

**LEARNING MONEY REPORT**  
**ODD 2023/2024**



**QUALITY ASSURANCE GROUP**  
**SURABAYA STATE UNIVERSITY**  
**2023**

## **Learning Monitoring Report**

### **1. Objective**

Monitoring learning is a form of higher education control in ensuring the implementation of learning activities in accordance with standards to achieve learning targets. Through this M&E activity, it is hoped that problems/constraints faced starting from Planning, Process and Evaluation of learning can be anticipated and followed up

### **2. Management Review Meeting Results (Previous Year)**

#### **2.1 Follow-up findings**

- a. Lecturers in charge have not used research/PKM results as teaching materials
- b. The RPS has not been prepared in two languages
- c. Lecturers have not announced the UTS results to students

### **3. Actions taken**

- a. Proposing to lecturers through the study program coordination to elaborate the results of research/PKM/Publications in lecture teaching materials, encouraging lecturers to carry out research and PKM in accordance with their field of expertise and in line with the courses taught, so that they can be used to develop and enrich teaching materials and encourage each study program to launch research and PKM which can be used to develop teaching materials in the research and PK road map
- b. Optimization of the quality assurance team and international team at the department/study program level and the commitment of the study program leadership to ensure that learning tools for international classes are prepared before lectures begin, preparation of the next semester's lecture schedule is carried out early so that the teaching team can prepare learning tools optimally before lectures implemented and encourage lecturers to regularly update RPS for international classes
- c. The study program leader can warn the lecturer concerned to immediately assess the UTS, identify the reasons why the UTS score has not been issued and monitor the UTS score through course PJ

### **4. Learning Monitoring Evaluation**

Based on the results of Learning Monitoring carried out on Monday – Friday, 23 October – 3 November, 2023 in the Master of Management Study Program, Master of Economic Education, Master of Accounting, Bachelor of Economic Education, Bachelor of Accounting Education, Bachelor of Office Administration Education, Bachelor of Commerce Education, Bachelor of Management, Bachelor of Accounting, Bachelor of Islamic Economics, Bachelor of Economics and Bachelor of Digital Business. Below is a table of learning monitoring results:

Table 2. Recapitulation of Learning Monitoring Results

Study program	Findings	Completion	Completion Date
MASTER OF ECONOMICS EDUCATION	1. The lecturer prepares a UTS assessment rubric	Prepare UTS rubrics	November 29, 2023
S2 ACCOUNTING	1. The lecturer has not yet determined the technical implementation of online chat/FGD (platform) 2. The results of the UTS scores have not yet been announced to students	Using WA groups to announce learning and Using WA groups to announce UTS results	November 29, 2023
MASTER OF MANAGEMENT	UTS score results are announced back to students (no evidence yet)	Conduct evaluations and outreach to Master of Management lecturers to announce assessment results to students	November 29, 2023
S1 ECONOMICS EDUCATION	Regular Class: 1. RPS does not yet contain information about up-to-date teaching materials 2. Lecturers do not have teaching materials in the form of handouts, power point slides, training, modules or textbooks written by lecturers 3. Lecturers have not given an assessment of participation 4. UTS results have not been submitted to students  International Class: 1. Lecturers have not handed over study contracts to students	Regular Class: 1. Complete the RPS which contains information about the latest teaching materials 2. Lecturers complete teaching materials in the form of handouts, power point slides, training, modules or textbooks written by the teaching lecturer 3. Provide an assessment of participation 4. Submit UTS results to students  International Class: 1. The lecturer hands over the study contract to the student	November 29, 2023

Study program	Findings	Completion	Completion Date
	2. Lecturers only use English 10 - 20%	2. Providing English training to lecturers	
S1 ACCOUNTING EDUCATION	1. In regular classes, the UTS results have not been handed back to students. In international classes, 15% of lecturers use English3. In international classes assignments have not been prepared using English	1. Close2. Letter of appeal to lecturer ybs3. Close	1. November 22, 20232. November 29, 20233. November 22, 2023
S1 BUSINESS EDUCATION	There were no findings in the 2023/2024 Odd Learning Monev		
BACHELOR OF OFFICE ADMINISTRATION EDUCATION	1. The lecturer has not provided an assessment of the assignments given to students 2. The lecturer has not returned the graded assignments to the students3. The results of the UTS scores have not yet been announced to students4. Lecturers have not yet prepared the UTS and UAS5 assessment rubrics. Assignments and exam questions have not been prepared using English	1. Provide an assessment of the assignments given to students 2. Return assignments that have been graded to students 3. Returning UTS results to students 4. Lecturers prepare UTS and UAS5 assessment rubrics. Compose assignments and exam questions using English	November 28, 2023
S1 MANAGEMENT	1. In international classes, lecturers use 50% English	1. Lecturers use 50% English2. Create monitoring and evaluation reports	November 22, 2023

Study program	Findings	Completion	Completion Date
S1 ACCOUNTING	<p>Regular Class1. The RPS has not been designed and developed by lecturers independently/in groups in accordance with developments in science and technology with the Team-based Project and Case Method2 models. RPS has not been validated by the science group team3. The RPS that has been developed has been approved by Koorprodi4. The RPS contains learning outcomes according to the KKNI which consist of knowledge, attitudes, general skills and specific skills5. The lecturer has not returned the graded assignments to the students.6. The lecturer has not yet prepared the UTS7 assessment rubric. UTS score results are announced back to students</p> <p>International Class1. Assignments and exam questions have not been prepared using English2. UTS results have not yet been handed back to students3. RPS does not yet use bilingual4. Teaching materials do not yet use two languages</p>	<p>Regular Class1. Develop RPS designed and developed by lecturers independently/in groups in accordance with developments in science and technology using the Team-based Project and Case Method2 models. Validating the RPS by the science group team 3. The developed RPS has been approved by Koorprodi4. Develop RPS which contains learning outcomes according to the KKNI consisting of knowledge, attitudes, general skills and special skills5. Return assignments that have been graded to students.6. Develop a UTS7 assessment rubric. Return UTS results and announce them to students</p> <p>International Class1. Compose assignments and exam questions using English 2. Submit UTS results to students 3. Developing bilingual RPS4. Developing bilingual teaching materials</p>	November 29, 2023

Study program	Findings	Completion	Completion Date
S1 ISLAMIC ECONOMICS	<p>1. RPS has not been validated by scientific knowledge. RPS does not contain up-to-date teaching materials from the last 10 years and from the results of research and PKM3. RPS does not yet use bilingual4. The lecturer has not given an assessment of participation5. The lecturer has not given an assessment of the assignment6. The lecturer has not returned the assignment to the student7. The lecturer has not prepared an assessment rubric8. UTS results have not been returned</p>	<p>1. Validate the RPS by the science group team2. Revise the RPS to include up-to-date teaching materials from the last 10 years and from the results of research and PKM3. Developing RPS using bilinguals4. Provide an assessment of participation 5. Provide an assessment of the assignment 6. Return assignments to students 7. Develop an assessment rubric 8. Return UTS Results</p>	November 28, 2023
S1 ECONOMICS	<p>Introduction to Microeconomics1. The lecturer has not returned the assignments. The lecturer has not provided an assessment of the assignments given to students3. The lecturer has not yet prepared a rubric 4. Lecturers have not submitted UTS5. Assignments and exam questions have not been prepared using English</p>	<p>Introduction to Microeconomics1. returning assignments 2. provide an assessment of the assignments given to students 3. compiling a rubric 4. submit UTS5 results. Compiling Assignments and Exam Questions using English4. Make reports on instruments and BA for International Economics courses and instruments for Introduction to Business courses</p>	November 29, 2023
Bachelor's Degree in DIGITAL BUSINESS	<p>1. There is no UTS2 assessment rubric yet. Have not submitted proof of submission of UTS3 scores.</p>	<p>1. Develop a UTS2 assessment rubric. submit proof of submission of UTS3 scores. Preparing teaching</p>	November 29, 2023

Study program	Findings	Completion	Completion Date
	Lecturers do not yet have teaching materials 4. Lecturers use English 10-15%5. UTS results have not yet been submitted to students	materials 4. Uses English 10-15%5. Submit UTS Results to students	

\*Attachment of audit results and other relevant documents

The conclusions of the Learning Monitoring results are as follows:

The data above represents the number of non-conformities, follow-up plans and completion targets

## **5. Controlling KTS Findings Through Management Review Meetings**

### **Minutes of Management Review Meeting (RTM)**

- Date and Place : Wednesday, 23 November 2023, Meeting Room G6  
FEB Unesa
- RTM agenda : 1. Learning Monitoring and Evaluation Results
- RTM participants : 1. Dean  
2. Deputy Dean 1  
3. Deputy Dean 2  
4. Coordinator of the Selingkung FEB Study Program  
5. GPM  
6. UPM Selingkung FEB Study Program

### **Problem:**

#### **Learning Monitoring and Evaluation Results:**

##### **In Regular class:**

1. It is difficult to arrange schedules between the monitoring committee and the lecturers being monitored
2. Learning monitoring and evaluation coincides with many activities at the end of the year
3. Lecturers prepare UTS assessment rubrics
4. UTS results have not yet been announced back to students
5. The lecturer has not given an assessment of participation
6. The lecturer has not given an assessment of the assignments given to students and returned the assignments

##### **In international class:**

1. Lecturers only use English 10 - 20%
2. Assignments have not been prepared using English

### **Root cause of Problem:**

#### **Learning Monitoring and Evaluation Results:**

##### **In Regular class:**

1. Learning monitoring and evaluation coincides with other activities at the end of the year
2. There are many end-of-year activities that are urgent and cannot be abandoned
3. The lecturer only prepares the questions while the rubric has not been prepared
4. After the UTS, the lecturer immediately prepares materials for the next lesson so he has not yet assessed the UTS
5. The lecturer did not record the names of the students who asked questions
6. After UTS, the lecturer immediately prepares the materials for the next lesson so he has not yet assessed the assignment

##### **In international class:**



1. There are several courses that are difficult to understand when using English
2. The assignments are prepared the same as regular classes so they are not yet in English

**Solution to problem:**

Learning Monev:

In Regular class:

1. The monitoring and evaluation committees can coordinate with each other to determine the monitoring and evaluation schedule
2. Lecturers in preparing questions can also use assessment rubrics
3. Lecturers can immediately assess students' UTS answers after completing the UTS
4. Lecturers can record the names of students who ask questions
5. Lecturers can immediately assess assignments after the assignment is completed

In International class:

1. Lecturers can be given English language training by faculties and study programs
2. Lecturers can check again and transliterate assignment questions before distributing them to students

**Problem Resolution Plan and Responsible Person**

Learning Monev

In the learning monev, the problem resolution plan will be held on November 29 2023, with the person responsible being Coordinating Program and UPM.

**RTM Conclusion:**

1. There are several problems in learning monitoring and evaluation
2. For each problem, resolution will be carried out no later than November 29, 2023
3. The person responsible for completion is the coordinator of the study program

**5.2 Improvement and Follow-up**

There needs to be monitoring of the study program to carry out learning in accordance with existing guidelines

## Documentation of Implementation of Learning Monitoring



## RTM Implementation Documentation



## **Attachment. 1 Learning Monitoring Results Instrument**

## **Attachment. 2 Follow-up Documents**

