

Standard Operating Procedures

Learning Monitoring and Evaluation



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**QUALITY ASSURANCE BOARD
UNIVERSITAS NEGERI SURABAYA
2023**

1. OBJECTIVE

This Standard Operating Procedure (SOP) aims to provide guidance or guidelines for monitoring and evaluating (monev) learning study programs within the Universitas Negeri Surabaya (Unesa) based on the PPEPP cycle (determination, implementation, evaluation, control and improvement of standards) in the Quality Assurance System Internal (SPMI) to create continuous improvements and improvements in the quality of learning.

2. SCOPE

The scope of this procedure includes mechanisms and parties responsible for learning monitoring and evaluation activities based on PPEPP in Unesa cellular study programme.

3. PERSON RESPONSIBLE

- a. Rector
- b. Vice Rector for Education, Student Affairs and Alumni
- c. Quality Assurance Board (BPM)
- d. Dean
- e. Vice Dean for Field I (Learning, Research and Community Service, Student Affairs and Alumni)
- f. Quality Assurance Group (GPM)
- g. Study program coordinator (Koorprodi)
- h. Quality Assurance Unit (UPM)
- i. Course Teaching Lecturer

4. REFERENCE

- a. Unesa Academic Guidelines
- b. Unesa Quality Standards (learning content standards, learning process standards and learning assessment standards, curriculum standards)
- c. Surabaya State University Chancellor's Circular Number B/48712/UN38.01.01/2022 concerning Implementation of Learning in the 2022/2023 Odd Semester at Universitas Negeri Surabaya

5. DEFINITIONS AND TERMS

- a. Monitoring and Evaluation (Monev) of learning is an activity carried out as a form of control in higher education in ensuring the implementation of learning activities through off-line learning (luring), learning in networks (daring), and learning hybrid in accordance with standards to achieve learning targets. This monitoring and evaluation activity is carried out through direct observation, and identifying problems or obstacles faced in the learning process by course lecturers which can be anticipated and followed up so as to achieve continuous improvement in the quality of learning.
- b. Learning Luring is learning that is carried out without using an internet or intranet network, and is held face to face in class.
- c. Learning Daring is learning that is carried out without meeting face to face and is internet based Learning Management System (LMS), such as Virtual Learning Unesa (Vinesa), Google Classroom, Edmodo and the like.
- d. Learning Hybrid is learning where lecturers who teach courses teach students remotely and face-to-face simultaneously using resources such as video conferencing software and hardware.
- e. Lecturers who teach courses are lecturers who teach certain courses proposed by the Coordinating Program for learning monitoring

6. GENERAL REQUIREMENTS

- a. Learning monitoring and evaluation is carried out once every semester at the 9th to 10th week meeting
- b. Learning monitoring and evaluation is carried out by sampling at a minimum of three course lecturers for D4 and S1 study programs and a minimum of two course lecturers for Masters and S3 study programs.
- c. The learning monitoring and evaluation team consists of GPM and UPM from Unesa. Each course is monitored by at least one monitoring person.
- d. Learning monitoring and evaluation documents or files consist of instrument templates, event minutes and learning monitoring and evaluation report templates. Learning monitoring and evaluation instruments are divided into three forms, namely learning monitoring and evaluation instruments luring, learning monitoring and evaluation

instrument daring, learning monitoring and evaluation instrument hybrid.

- e. GPM can autonomously organize learning monitoring and evaluation activities according to needs using techniques and mechanisms agreed with UPM.

7. PROCEDURE DESCRIPTION

a. Setting Level

- 1) **Determination** Learning monitoring and evaluation activities refer to the Unesa Quality Standards, namely learning content standards, learning process standards, learning assessment standards, curriculum standards
- 2) BPM carries out standard development, prepares learning money SOPs, prepares learning money documents consisting of instruments, minutes and learning money report templates. The learning monitoring and evaluation instrument includes teaching preparation, learning implementation, and learning evaluation. GPM is given the freedom to develop instruments without reducing existing statement items.

b. Implementation Level

- 1) BPM determines the schedule **implementation** monitoring and evaluation and Internal Quality Audit (AMI) within Unesa
- 2) BPM will socialize the implementation of learning monitoring and evaluation to the GPM Unesa environment no later than the 7th week meeting.
- 3) GPM coordinates with the Deputy Dean for Field I regarding the implementation of learning monitoring and evaluation
- 4) GPM carries out outreach on the implementation of learning monitoring and evaluation to UPM within the Study Program Management Unit (UPPS)
- 5) UPM coordinates with Coordinating Study Programs regarding data on lecturers teaching courses that will be monitored in the current semester.
- 6) UPM reports data on the names of lecturers who will be reviewed to GPM no later than the 8th week of the meeting
- 7) GPM prepares an implementation schedule and the learning monitoring and evaluation team, then sends the learning monitoring and evaluation implementation schedule to BPM
- 8) The monitoring and evaluation team confirmed the implementation of learning

monitoring and evaluation with the course lecturers

c. Evaluation Stage

- 1) Learning monitoring and evaluation is carried out through a process of direct observation as a form **evaluation** from the SPMI implementation process
- 2) The Monev Team fills in the learning monitoring and evaluation instrument and minutes based on the results of observations and records the results of identifying problems or obstacles faced in the learning process in the information column on the learning monitoring and evaluation instrument.
- 3) The monitoring and evaluation team confirms the results of the monitoring and evaluation to the lecturer in charge of the course, then the lecturer in charge of the course signs the statement on the learning monitoring and evaluation instrument sheet.
- 4) The monitoring and evaluation team and course lecturers sign the learning monitoring and evaluation minutes
- 5) The learning instrument and monitoring and evaluation files were submitted to UPM, whereupon UPM asked for the signature of the minutes from the Coordinating Study Program
- 6) UPM prepares a study program learning monitoring and evaluation report to be submitted to GPM and reported to Coordinating Study Program
- 7) GPM prepares a learning monitoring and evaluation report within the UPPS to be submitted to the Deputy Dean for Field I and reported to the Dean

d. Control Stage

- 1) The UPPS leadership, UPPS, GPM and UPM co-ordinators discussed the results of the learning monitoring and evaluation report on RTM which was carried out in the 11th week. RTM is a form of **control** monev results that will formulate efforts to improve and solve problems in the long or short term related to the learning contained in the Follow-up Document (DTL)
- 2) Coordinating Study Program followed up on the DTL by conveying the results of the RTM to the lecturers who were monitored
- 3) The Study Program Coordinator makes a follow-up report on the RTM results and submits it to UPM no later than the 13th week. UPM then submits the report to GPM
- 4) GPM submits the results of the learning monitoring and evaluation report that has been

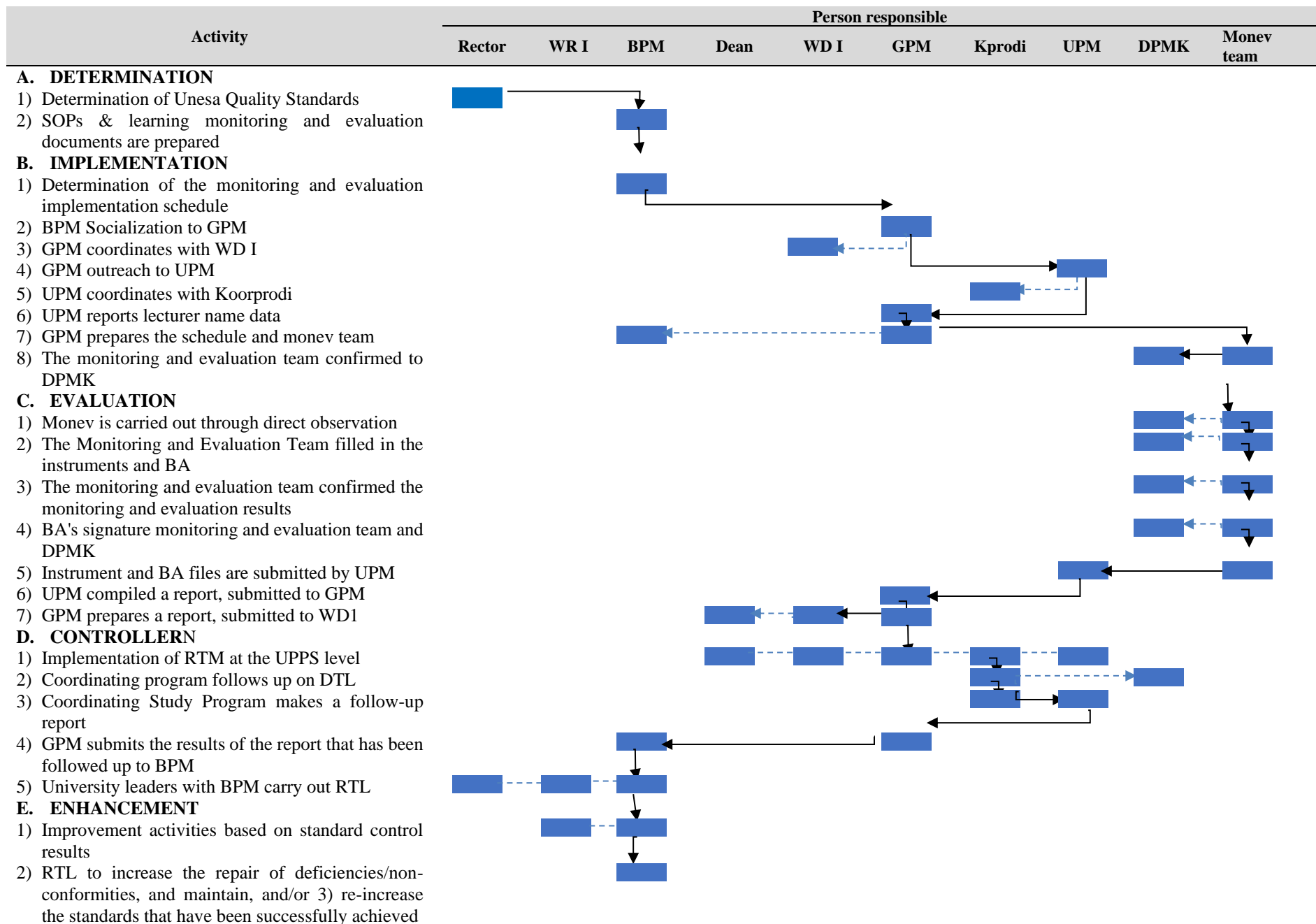
followed up to BPM no later than the 15th week

- 5) University leaders together with BPM discussed the results of Unesa's learning monitoring and evaluation report at the Follow-up Meeting (RTL)

e. Upgrade Level

- 1) Activity **Enhancement** carried out based on the results of controlling learning content standards, learning process standards and learning assessment standards carried out in RTL
- 2) RTL is carried out to improve 1) repair deficiencies or nonconformities that have been identified, 2) and maintain, and/or 3) improve standards that have been declared successfully achieved within a predetermined time period.

8. PROCEDURE FLOW DIAGRAM



9. CLOSING

This SOP can be used as needed, starting from the Even semester 2022/2023

10. DOCUMENTS

1. Learning monitoring and evaluation instrument luring
2. Learning monitoring and evaluation instrument daring
3. Learning monitoring and evaluation instrument hybrid
4. News of learning monitoring and evaluation events
5. Learning monitoring and evaluation report template
6. Follow-up document template (DTL)
7. RTM results follow-up report template