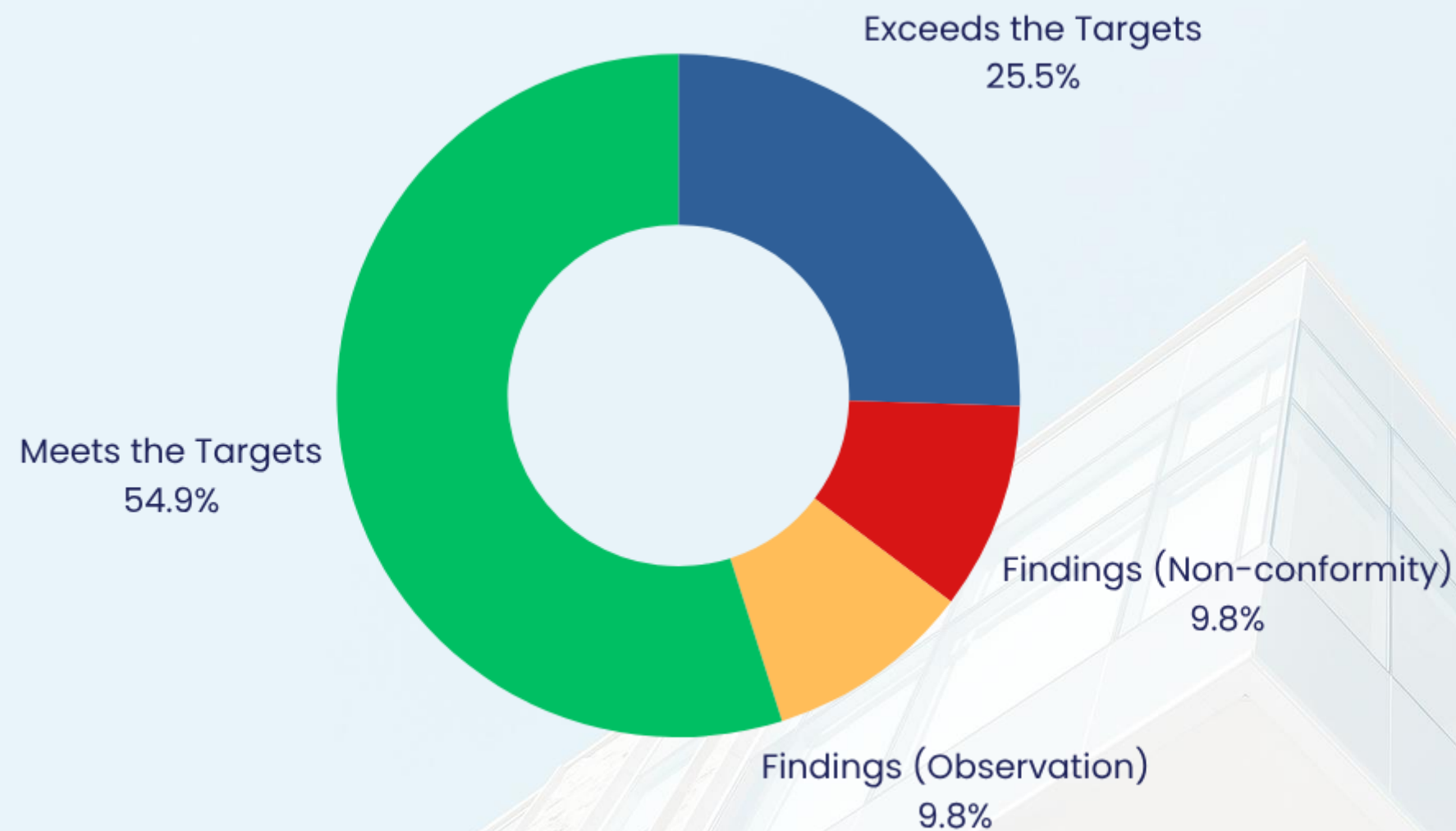
Areas of attention in the 2025/2026 academic year :

- *Documentation of the curriculum and study program vision and mission review process*
- *Analysis of learning outcomes*
- *Document legalization through a Dean's Decree*
- *Alignment of research with the research roadmap*
- *Integration of research and community service (PkM) results into learning*

The detailed internal audit results are available at the following link: <https://bit.ly/InternalAuditIS>

Accounting

Faculty of Business



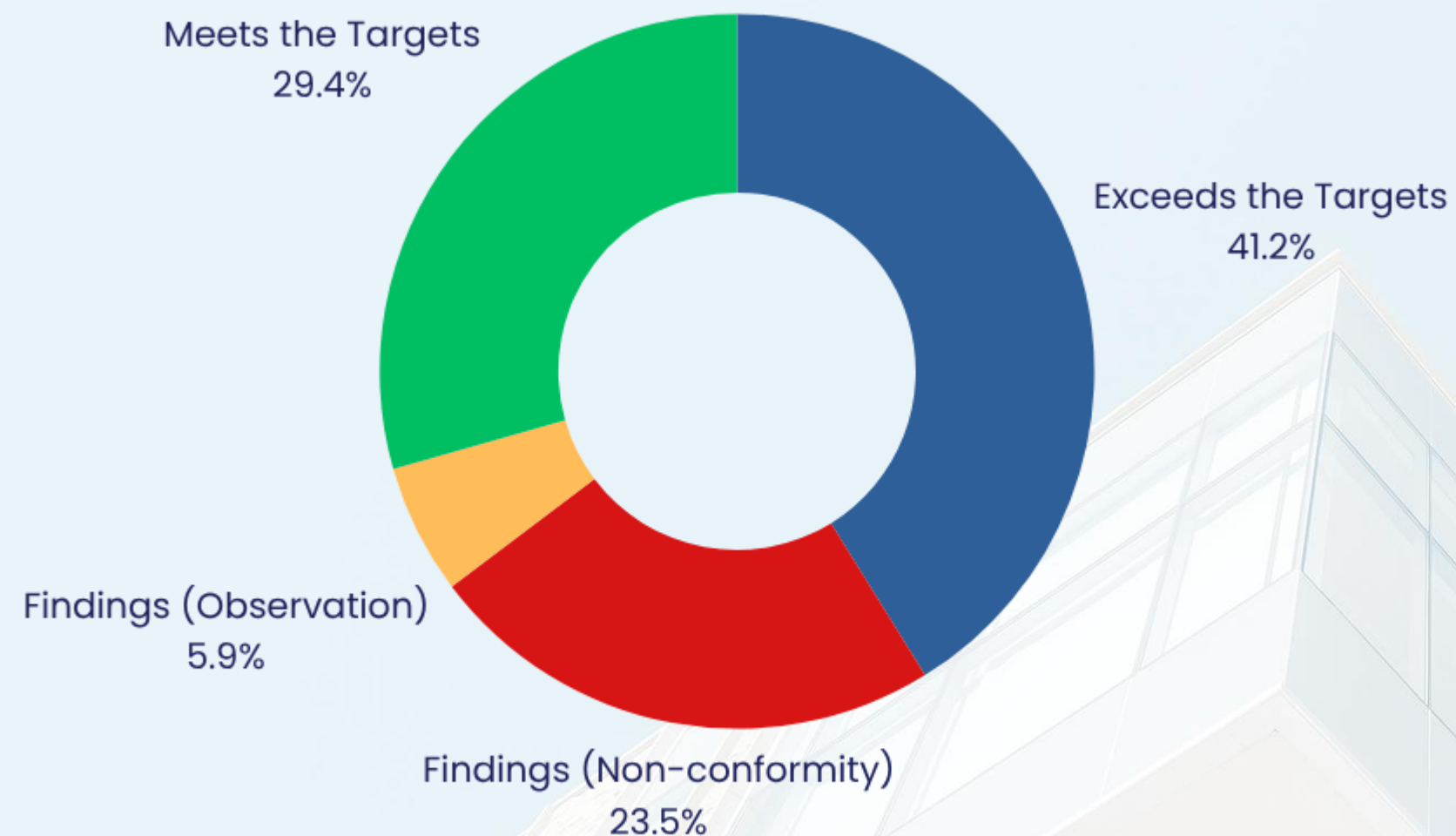
Areas of attention in the 2025/2026 academic year :

- *Documentation of the study program vision and mission review process*
- *Document legalization through a Dean's Decree*
- *Tracer study reports and graduate user satisfaction*
- *Student achievements*
- *Activities that support the academic atmosphere*

The detailed internal audit results are available at the following link: <https://bit.ly/InternalAuditAccounting>

Management

Faculty of Business



Areas of attention in the 2025/2026 academic year:

- *Curriculum review and documentation of the entire process*
- *Analysis of learning outcomes*
- *Document legalization through a Dean's Decree,*
- *Community service outputs*

The detailed internal audit results are available at the following link: <https://bit.ly/InternalAuditManagement>

Follow-up on Audit Findings

1

Findings in the **Observation (OB)** category need to be addressed by the study program following the timeline agreed upon before the Management Review Meeting. These corrective actions should be monitored at the faculty level by the **Dean and the Faculty QA**.



2

Findings in the **Non-Conformity (KTS)** category will be discussed in the Management Review Meeting in August 2025 to formulate preventive actions and are expected to be resolved in the 2025/2026 academic year, and become areas of attention for the study program.

Document Name: Meeting Agenda UE002 – AY 25/26

Date: August 7th, 2025

Appendix No: 4

Corresponding Agenda Item: SU Planning

Brief Description of Document:

SU Planning 2015 – 2030.

Relevance of Document:

History of Document:

Suggested Action:

Noting

SU Planning 2015 – 2030

Long Term Planning (2015 – 2030)



2012–2026

(SU Master Development Plan)

- 2012-2016: Establishment Phase
- 2017-2021: Development Phase
- 2022-2026: Expansion Phase



2015–2030

(Second Amendment, changing SU vision & Mission 2020)

- 2015-2020: Establishment Phase
- 2020-2025: Development Phase
- 2025-2030: Expansion Phase

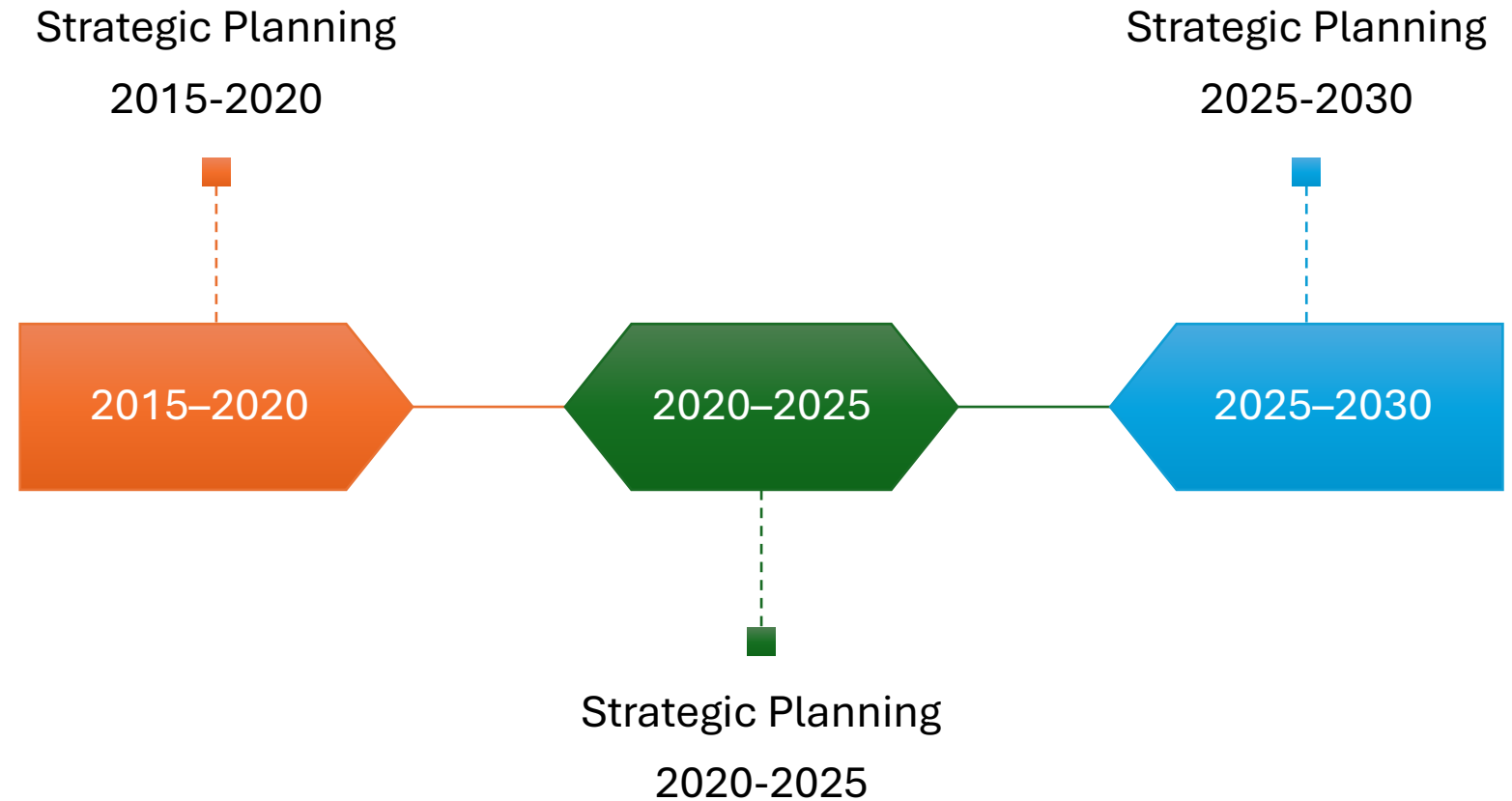
(First amendment/ From USBI to SU)

- 2015-2020: Establishment Phase
- 2020-2025: Development Phase
- 2025-2030: Expansion Phase



2015–2030

Mid-Long Planning



SAMPOERNA UNIVERSITY SCORECARD

2025 - 2030

Pilar 1: Become the University of Choice in Indonesia

Strategic Objective	KPI Category	Baseline AY 2024-2025	Year 1 AY 2025-2026		Year 2 AY 2026-2027		Year 3 AY 2027-2028		Year 4 AY 2028-2029		Year 5 AY 2029-2030	
			Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
1.A.1.	Number of students enrolled targeted every academic year	120	132		145		160		176		194	
1.B.1.	Number of SROs and other front-liners who successfully complete training program	N/A	Training module development		25%		50%		75%		100%	
1.B.2.	Number of prospective students' and parents' satisfaction with front-liners communication	N/A	Baseline survey, 60%		70%		80%		90%		100%	
1.C.1.	Number of online users who reach graduate employment stories published online every year	N/A	50,000		50,000		50,000		50,000		50,000	
1.C.2.	Number of student's and faculty's stories published in the marketing materials in each academic year	N/A	4		6		9		12		12	

Pilar 2: Achieve Excellence By Design												
Strategic Objective	KPI Category	Baseline AY 2024-2025	Year 1 AY 2025-2026		Year 2 AY 2026-2027		Year 3 AY 2027-2028		Year 4 AY 2028-2029		Year 5 AY 2029-2030	
			Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
2.A.1.	Number of study programs with Industrial Advisory Board (IAB)	50%	60%		70%		80%		90%		100%	
2.A.2.	30% of programs achieve “Excellent” local accreditation	10%	10%		10%		20%		20%		30%	
2.A.2.	20% of programs achieve professional accreditation (IABEE)	0%	0%		0%		10%		10%		20%	
2.A.3.	% of programs having at least two active MOUs/MOAs with multi-national companies	30%	60%		70%		80%		90%		100%	
2.A.3.	% of international partners with satisfaction score of at least 80%	0%	60%		70%		80%		90%		100%	
2.B.1.	Number of courses adopting online or blended modalities	0	10%		15%		20%		25%		30%	
2.B.2.	Number of faculty members with doctoral degrees	30%	40%		40%		50%		50%		60%	
2.B.2.	Number of Associate Professors and Professors	2,5%	5%		10%		15%		20%		25%	
2.B.3.	Number of study programs implementing the flexible and inclusive framework	0%	20%		40%		60%		80%		100%	
2.B.4.	Number of programs fully aligned with OBE	0%	20%		40%		60%		80%		100%	

SAMPOERNA UNIVERSITY SCORECARD

2025 - 2030

Pilar 3: Create a Sustainable University

Strategic Objective	KPI Category	Baseline AY 2024-2025	Year 1 AY 2025-2026		Year 2 AY 2026-2027		Year 3 AY 2027-2028		Year 4 AY 2028-2029		Year 5 AY 2029-2030	
			Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
1.A.1.	Number of students enrolled targeted every academic year	120	132		145		160		176		194	
1.B.1.	Number of SROs and other front-liners who successfully complete training program	N/A	Training module development		25%		50%		75%		100%	
1.B.2.	Number of prospective students' and parents' satisfaction with front-liners communication	N/A	Baseline survey, 60%		70%		80%		90%		100%	
1.C.1.	Number of online users who reach graduate employment stories published online every year	N/A	50,000		50,000		50,000		50,000		50,000	
1.C.2.	Number of student's and faculty's stories published in the marketing materials in each academic year	N/A	4		6		9		12		12	

Operational Plan (2015 – 2030)



TEMPLATE SOCIALIZATION
&
WORKSHOP



UNIT MEETING



PLENARY MEETING TO
FINALIZE SU ANNUAL
PLANNING



GOVERNANCE



RECTOR DECREE

https://studentssbac.sharepoint.com/:w:/s/QAIRP/EQpor1BpPUJCgVbfhKL2c6YBgKjLFMFv_L1EQDec3J5QRQ?e=S8HrBg

Thank You

Partnership Proposals

Proposed by (name, unit)	Faculty of Education		
Partner institution/organization:	PT. Mirai Eduventura Indonesia		
Partnership Status	☒ New Partnership	☐	Renewal
What type of entity is partner?	Education		
Partner PIC:	Christianus I Wayan Eka Budiarta		
Programmatic details:	PT. Mirai Eduventura Indonesia is a dynamic organization dedicated to delivering transformative intercultural experiences for young people through meticulously designed international programs, including student exchanges, study abroad opportunities, and immersive cultural initiatives. Leveraging a robust network of global partners, the company facilitates experiential learning that cultivates intercultural competence, fosters global citizenship, and deepens participants' understanding of diverse perspectives. By integrating structured mentorship, cross-cultural collaboration, and leadership development, PT. Mirai Eduventura Indonesia equips youth with the skills and networks needed for personal and professional growth, nurturing future leaders who champion diversity and global interconnectedness. Through its mission-driven approach, the company ensures participants build lifelong friendships, expand their worldview, and contribute meaningfully to a more inclusive and understanding world.		
Benefits to SU:	Global Exposure & Intercultural Skills – Interns engage in cross-cultural projects, enhancing their ability to work in diverse environments and preparing them for international careers. Professional Development – Hands-on experience in program coordination, event management, and stakeholder engagement helps students build transferable skills in leadership, communication, and project management. Networking Opportunities – Interns connect with global educators, partner organizations, and program participants, expanding their professional network for future collaborations. Enhanced Employability – Experience in an internationally focused organization strengthens resumes, making students more competitive for global companies, NGOs, or education-related roles.		

	5. Contribution to Meaningful Initiatives – Interns support programs that empower youth, fostering social responsibility and a deeper understanding of global citizenship. 6. Mentorship & Career Guidance – Students receive guidance from industry professionals, helping them refine career aspirations and gain insights into the education and intercultural exchange sectors
Staff time commitment(s):	N/A
Budget considerations:	Budgetary considerations are pending further agreement
Duration (list year range):	3 years
Goals of partnership:	The partnership between PT. Mirai Eduventura Indonesia and Sampoerna University aims to create transformative educational opportunities that equip students with global competencies, intercultural awareness, and real-world professional skills. By collaborating on internship programs, study abroad initiatives, and cross-cultural exchanges, both institutions seek to empower students to become future leaders who embrace diversity, foster international understanding, and thrive in a globally connected workforce. This strategic alliance strengthens Sampoerna University's commitment to experiential learning while advancing Mirai Eduventura's mission of shaping globally minded citizens through immersive international experiences.
Level of initial commitment (Letter of Intent, MOA, MOU, Contract, etc.):	MoU
Risk assessment – any liability?	No Liability – Everything is subject to further agreement.
Requires Legal Review and/or STSI signatory?	Yes (on process)
Partner Instagram:	https://www.instagram.com/mirai.eduventure/

Narrative description: please attach pages as necessary

Proposal checklist:

- University (UE) review of proposal: **August 7th, 2025**
- Recommendation of Committee: **Approved** (*minutes attached*)
- Legal review, if necessary: _____