


**MANAGEMENT REVIEW MEETING  
REPORT**



**FACULTY OF LANGUAGES AND ARTS  
STATE UNIVERSITY OF SURABAYA  
2020**

	<b>FORMULIR</b>	No. Dokumen	
	<b>NOTULEN RAPAT TINJAUAN MANAJEMEN</b>	No. Revisi	
		Tgl. Berlaku	18 Desember 2020
		Halaman	

Day/Date	Friday/ 18 December 2020
Time	09:00—11.00 WIB

<b>Meeting Agenda</b>	
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	Management Review Meeting
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Meeting Participants	Dean, Vice Dean for Academic Affairs, Vice Dean for General Affairs and Finance, Vice Dean for Students and Alumni, Quality Assurance Division, Head of Study Program, dan Quality Assurance Unit
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Meeting Leader	Dr. Trisakti, M. Si. (Dean of Faculty of Languages and Arts)
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<b>Meeting Agenda</b>	
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Discussing the follow-ups to the results of monitoring and evaluation of learning process

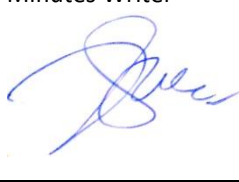

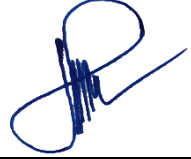
<b>Meeting Conclusion</b>	
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**Monitoring and Evaluation of Online Learning**

The results of monitoring and evaluation of learning process found several problems, including:

1. Lecturers did not carry out lectures according to Siakadu schedule.
2. USS was not carried out according to the schedule stated in RPS.
3. UTS scores were not announced to students.

Based on these findings, the Head of study program should hold a study program meeting with several agendas: (1) emphasizing the importance of discipline in starting and ending lectures according to the lecture schedule; (2) urging lecturers to be wise in time management of the learning/lecture process so that USS could be carried out according to the schedule stated in the RPS; and (3) reminding lecturers of the obligation to announce the results of UTS scores to students.

Surabaya, 18 December 2020	Acknowledged by	Approved by
Minutes Writer 	Leader of GPM FBS 	Dean of FBS 
Hespi Septiana, M.Pd.	Dr. Eko Wahyuni R., M. Hum.	Dr. Trisakti, M.Si.
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	<b>FORMULIR</b>	No. Dokumen	FM02/P3/GPM.FBS/2020
	<b>RINCIAN TINDAK LANJUT RAPAT TINJAUAN MANAJEMEN</b>	No. Revisi	00
		Tgl. Berlaku	18 Desember 2020
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*Attachment to Minutes of Management Review Meeting on December 18, 2020*

No	Problems	Solution	Responsible Person	Deadline	Status	Notes
<b>Monitoring and Evaluation of Online Learning</b>						
1	Lecturers did not carry out lectures according to the Siakadu schedule.	Through the Study Program meeting, the Head of Study Program emphasized the importance of discipline in starting and ending lectures according to the lecture schedule.	Head of Study Program	December 30, 2020	closed	
2	USS was not carried out according to the schedule stated in the RPS.	Through the Study Program meeting, the Head of Study Program urged lecturers to be wise in time management in managing the learning/lecture process so that USS could be carried out according to the schedule stated in the RPS.	Head of Study Program	December 30, 2020	closed	
3	UTS scores were not announced to students.	Through the Study Program meeting, the Head of Study Program reminded the lecturers' obligation to announce the results of UTS scores to students.	Head of Study Program	December 30, 2020	closed	