

REPORT
MONITORING AND EVALUATION OF ONLINE LEARNING
EVEN SEMESTER OF 2020/2021 ACADEMIC YEAR
FACULTY OF LANGUAGES AND ARTS



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FACULTY OF LANGUAGES AND ARTS
STATE UNIVERSITY OF SURABAYA

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APPROVAL SHEET

This is to certify the monitoring and evaluation report of online learning which has been thoroughly arranged in the following department of Indonesian Language and Literature, English Language and Literature, Javanese Language and Literature, German Language and Literature, Japanese Language and Literature, Chinese Language and Literature, Fine Arts, Design, Drama, Dance, and Music in the Faculty of Languages and Arts.

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Acknowledged by,
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4	0%	0%	0%	33.3 %	0%	16.6 %	0%	0%	0%	0%	0%	0%	0%	100 %	100 %	100 %	0%	50%	0%	0%	0%	0%	0%	0%	18.5 %
5	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0 %
6	0%	0%	0%	33.3 %	0%	16.6 %	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1.8 %
7	0%	0%	0%	33.3 %	0%	16.6 %	0%	0%	0%	0%	0%	0%	0%	100 %	100 %	100 %	0%	50 %	0%	0%	0%	0%	0%	0%	18.5 %

B. Diagram of Discrepancy Monitoring and Evaluation of Online Learning

Percentage of Discrepancy

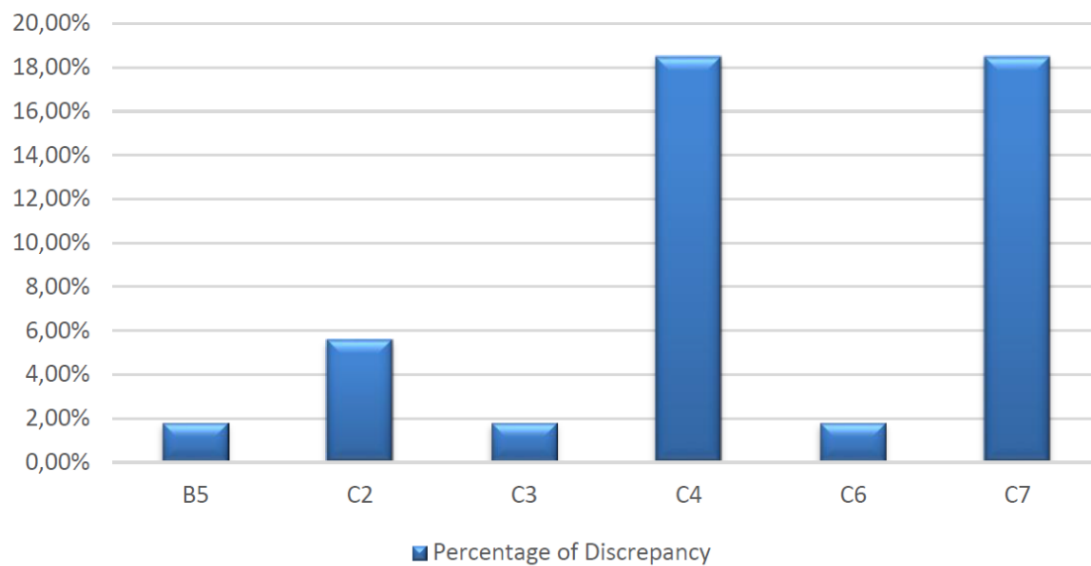
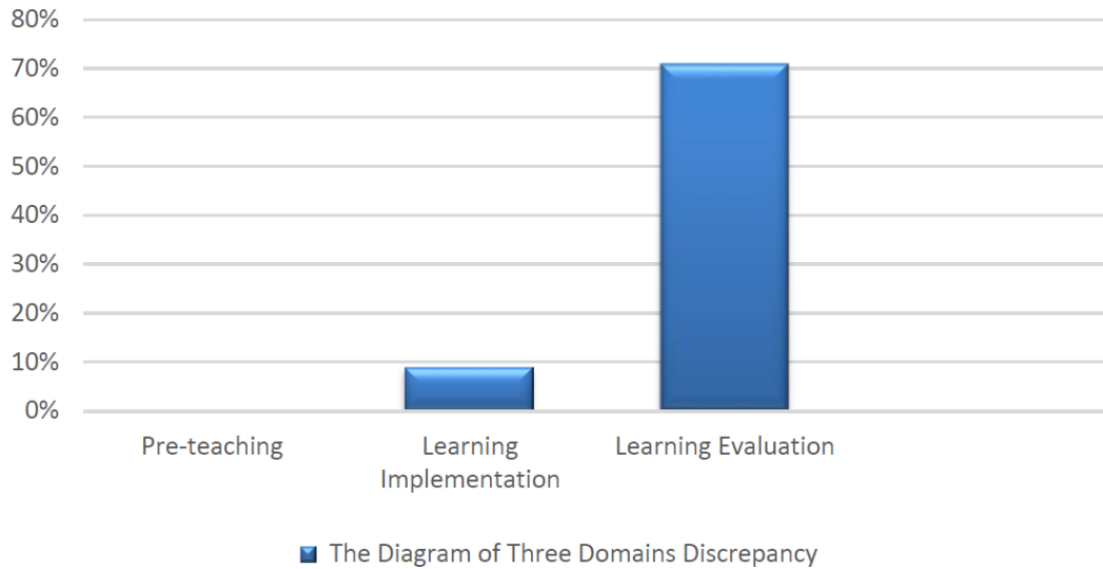


Diagram above indicates that the percentage of discrepancy based on the items of Monitoring and Evaluation of Online Learning Instrument. C4 and C7 items have the highest discrepancy with 18.5%, C2 has 5.6%; meanwhile, the items of B5, C3, and C6 have 1.8%. In addition, C4 item refers to the assessment rubric preparation of midterm exam. C7 item relates to the midterm exam results that announced to students. Next, C2 refers to returning assessed assignments to students. The smallest percentage of discrepancy is found in the item of B5, C3, and C6. B5 is related to the learning implementation including the lecturer uploads teaching materials or learning media to support the teaching and learning process. Then, C3 deals with the students' question sheet of midterm exam that have been validated, and the item of C6 is about the questions text of the midterm exam based on the learning material. From the six discrepancy items above, none of them relates to teaching preparation (pre-teaching). There is only one item of discrepancy related to the implementation of learning and there are 5 items related to the learning evaluation.

C. Diagram of Discrepancy According to Three Domains (Preparation of teaching, learning implementation, and learning evaluation)

The Diagram of Three Domains Discrepancy



The mean percentage for each domain is obtained based on the total number of percentages in each domain that averaged by the total of instrument items in each domain. The diagram above indicates that the highest discrepancy percentage, according to three domains of learning, is the learning evaluation domain with the mean percentage of 71%. Next, the domain of learning implementation is in the second grade with the mean percentage of 9%. Last but not least, the mean percentage of 0% is the domain of pre-teaching.

D. Follow-Up Plan

Based on the data in the table B, there are several instrument items that are the findings of discrepancies from monitoring and evaluation of online learning. Therefore, the following below is follow-up plans that will be carried out by administrator in the Quality Assurance Group or *Gugus Penjaminan Mutu (GPM)* at faculty level and Quality Assurance Unit or *Unit Penjaminan Mutu (UPM)* at department level, and lecturers who teach courses in order to improve the learning quality at the Languages and Arts Faculty.

Table of Discrepancy of Learning Implementation Instrument Items

No	Instrument Item Number	Discrepancy	Discrepancy Percentage	Follow-Up Plan
1	B.5	Lecturers do not upload teaching materials as well as the learning media.	1.8%	- Lecturers are requested to review the previous material if the provision of material is only given out in the first few meeting then students do presentations in front of the class. Besides, giving students feedback on their presentation should refer to the material being learned so that the teaching material and learning media are still uploaded during the teaching and learning process.

Table of Discrepancy of Learning Evaluation Instrument Items

No	Instrument Item Number	Discrepancy	Discrepancy Percentage	Follow-Up Plan
2	C.2	Lecturers do not turn students' assignment back that has been assessed.	5.6%	<ul style="list-style-type: none"> - Lecturers are requested to immediately provide the assignment score and turn it back to students. - If that is not possible to do, then the lecturers should summarize briefly the results of students' assignments and discuss them at the beginning of the meeting.
3	C.3	Question sheet of midterm exam has not been validated	1.8%	<ul style="list-style-type: none"> - Lecturers will arrange the question sheet of midterm exam according to the lesson plan then validated by the course coordinator.
4	C.4	Lecturers do not arrange the assessment rubric for the midterm exam	18.5%	<ul style="list-style-type: none"> - Lecturers are required to arrange the assessment rubric
5	C.6	The question sheet of midterm exam are not in accordance with the learning materials	1.8%	<ul style="list-style-type: none"> - Lecturers are required to arrange the question sheet of midterm exam in accordance with the semester lesson plan
6	C.7	The results of midterm exam scores are not announced to the students	18.5%	<ul style="list-style-type: none"> - Lecturers are required to announce the results of midterm exam score to the students

E. Generic Description

The Faculty of Languages and Arts consists of 9 departments with 14 study programs in it. These study programs are languages education, literatures, arts, designs, etc. The majority of these study programs implement and develop the curriculum *Merdeka Belajar Kampus Merdeka (MBKM)* for the batch of 2019 and 2020. However, for other batches, the study programs conduct the *Kerangka Kualifikasi Nasional Indonesia (KKNI)* curriculum or the Outcome Based Education (OBE) curriculum. In addition to the monitoring and evaluation of learning activities that carried out every semester, this activity always gets support from department leaders as well as lecturers who will be monitored.

During Covid-19 pandemic, the lecturing as well as monitoring and evaluation of teaching-learning activities are still conducted online since the last semester. With special provisions that have been regulated by Quality Assurance Centre or *Satuan Penjaminan Mutu (SPM)* based on the number of lecturers in the study program, the number of lecturers who are monitored in each study program is different. There are 26 lecturers from 14 study programs at FBS who are monitored. The lecturers who are monitored are an agreement made by the head of study program by considering equity among study program lecturers.

Monitoring and Evaluation of Online Learning is scheduled in even semester of 2020/2021 academic year at the Faculty of Languages and Arts on April 5th-6th, 2021 which is on the week 10 to week 11 of lecturers. The socialization of monev activities begins with the issuance of a notification letter for implementing the monev from the Deputy Dean of Academic Affairs. As though the previous semester, the online implementation of monitoring and evaluation is carried out with special provisions that only apply during online learning in the Covid-19 pandemic situation. Monev observer is Quality Assurance Unit or *Unit Penjaminan Mutu (UPM)* from each department that is going to be monitored and evaluated. Essentially, the lecturers will be monitored and evaluated by the UPM of each department. This decision is made to facilitate the monitoring and evaluation process also communication between the observers and lecturers. This is due to the observers of monev have to enter the platform used by lecturers in lecturing.

After monev socialization, UPM coordinates with the department manager to determine the names of lecturers who will be monitored. The consideration in a selection of lecturers who will be monitored as follows: 1) the lecturers who have never been monitored by monev such as new lecturers, and 2) the lecturers who have been monitored and evaluated within one or two years previously. Next, the selected lecturers start to determine the schedule of their courses that will be conducted then the Quality Assurance Unit (UPM) reports the schedule to Quality Assurance Group (GPM) through google sheet which has been prepared by the GPM. Besides, the UPM joins in the online platform as the agreed schedule of lecturing activities. At the end of the monev term, a discussion is held among the monev observers, the head of Quality Assurance Group of Languages and Arts Faculty, and the monev division in WhatsApp group to discuss the obstacles encountered in implementing the monev, instrument fulfillment, and the reporting results of monev. With the cooperation of all parties, the monev activity runs smoothly and produces evaluation materials which can improve the learning quality in the next occasion.

The implementation of online learning monev activities in this semester generally goes well and smoothly although there are some activities of monev that are not carried out according to the schedule arranged by the Quality Assurance Unit (UPM). However, this do not affect the overall process. Several schedules are postponed to the next week due to the lecturers suddenly have to do their other tasks. In addition, the observer of monitoring and evaluation also experience some obstacles such as the lateness of lecturers in collecting files as the monev instrument.

Regarding to the several problems in the implementation of online lectures, the observers of money generally have coordinated with the lecturers to discuss problems that become a finding during implementation process of the monitoring and evaluation learning. Moreover, the monitoring and evaluation have also provided suggestions as well as solutions to these problems so that they become materials of evaluation to prepare even better for the next meeting.

F. Conclusion

Monitoring and evaluation activities of online learning in even semester of 2020/2021 academic year at the Faculty of Languages and Arts were running smoothly and conditioned well in each major. Coordination with Quality Assurance Group (GPM) and Quality Assurance Centre (SPM) teams is important because there were several inputs and suggestions as evaluation materials which are able to improve the quality of learning later. Also, this report indicates that the quality of this semester's learning is better than the previous semester. This is due to several findings and discrepancies in 2 domains namely learning implementation and learning evaluation. Not even a single item of discrepancy was found in the teaching preparation (pre-teaching) domain. As well as the last semester, the learning evaluation remains as the domain with the most incompatible. Additionally, the learning evaluation activities have not been carried out optimally by the lecturers. Therefore, it is expected that the results of this learning monitoring and evaluation can be used as a material as well as guidance to determine the follow-up plans for improving the quality of learning.