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	SOP NUMBER	SOP/09/TALAK-AKD/FIP-UNESA
	DATE. MANUFACTURE	March 5, 2023
	DATE. REVISION	1 September 2023
	DATE. ACTIVE	1 September 2023
	SOP NUMBER	SOP/09/TALAK-AKD/FIP-UNESA
MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY STATE UNIVERSITY OF SURABAYA FACULTY OF EDUCATION EARLY CHILDHOOD EDUCATION TEACHER EDUCATION STUDY PROGRAM	**VERIFIED BY**	Coordinator of the S1 PG PAUD Study Program Dr. Kartika Rinakit Adhe, M.Pd NIP. 199006152015042002
	SOP NAME	Updating Course Materials

PURPOSE:
Providing practical guidelines for related parties at FIP UNESA in conducting learning outcomes sessions

LEGAL BASIS:	EXECUTIVE QUALIFICATIONS
1. Academic Policy of the State University of Surabaya. 2. Rector's Decree No. 212/H38/HK.01.23/KU/2011 concerning the Determination of Value Conversion Guidelines. 3. Attachment to BAN-PT Regulation Number 5 of 2019 concerning LED Preparation Guidelines 4. Rector's Decree No. 212/H38/HK.01.23/KU/2011 concerning the Determination of Value Conversion Guidelines 5. Permendikbudristek Number 53 of 2023 concerning Quality Assurance of Higher Education 6. Academic Guidelines of the State University of Surabaya (Unesa) in 2023 concerning the Implementation of Education and Learning 7. Indonesian National Qualifications Framework (KKNI) based on Presidential Regulation Number 8 of 2012 concerning KKNI 8. Independent Learning Policy – Independent Campus (MBKM) based on Permendikbud Number 3 of 2020 concerning National Standards for Higher Education 9. The Statute of the State University of Surabaya is based on the Regulation of the Minister of Education and Culture Number 39 of 2020 concerning the Statute of Unesa	1. Unesa's Unesa/Unesa Chapter. 2. Quality Assurance Unit 3. Lecturer in Charge of Courses
LINKAGES	**EQUIPMENT/SUPPLIES:**
COMMEMORATION:	**RECORDING AND DATA COLLECTION:**
	Stored as electronic data in E-office and Siakad

No.	Step	Person in Charge			Related Documents	Implementation Time	Output
		Choir Program	Lecturer	UPM			
1	Develop a schedule for evaluation and updating of materials				Academic calendar	**1 day**	Evaluation and updating schedule
2	Evaluation of teaching materials (student feedback, assessment, scientific development)				Lecture evaluation form	**1–2 days**	Results of material evaluation
3	Review RPS and adjust to CPL & actual needs				RPS Templates, CPL Mapping	**1 day**	Draft RPS as a result of adjustments
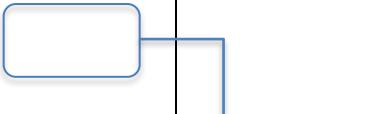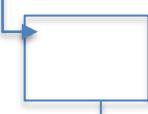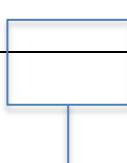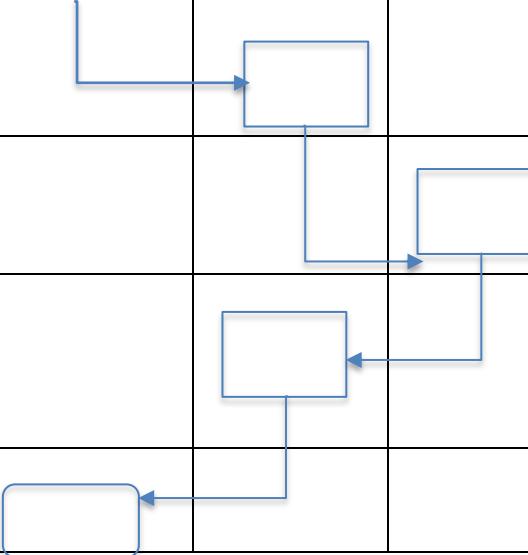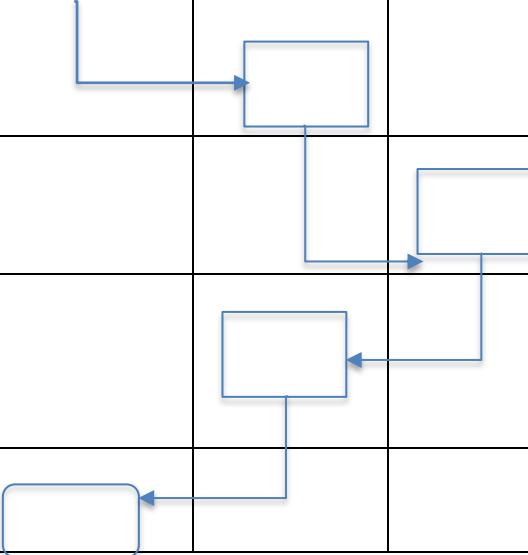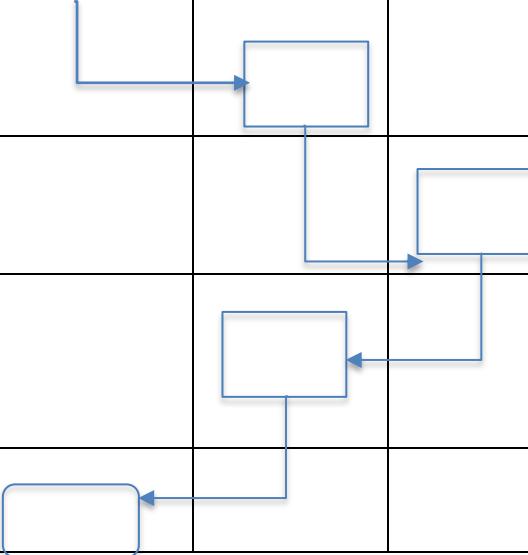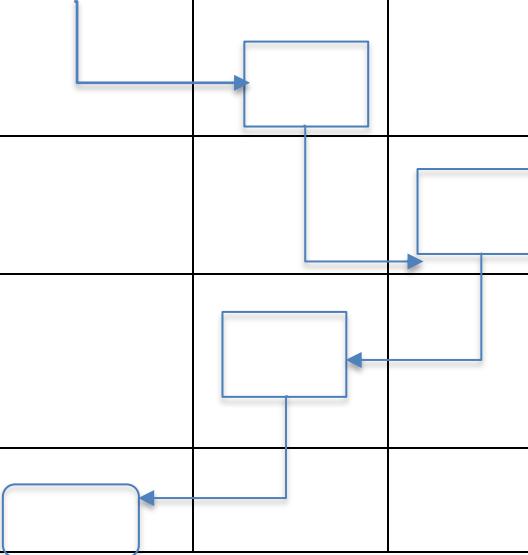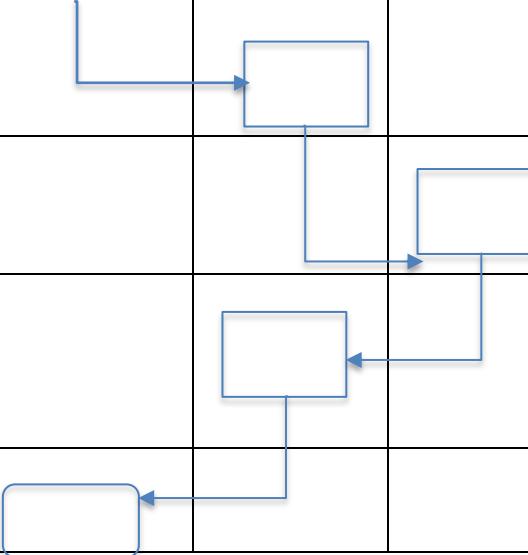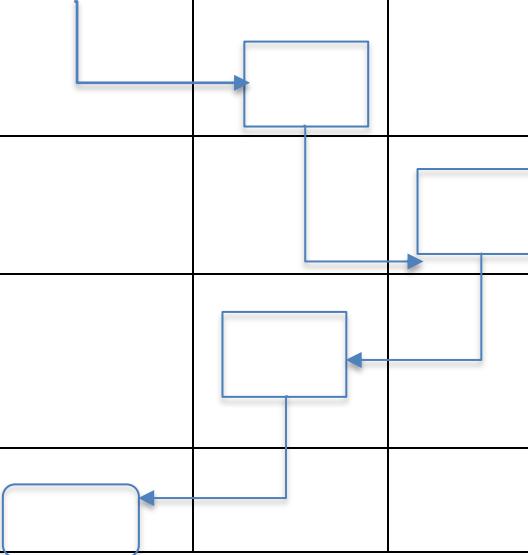
4	Upgrade teaching materials (slides, modules, videos, references)				Latest Bibliography, LMS	**1 day**	Latest teaching materials
5	Review and validation by the Quality Assurance Team				RPS validation form & materials	**1 day**	RPS and validated materials
6	Upload the teaching materials to the LMS/internal repository				Teaching material links, distribution logs	**1 day**	Materials available digitally
7	Updating report in study program meetings				Meeting minutes, updating reports	**1 day**	Documented update reports