REPORT
MANAGEMENT REVIEW MEETING (MRM)

Faculty Quality Assurance Committee

Faculty of Mathematics and Natural Sciences

Universitas Tanjungpura

2023

APPROVAL PAGE

Higher Education	: Tanjungpura University
Faculty	: Mathematics and Natural Sciences
Implementing activities	: Faculty Quality Assurance Team (PMF) Team
Composition	:
Overall Coordinator	: Dr. Gusrizal, M.Si Technical
Manager	: Yudha Arman, D.Sc.
	Dr. Evi Noviani, M.Si
	Drs. Cucu Suhery, M.A.
Chair	: Dr. Elvi Rusmiyanto, M.Si.
Secretary	: Dr. Endah Sayekti, M.Si
Members	: Puji Ardiningsih, S.Si., M. Si
	Dr. Anis Shofiyani, M.Si.
	Rhenny Puspitasari, S. T., M. T
	Sukal Minsas, S. Si., M. Si.
	Mariatul Kiftiah, S. Si., M. Si.
	Shantika Marta, S. Si., M. Si.
	Suhardi, S. T., M. Eng.
	Dr. Andi Ihwan, M.Si.
	Asifa Asri, S. Si., M. Si.

agree	Pontianak, December 2023
dean	PMF chairman
Dr. Gusrizal, M. Si.	Dr. Elvi Rusmiyanto, M.Si.
NIP 197108022000031001	NIP. 197109012000031003

KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI
UNIVERSITAS TANJUNGPURA
FAKULTAS MIPA

Foreword

Praise and gratitude be to Allah SWT for His blessings and abundance of sustenance, thus the preparation of the 2023 Management Review Meeting (MRM) Report has been successfully completed. This MRA activity was carried out as a follow-up to the results of the Internal Quality Audit (IQA) of study programs at FMIPA UNTAN, which was conducted in late November to early December 2023. The IQA and MRA activities are part of the annual routine agenda of the Quality Assurance Center Team in carrying out its role and function in improving the quality of higher education.

The RTM activity presented the compliance and non-compliance of the AMI program results with the SPMI Untan standards. This activity involved the leadership of FMIPA and its staff, resulting in recommendations for planning activities for the following year.

We would like to express our deepest gratitude to the leadership of FMIPA and its staff, the Department Chair, Department Secretary, Program Chair, lecturers, the Faculty of Mathematics and Natural Sciences Quality Assurance Team, students, educational staff, and the academic community who have helped to ensure the successful completion of this activity. We welcome constructive criticism and feedback to improve this report.

Pontianak, December 2023

Implementation Team

1. Background

According to Permenristekdikti No. 62 of 2016 concerning the Higher Education Quality Assurance System (SPM Dikti), Higher Education Quality is defined as the level of conformity between the implementation of higher education and Higher Education Standards, which consist of National Higher Education Standards and Higher Education Standards set by Higher Education Institutions. The Higher Education Quality Assurance System (SPM Dikti) is a systematic activity to improve the quality of higher education in a planned and sustainable manner, while the Internal Quality Assurance System (SPMI) is a systematic activity to ensure the quality of higher education by each higher education institution autonomously to control and improve the implementation of higher education in a planned and sustainable manner.

In carrying out the mandate of the law and participating in the accreditation criteria process, every study program in a higher education institution is required to undergo an Internal Quality Audit process. Internal Quality Audit (AMI) is one of the processes for Higher Education Institutions to make continuous improvements. In accordance with the Internal Quality Assurance System, which uses the PPEPP (Planning-Implementation-Evaluation-Control-Improvement) cycle, activities should begin with planning and implementation of standards, followed by an AMI as a process of evaluating the conformity of the process/implementation with the established standards.

Based on Article 5 of the Minister of Research, Technology, and Higher Education Regulation No. 62 of 2016 concerning the Higher Education Quality Assurance System, paragraph (1), the Internal Quality Assurance System (SPMI) has a cycle of activities consisting of:

a. Establishment of Higher Education Standards;
b. Implementation of Higher Education Standards;
c. Evaluation of the Implementation of Higher Education Standards;
d. Control of the Implementation of Higher Education Standards; and
e. Improvement of Higher Education Standards.

Meanwhile, the evaluation referred to in paragraph (2) letter c is carried out through an Internal Quality Audit.

The evaluation of the implementation of Dikti Standards is carried out by conducting an Internal Quality Audit (AMI), which examines compliance with Dikti Standards at the Dikti Standards Implementation Stage (when Dikti Standards are implemented). An Internal Quality Audit is a systematic, independent, and documented testing process to ensure that activities at higher education institutions are carried out in accordance with procedures and that the results are in line with standards to achieve institutional objectives.

Internal Quality Audit is not an assessment/evaluation but rather a comparison of the conformity between the implementation and the planning of an activity/program. The results of the Internal Quality Audit may consist of:

a. Implementation of Dikti Standards achieving the established Dikti Standards;
b. Implementation of Dikti Standards exceeds the established Dikti Standards;
c. Implementation of Dikti Standards has not met the established Dikti Standards;
d. Implementation of Dikti Standards deviates from the established Dikti Standards.

Regardless of the results of the Internal Quality Audit of the implementation of Higher Education Standards, whether they meet, exceed, fall short of, or deviate from the Standards, higher education institutions must take action to control Higher Education Standards.

Quality improvement will be more effective if AMI is preceded by the preparation of self-evaluation documents conducted by the auditor/auditee. Self-evaluation needs to be done with the right preparation and steps, as well as proper analysis, so that the recommendations for quality improvement are on target/valid. Recommendations are needed for both internal and external purposes. SWOT analysis is a method often used to analyze self-evaluation, especially in quality improvement in higher education, to get the right development strategy.

AMI is conducted periodically or according to client needs. AMI is carried out by several auditors who have been trained to assist with AMI documents and requirements for each study program and who have a good understanding of higher education standards. Auditors should be representatives from each study program, and audits should be conducted cross-functionally. Auditors are given incentives in accordance with higher education policies, given the considerable tasks and responsibilities involved.

In accordance with the AMI implementation SOP, there are various series of activities that will be carried out. In order to ensure a common understanding between auditors and auditees (study programs) prior to the field assessment, the AMI implementation is preceded by a common understanding and socialization. The final activity is assisting the management review meeting (RTM) with the Dean.

The Management Review Meeting (MRM) is a meeting held at specific intervals to discuss follow-up actions on AMI audit findings. The MRM is conducted to ensure the continued suitability, adequacy, and effectiveness of the quality system. This review must include an assessment for improvements and changes to the quality system, including quality policies and quality objectives. Several things are discussed in the MRM, including 1). Audit results/findings, 2). Stakeholder feedback (complaints, satisfaction, service satisfaction surveys), 3). Process performance and conformity of PT Tridarma's outputs, 4) Status of preventive and corrective actions, 5). Follow-up from previous reviews, 6). Changes that may affect the Quality Management System, 7). Recommendations for improvement.

The expected outcomes of the Management Review are: 1) Improved effectiveness of the quality system and its processes, 2) Improved service outcomes leading to the fulfillment of customer requirements, 3) Meeting resource needs. Based on this background, the Faculty Quality Assurance (PMF) of FMIPA UNTAN conducts RTM as a follow-up to the findings of AMI Study Programs within FMIPA UNTAN.

2. Legal Basis

a. Law No. 12 of 2012, Chapter III, Article 52 on Higher Education, Paragraph 52(3) concerning the Higher Education Quality Assurance System and National Standards for Higher Education.
b. Ministry of Research, Technology, and Higher Education Regulation (Permenristekdikti) No. 62 of 2016 concerning the Higher Education Quality Assurance System (SPM Dikti).
c. Ministry of Education and Culture Regulation (Permendikbud) No. 3 of 2020 concerning National Standards for Higher Education.
d. Ministry of Education and Culture Regulation (Permendikbud) No. 5 of 2020 concerning Study Program Accreditation.
e. Assignment Letter as AMI Auditor for Study Programs within FMIPA from the Institute for Learning Development and Quality Assurance, No. 3712/UN22.11/JM.00/2022 to 3721/UN22.11/JM.00/2022.

3. Objectives

The purpose of this activity is:

a. To ensure the implementation of the management system in accordance with the objectives/targets.
b. Ensuring that the management system meets standards/regulations

c. As part of efforts to ensure quality sustainability in the FMIPA environment at Tanjungpura University

4. Types of Activities

This AMI activity consists of a series of three major activities. First, the implementation of an internal quality audit with the final result being the AMI report. The activity involves scientific discussions conducted offline at each study program for two days as determined. Additionally, this activity includes field assessment support, preparation of documents, and AMI documentation for each program. The next activity is support for management review meetings with the Dean. Concurrently, the creation of summary documents and mapping of audit results is also carried out.

5. Participants

Participants in this activity are expected to be:

a. Faculty Leadership (Dean, Vice Deans 1, 2, and 3)

b. Department Heads

c. Program Chair

d. Educational Staff

e. Auditors within the Faculty of Mathematics and Natural Sciences who already hold AMI certification.

f. PMF Team

6. Activity Implementation

Time and Place

1. Internal Quality Audit of the Program

   Conducted: November-December 2023

   Location: Each program

2. Management Review Meeting (MRM)

   Conducted in December 2023

   Location : FMIPA Untan Senate Room

EVENT SCHEDULE

Management Review Meeting
Faculty of Mathematics and Natural Sciences,
University of Tanjungpura 2023

Time	Event	Description	Responsible
07:30 08:00 WIB	Participant registration		Committee
08:00- 08:15 WIB	Opening	Singing the Indonesian national anthem	Sukal Minsas
		Welcome speech by the Dean and opening of the event	Dr. Gusrizal, M.Si
		Recitation of prayer	Andi Ihwan
08:15 09:15 WIB	Presentation of the Results of the Coordination Meeting at the Program Level Program based on AMI Findings **Duration**: **5 minutes per program**	1. Biology Program 2. Physics Program 3. Bachelor of Science in Chemistry Program 4. Mathematics Program 5. Risk Management Program 6. Marine Science Program 7. Informa tion Systems Progra m 8. Statistics Program 9. Geophysics Program 10. Master's Program in Chemistry	Moderator: Anis Shofiyani
09:15 10:00 WIB	Presentation of Findings at the Faculty Level based on AMI Findings **Duration: 45 minutes**	Faculty Quality Assurance	Moderator: Elvi Rusmiyanto
10:00 11:30 WIB	Response from the Dean :	Faculty Head: • Dean • Vice Dean 1 • Vice Dean 2 • Vice Dean 3	Moderator: Elvi Rusmiyanto Minutes: 1. Rhenny Sari 2. Endah Sayekti

11:30 a.m. 12:00 WIB	Q&A		Moderator: Elvi Rusmiyanto
12:00 WIB	Closing		Organizing Committee

Follow-up on the Results of the 2023 RTM

Non-Conformity Findings (KTS)	Category of Findings	Follow-up		Date of Compliance	Status of Follow-up Actions for Non-Compliance Findings	Evidence of Follow-up Action
		Root Cause Analysis	Handling Actions			
Education Standards						
1. Physics Study Program						
1. The Physics Program has not conducted periodic reviews of the RPS in accordance with developments in science and technology and the demands of the world of work (stakeholders).	Observation	The RPS has not been reviewed periodically in line with developments in science and technology and the demands of the world of work	1. RPS hearings with several stakeholders 2. A template is provided for use by one study program so that the RPS becomes more uniform 3. Peer review/evaluation has been conducted on R PS that has been created at the end of the semester 4. Updating references (books and scientific articles scientific research results of lecturers) that	by the end of December 2024	Open Reviewed by AMI next period	

			used in the RPS			
2. No facilities for students with special needs: Braille labeling, wheelchair ramps, guide paths on roads or campus corridors, campus maps/floor plans, wheelchair-accessible toilets. Only chairs for left-handed students are available. (AMI findings from 2022 that not	Major	Facilities for students with special needs are not yet available	In December 2023 , built road infrastructure for wheelchair users	December 2023	Closed	
Non-Conformity Findings (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for Non-Compliance Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Taken**			
(followed up)						

3. The Physics Program develops the curriculum and learning plans for each course at least one month before the course begins. However, there are some RPS that are developed after the course has started.	Observation	Systematic monitoring of RPS and curriculum	1. The Physics Program has conducted course allocation and course evaluation on Friday, December 29, December 2023 to ensure all lecturers have an additional month to design RPSs aligned with the courses they teach before classes commence. (February 5, 2024). 2. The Physics Program has conducted a survey among students (December 18 to December 20 2023) regarding: EVALUATION – Implementation of the Curriculum That Has Been and Is Currently Being Implemented via a Google Form at the link: https://bit.1y/Evaluasi KurikulumPSFisika20 23 3. The Physics Program has	December 2023	Closed	

			conducted curriculum the curriculum over the past 4 days (December 19–22 December 2023). Meeting minutes: https://bit.1y/Notulens			
Non-Conformity Findings (NCF)	**Finding Category**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for Non-Compliance Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Plan**			
			iRapatFisika			

4. There are 51 courses in the Physics Study Program that have implemented case method learning and/or team- based projects. However, there is no evidence of an RPS attached.	Observation	Documentation of RPS accompanied by CBL/PBL needs to be done in a structured manner	Complete the RPS according to the format RPS CBL/PBL	January 2024	closed	
5. The Physics program already has an alumni association but does not yet have an official decree.	Minor	The legalization of the alumni association's management at the Faculty or Program level is still unclear.	The official approval for the alumni association management is currently being processed at the Faculty level.	January 2024	closed	
2. Geophysics Program						
1. The RPS cannot yet demonstrate that 1 credit hour of practical work is equivalent to 170 minutes (Quality point: I.c.25-2)	Observation	The RPS structure needs to be improved	The RPS will be revised by adding a special table explaining the laboratory session equivalent to 170 minutes in that course.	January 2024	Closed	https://drive.google.com/drive/folders/1iQzZkvgMoc5XCsex6VRHHAcjPkql92P m

Non-Conformity Findings (KTS)	Finding Category	Follow-up		Date of Compliance	Status of KTS Findings Follow-up	Evidence of Follow-up Action
		Root Cause Analysis	Action Plan			
2. Data on new facilities and infrastructure is limited to the list of rooms available at the Faculty for academic and non-academic processes (Quality point: I.f.1.a).	Observation	The list of available rooms is managed at the faculty level. Therefore, it does not have the authority to create the list independently.	Regarding facility and infrastructure data, it is recommended that the Faculty create a special document describing the facilities and infrastructure available within the FMIPA environment. It would be preferable if the list of facilities and infrastructure were accompanied by images.	December 2024	Open Examined during the AMI period next	-
3. SOP for room usage, for example, the SOP for laboratory usage 4. laboratory, has not been documented. It is currently limited to a hard copy of the room usage flow chart posted on the notice board (Quality point: I.f.1.a).	Observation	The SOP is available. However, it has not been documented in digital form.	Develop SOPs for laboratory use in both physical and soft file/PDF formats	January 2024	Closed	https://mipa.untan.ac.id/file/penjaminan_mutu/fda952a8d19ce8c6033801be3f9025f4SOP%20FMIPA%20UNTAN%202020.pdf

Findings of Non-Conformity (KTS)	Finding Category	Follow-up: Root Cause Analysis	Follow-up: Handling Actions	Date of Compliance	Status of KTS Findings Follow-up	Evidence of Follow-up Action
5. 43 courses out of a total of 83 courses in the Geophysics Program have implemented the case method/team-based project, but not all of the 43 courses have a Cased-based RPS method/team-based project (Quality point: I.c.14).	observation	In essence, the Geophysics Program has already implemented an OBE-based curriculum in the form of the case-based method/team-based project. However, only some of these are documented in the RPS.	The Geophysics Program will improve the curriculum structure by supplementing the RPS with descriptions of the case-based method/team-based project.	January 2024	Closed	https://drive.google.com/drive/folders/1iQzZkvgMoc5XCsex6VRHHAcjPkql92P m
3. Marine Science Study Program						
1. It is not yet apparent in the document that the practicum schedule is 170 minutes per credit per week	Observation	A recheck is needed regarding the suitability of the credit hours according to the UNTAN Education Standards Education at UNTAN	Laboratory scheduling is currently being coordinated with the lecture schedule.	August 2024	closed	

2. The RPS needs to be updated in accordance with the OBE curriculum and to meet the demands of the workplace	Observation	The curriculum structure needs to be reviewed and adjusted in accordance with the guidelines	The OBE RPS for the 2023/2024 Even Semester is currently being developed	January 2024	closed	
3. The standard for faculty room facilities and infrastructure to support the learning process, with a minimum room size of 4 m2 per faculty member, has not been met. Not yet All faculty rooms have partitions	Observation	The adequacy of faculty rooms according to UNTAN's infrastructure standards has not been met				
4. Internet speed is not yet 1 Gbps. Not all program areas and lecture areas have internet access evenly	Observation					
5. Facilities for students with special needs : Braille labeling, wheelchair ramps, guide paths	Observation		In December 2023, a ramp was built for wheelchair users. wheelchair	Decem ber 2023	closed	
Non-Conformity Findings (KTS)	**Findin gs Catego ry**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for Non-**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Plan**			

					Compliance Findings	
On campus roads or corridors, campus map/layout, wheelchair-accessible restrooms Not yet available Not yet available						
6. There are already general lectures each semester, but there are no monthly routine activities	Observation		No activities have been conducted			
7. No review has been conducted on the suitability of the RPS material with the lecture material lecture	Observation		No activities have been carried out			
8. EDOM is not running. There is no quality group in the study program	Minor		No activities have been carried out			
9. There are no documents on the mechanism for auditing the achievement of the vision mission	Minor		No activities have been carried out			
4. Mathematics Study Program						

1. Upon reviewing the documents in the Mathematics Undergraduate Program, FMIPA, this program does not yet have evidence/documents of funding efforts from various sources outside of tuition fees obtained from students, so it does not comply with the standard statement.			Create an independent funding logbook based on reports from DTPS			
Findings of Non-Compliance (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for KTS Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Plan**			
I.h.1						

2. During the document review and interview with the Head of the Mathematics Undergraduate Program, it was found that 11 out of 60 courses had implemented the case method of learning, because the mathematics study program is more theoretical in nature, which is not in line with the statement in the Rector's IKU standard 3.2/ I.c.14			Require DTPS to develop an OBE- based RPS one month before the start of classes.			
5. Information Systems Program						
1. During the visit to the Information Systems Program, it was found that facilities and infrastructure for students with special needs are still inadequate.	Minor		The findings can be resolved at the faculty level.			
2. The Information Systems Study Program does not manage funds; funds are managed	Observation		Findings can be resolved at the faculty level			

Findings of Non-Compliance (KTS)	Findings Category	Follow-up		Date of Compliance	Status of Follow-up Actions for KTS Findings	Evidence of Follow-up Action
		Root Cause Analysis	Handling Actions			
by the Faculty						
3. At the time of document verification at the Information Systems Study Program, there had been no publication of the 2023 PKM results in the form of scientific publications or in the mass media.	Observations		PKM DIPA and Independent articles have been submitted to reputable PKM journals		close	
6. Computer Systems Program						
1. When reviewing documents in the Computer Systems Engineering Program and conducting field observations, the faculty room already has an area of 4 m², but there are still rooms that do not meet the 4 m² requirement, thus	Observation		Communicate to the faculty to partition the faculty rooms			

not complying with standard I.f.1.b						
2. During the inspection and interview with the Head of the Computer Systems Engineering Undergraduate Program, the communication network and internet the scope of Wi-Fi within the building at	Observation		Inform the faculty regarding the addition of internet bandwidth in the faculty and study program			
Findings of Non-Conformity (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**Status of KTS Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Plan**			

The campus environment is not yet 100% complete and the total internet bandwidth is not yet 1 Gbps, as evidenced by Untan Internet Provider BA, so it does not comply with the statement in standard I.f.4.						
3. During field observations in the Computer Systems Engineering undergraduate program, the only new facilities available were chairs for students with special needs, which were not in accordance with the statement in standard I.f.5	Observation		Construction of facilities or infrastructure for students with special needs is currently underway at the front of the computer systems engineering program.		close	

4. During document review and field audit of the Resiskom program, the program and quality group had not conducted periodic monitoring and evaluation activities to maintain and improve the quality the learning process each semester,	Observation		1. The program will coordinate and discuss with program representatives regarding faculty quality assurance, including routine evaluations of learning quality and the creation of course evaluation documents each semester. 2. The faculty has created a template			
Non-Conformity Findings (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for Non-Compliance Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Taken**			
so that it does not yet comply with standard statement I.9.5			evaluation of lectures and learning in each semester.			

5. When reviewing documents in the Mathematics Undergraduate Program at the Faculty of Mathematics and Natural Sciences, this program does not yet have evidence/documents of program funding efforts from various sources outside of tuition fees obtained from students, thus not complying with standard statement I.h.1	Observation		Create a document summarizing activities in the program that have received funding from external sources, such as the MBKM Flagship program or funding from competitions or contests.			
6. During document review and interviews, it was found that the assessment of research conducted by students in the context of preparing final project reports, theses, and dissertations is regulated in the Guidelines for Preparing Final Project Reports,	Observation		Propose to the faculty to add to the Faculty Academic Guidelines Book regarding the TA assessment format for students.			

but it is still not Included in the Academic Guidelines						

Findings of Non-Compliance (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for KTS Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Faculty Action Plan**			
Faculty, so it is still not in accordance with standard II.d.1						

7. When reviewing documents as evidence of mandatory PKM activities in the Computer Systems Engineering undergraduate program, this program has conducted PKM activities and has been published in a national publication with an ISSN. The 2023 PKM output is not included in the attached documents, so it still does not comply with standard III.a.3-2	Minor		The PKM activities of the Computer Systems Engineering program will be published on electronic media (website) and proposed for publication in the form of a PKM journal.		Close	
8. During the document review and field audit in the Resiskom program, it was found that courses that have implemented the case method/team-based project have reached 17% and cannot yet demonstrate all	Minor		There are already 30 courses in the Resiskom program in the new curriculum based on the case method/team-based project, or about 47% of all courses in the new curriculum.		Close	
Findings of Non-		**Follow-up**			**Status of**	

Compliance (KTS)	Findings Category	Root Cause Analysis	Action Plan	Date of Compliance	Follow-up Actions for Non-Compliance Findings	Evidence of Follow-up Action
Evidence of courses that apply the case method, which contradicts the statement in the IKU Rector's standard 3.2/I.c.14						
9. During the document review at the Risk Management Study Program, the University, Faculty, and Study Program had established an AMI mechanism for achieving their vision and mission but had not attached any evidence, so it was not yet in accordance with IV.a.9.	Observation		Communicate to the relevant faculty regarding the documents on the mechanism for achieving the vision and mission.			

10. During the document review at the Computer Systems Engineering undergraduate program, an alumni association had been established in this program and already had an organizational structure, but it had not been approved, thus not complying with standard statement V.3.	Observation		Create a discussion forum for all alumni and graduates by batch in a WhatsApp group and plan to establish a legally recognized alumni association through a notary. a legally recognized alumni association through a notary		Close	
11. During document review and audit	Observation		On the curriculum, courses, and RPS in the study program		Close	
Findings of Non-Compliance (KTS)	**Category of Findings**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for Non-Compliance Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Plan**			
In the Resiskom program, the results of the graduate tracking study have been followed up for quality improvement, but no evidence has been shown, so it does not comply with the V.5			The new standard has been adjusted based on input from stakeholders and graduates in line with current industry needs.			

standard statement.						
7. Statistics Program						
1. Internet connection speed at some locations is still slow	Minor		1. On January 4 In 2024, during a Mathematics Department meeting attended by the Head of the Mathematics Department and all Mathematics Department lecturers, including Dr. Evi Noviani, M.Si., as a Mathematics Study Program lecturer and Deputy Dean 2 of FMIPA Untan, the Head of the Statistics Study Program reported on the audit findings regarding slow internet connectivity at several points on the 3rd floor. 2. On January 9,		Close	

			2024, during a faculty meeting related to			
Non-Conformity Findings (KTS)	**Finding Category**	**Follow-up** **Root Cause Analysis**	**Follow-up** **Action Plan**	**Date of Compliance**	**Status of Follow-up Actions for Non-Compliance Findings**	**Evidence of Follow-up Action**
			preparation for the 2023/2024 even semester, the Head of the Study Program has also conveyed the			

			internet network constraints related to the internet.			
2. Special needs facilities: left-handed chairs. There needs to be a ramp for wheelchair access and toilet facilities for students with special needs. There needs to be signage for students with special needs (evacuation routes with Braille letters, etc.)	Minor		During the Mathematics Department meeting on January 4, 2024, and the Faculty meeting on January 9, 2024, complaints regarding the third-floor restroom were also raised. Therefore, we are still awaiting further action from the Faculty regarding the improvement of these facilities.			
3. A periodic learning evaluation report needs to be compiled (evaluating attendance in lectures, the alignment of the material presented by lecturers with the RPS, evaluation of EDOM results, evaluation of thesis completion), with effectiveness linked to the academic	Minor		At the Program Level Meeting held on December 27, 2023, regarding the evaluation of the Statistics Study Program Accreditation results, the division of tasks among lecturers was discussed in relation to their responsibility for the periodic preparation and documentation of each component.			

performance indicators of the study program						
8. Chemistry Undergraduate Program						
1. Educational Staff Educational	Observation	Documentation of certification	Confirmation results obtained from the lab technician	January 2024	closed	
Non-Conformance Findings (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for Non-Compliance Findings**	**Evidence of Follow-up Action**
		Root Cause Analysis	**Action Plan**			
(laboratory technician) already has certification, but the attachment has not been completed		Competency Systematic training	Information that the certificate has not been sent by the certification body			
2. Total internet bandwidth is at least 1 Gbps It is recommended to include supporting	Observation	Bandwidth distribution at UNTAN (it appears) that at some points it is not yet evenly	Regular checks should be conducted, especially at specific points where internet network strength is weak	December 2023	closed	

documents		distributed				
3. It is advisable to attach a list of existing and missing infrastructure that supports students with special needs	Observation	Facilities for students with special needs are not yet complete	Photos of the slope road being prepared for students with special needs have been attached 	December 2023	Closed	
4. The program has been conducting periodic monitoring and evaluation appropriately; it would be even better if there were reports from each KBI in accordance with their respective duties and functions. EDOM has also not been implemented for the 2022/2023 even semester	Minor	Documentation of learning monitoring and evaluation needs to be organized more structurally	1. Coordination with each KBI Program Chair 2. A survey will be conducted using EDOM questions based on EDOM Untan using Google Forms if EDOM Untan has not yet been activated.	January 2024	Closed	

Findings of Non-Compliance (KTS)	Findings Category	Follow-up		Date of Compliance	Status of Follow-up Actions for Non-Compliance Findings	Evidence of Follow-up Action
		Root Cause Analysis	**Action Plan**			
5. The study program has conducted periodic monitoring and evaluation activities in order to maintain and improve the quality of the learning process each semester. However, it has not yet been documented	Observation	Documentation of the learning monitoring and evaluation process and results needs to be carried out in a more structured manner	Monitoring and evaluation documentation has been created	December 2023	Closed	
6. It is recommended to list the number of courses that have implemented the case method and/or team-based project learning and attach the RPS	Observation	Documentation of the monitoring and evaluation process and results should be conducted in a more structured manner	A list of courses that have implemented case-based learning and/or team-based projects has been created for the 2022-2023 academic year, and it is planned to create a list for the following year and attach the course syllabi	January 2024	Closed	

7. The alumni association is still under the Faculty, not yet at the program level	Minor	Legalization of the alumni association's management is at Faculty or program level is unclear	Decree on management Alumni associations already exist at the faculty level	January 2024	closed	
8. Activities The enhancement of students' soft skills outside of academic activities has been conducted in a structured manner, but the appendix is not yet available.	Observation	Documentation of soft skill enhancement activities for students needs to be created more structured	It is planned to create documentation of student soft skill enhancement activities outside of academic activities	July 2024	closed	

Biology Study Program

Non-Conformity Findings (NCF)	Finding Category	Follow-up		Date of Compliance	Status of Follow-up Actions for Non-Compliance Findings	Evidence of Follow-up Action
		Root Cause Analysis	Action Plan			

1. The curriculum has been revised, and CPL is now included in the curriculum; however, the implementation of MBKM in the curriculum has not been formalized, with only an MBKM guidebook available. The curriculum lists MBKM 1 and MBKM 2 there are no courses.	Observation		Curriculum refinement by incorporating MBKM courses into the curriculum document			
2. A form for periodic review of the RPS should be created and reviewed by the program coordinator. The form can include alignment based on the RPS template, the type of RPS (whether CBL or PJBL), and learning outcomes.	Observatio n		RPS review after course allocation			
3. No facilities or infrastructure for students with special needs, but the faculty has already provided chairs for students	Minor		Construction of a side road	Decem ber 2023	Closed	

with hand disabilities						
Non-conformity Findings (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**KTS Findings TL Status**	**Evidence of Follow-up Activities**
		Root Cause Analysis	**Action Plan**			
Kidal, and the faculty already has plans to build facilities for students with special needs						
4. The study program needs to develop a curriculum and learning plan for each course at least one month before the course begins.	Observation		Joint RPS Development			

5. Less than 40% (30 out of 95 courses or approximately 31%) of courses have implemented case method learning and/or team- based projects	Observation					
Master's Program in Chemistry						
1. Review in the form of a circular letter from the program chair to update the RPS, but not all lecturers	Observation	Curriculum structure requires reorganization and adjustment	Program meeting discussing the results of the AMI (January 10, 2024). Lecturers are required to update the RPS at the beginning of each semester by including; metofe	January 2024	closed	

Findings of Non-Compliance (KTS)	Finding Category	Follow-up		Date of Compliance	Status of Follow-up Actions for Non-Compliance Findings	Evidence of Follow-up Action
		Root Cause Analysis	Action Plan			
Updating the RPS is done by the lecturer in charge			Appropriate learning methods (CBL/PBL) and references that use research/PKM results			

2. Infrastructure documents are kept at the faculty level; study programs do not have infrastructure documents, so it is necessary to request infrastructure documents available at the study program.	Observation	Facility and infrastructure documents at the faculty level can be accessed at the program level.	1. The study program requests infrastructure documents from the faculty 2. The program meeting discussed the results of the AMI (January 10, 2024).	Decem ber 2023	closed	
3. Speed 19.40 Mbps/user	Minor	Network distribution and strength are not yet uniform	The Study Program Meeting discussed the results of AMI (January 10, 2024) discussing the addition of Bandwidth	Decem ber 2023	closed	
4. The faculty is constructing wheelchair ramps but there are no guide paths on roads or campus corridors, campus maps /campus layout, wheelchair-accessible restrooms	Minor	Facilities for students with special needs are not yet available	Ramps have been provided, but need to be equipped with models/floor plans, guide paths, and handrails	Decem ber 2023	Closed	
5. Not all lecturers prepare lesson plans for each course at least one month before the course begins	Observation	Learning monitoring and evaluation needs to be made more structured and adhered to by all lecturers	1. The Study Program Meeting discussed the results of the AMI (January 10 2024). Lecturers are required to update the RPS at the	Februar y 2024	closed	

			beginning of each semester by including;			
Non-Conformity Findings (KTS)	**Findings Category**	**Follow-up**		**Date of Compliance**	**Status of Follow-up Actions for Non-Compliance Findings**	**Proof of TL Activities**
		Analysis of Root Causes	**Handling Actions**			
			Appropriate learning methods (CBL/PBL) and references using research/PKM results. 2. The study program is currently revising the curriculum to accommodate Permendikbur 23/2023 (changes to the minimum number of credits for Master's program			

6. A thesis evaluation form already exists, but it needs to be attached to the academic guidelines/thesis guidelines so that students can access and understand the components that are evaluated during the thesis process	Observation	Guidelines for thesis writing need to be updated	The thesis evaluation form will also be included in the Academic Guidelines of the Study Program	February 2024	closed	
7. Alumni associations are formed at the program level but cannot be legally established at the faculty level	Minor	The alumni association management decree needs to be updated	The program will hold an alumni meeting at the end of January to reactivate the management and activities of the alumni association		Open Will be checked in the next AMI period	
8. All student soft skills are within academic activities and not outside of academia	Observation		The program will organize non-academic activities	July 2024	Closed	

5. Summary of AMI Meeting Results

Learning Aspects:

1. RPS: Requires review, updates, format consistency, peer review, and updating of RPS references.
2. There is a need to evaluate the alignment of courses taught in class with the RPS, EDOM is not functioning, and the EDOM questionnaire instruments need to be updated.
3. It is necessary to evaluate the achievement of the vision and mission, the achievement of key performance indicators, and additional performance that supports the achievement of the vision and mission in the Strategic Plan.
4. The accuracy of the weighting of practical credits needs to be adjusted to the time required.
5. It is necessary to review the percentage and suitability of the methods written in the RPS for PBL/CBL courses, revise the OBE (*outcome-based,* not *content-based*) curriculum, especially in the assessment and measurement of CPMK to CPL achievement.

Facilities and Financial Aspects:

1. Facilities for students with special needs (ramps are already available, but need to be improved with models and guide signs) and cleanliness of the faculty environment.
2. Facilities and Infrastructure documents held by the Study Program need to be considered for digitalization so they can be accessed by the Study Program, and SOPs in each laboratory.
3. Internet access speed and additional *bandwidth* need to be increased.
4. Partitioning of the Siskom Program room is needed, and there is a shortage of rooms for the Marine Science Program.
5. Documentation of external funding for the program is required.

Alumni Aspects:

1. The Alumni Association at the program level already has a management structure but lacks formal recognition in the form of a decree. The Siskom program has a legally recognized management structure certified by a notary.

Human Resources Aspects:

1. Laboratory technicians and PLP require competency certification

Student Affairs:

1. Improvements in non-academic soft skills need to be well documented, and the summary can be accessed by the Study Program

2. Academic atmosphere activities need to be conducted periodically every 1-2 months in each study program.

Publication:

1. Some programs have not published PKM results for the current year

6. Follow-Up Recommendations

Recommendations for activities as follow-up to the results of the Internal Quality Audit (AMI) of Programs within the Faculty of Mathematics and Natural Sciences in 2023:

Recommendation:

1. The minutes of the Management Review Meeting should be prepared and copied to the PMF so that the PMF can record which activities have been closed (along with the completion date) or are still open (potentially becoming findings in the next AMI).
2. A quality assurance information system is needed to summarize the achievement of academic performance indicators at the program and faculty levels.
3. The AMI process should be based on LAM criteria so that it can be quantified and show the program's positioning against accreditation assessment criteria.

Faculty Feedback:

1. UNTAN's bandwidth is sufficient. The strength and speed of internet access at certain points, especially those frequently accessed by study programs and students, need to be checked periodically.
2. A format for the Minutes of the AMI Findings Discussion Meeting needs to be prepared, accompanied by the follow-up status of the findings and the completion date.
3. The faculty will facilitate the creation of a system for learning monitoring and evaluation mechanisms (3-4 times per semester) similar to UNP.
4. Should the alumni association exist at the faculty and study program level, or is it sufficient at the university level? At the UNTAN level, there is already a decree on alumni management.
5. Access to infrastructure documents at the faculty level will be opened as part of the PPID.

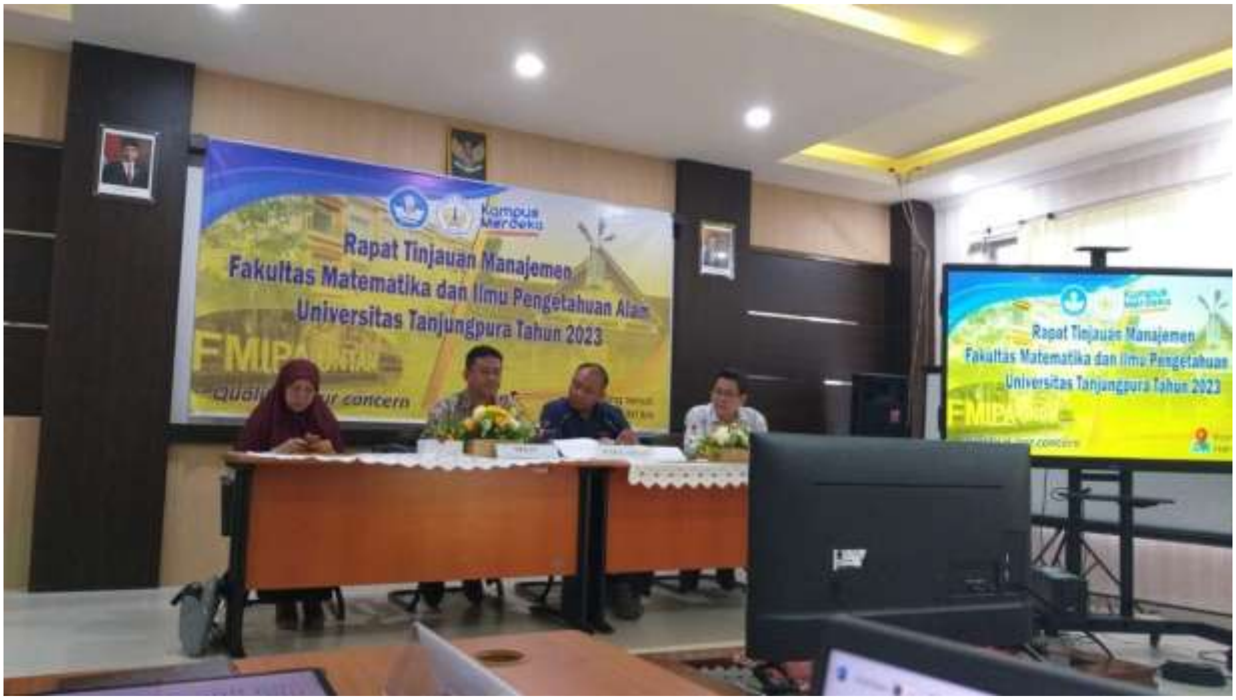
Response to Faculty Feedback:

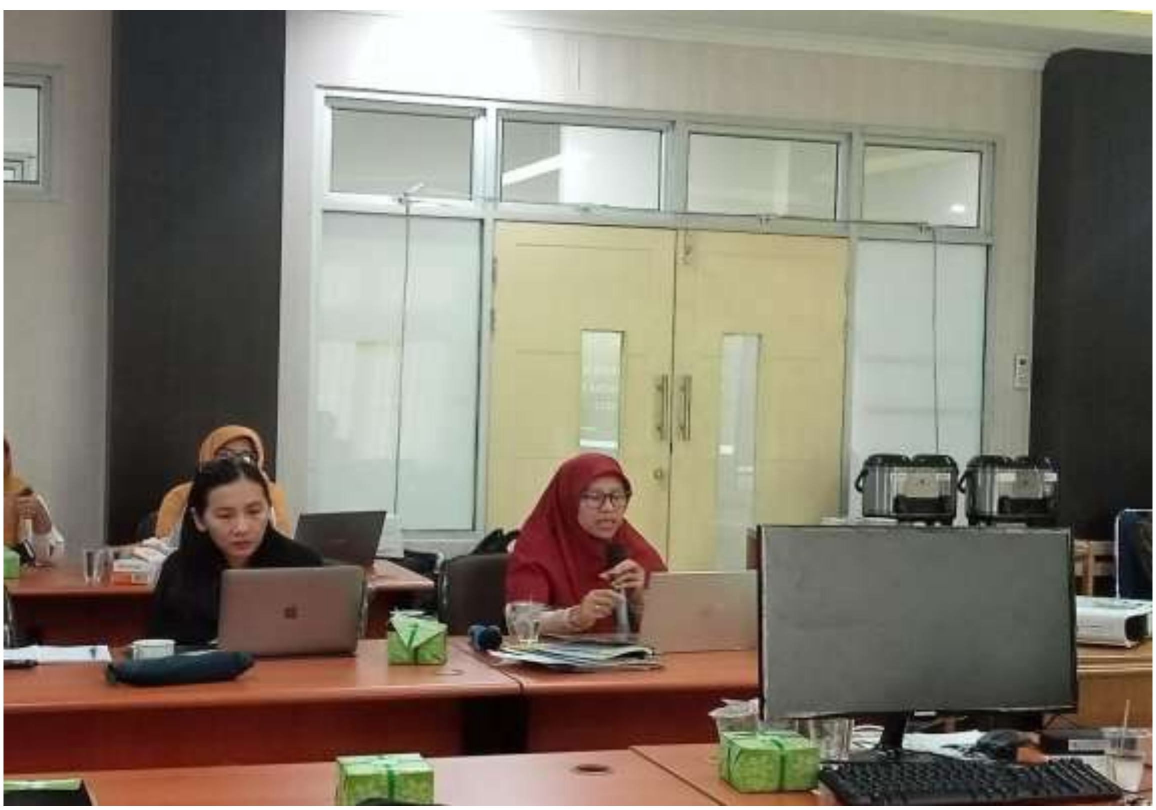
1. Program Coordinator for Information Systems (Mr. Ikhwan): Activities such as RTM or evaluations need to be conducted more regularly; this is essential for the program. A formal information system is not always necessary; a Google Sheet is sufficient, provided data is entered regularly. The program requires

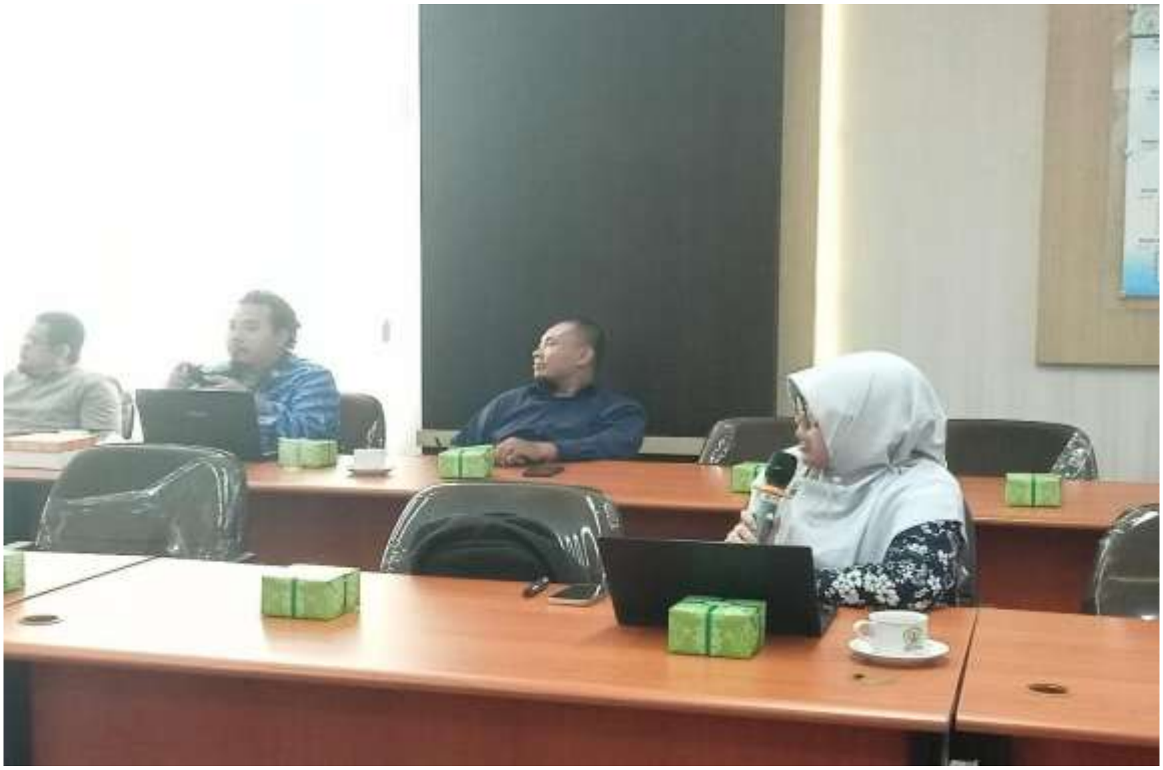
regular reminders to input quality assurance performance data; the method needs to be determined, and the form should be prepared by the PMF.

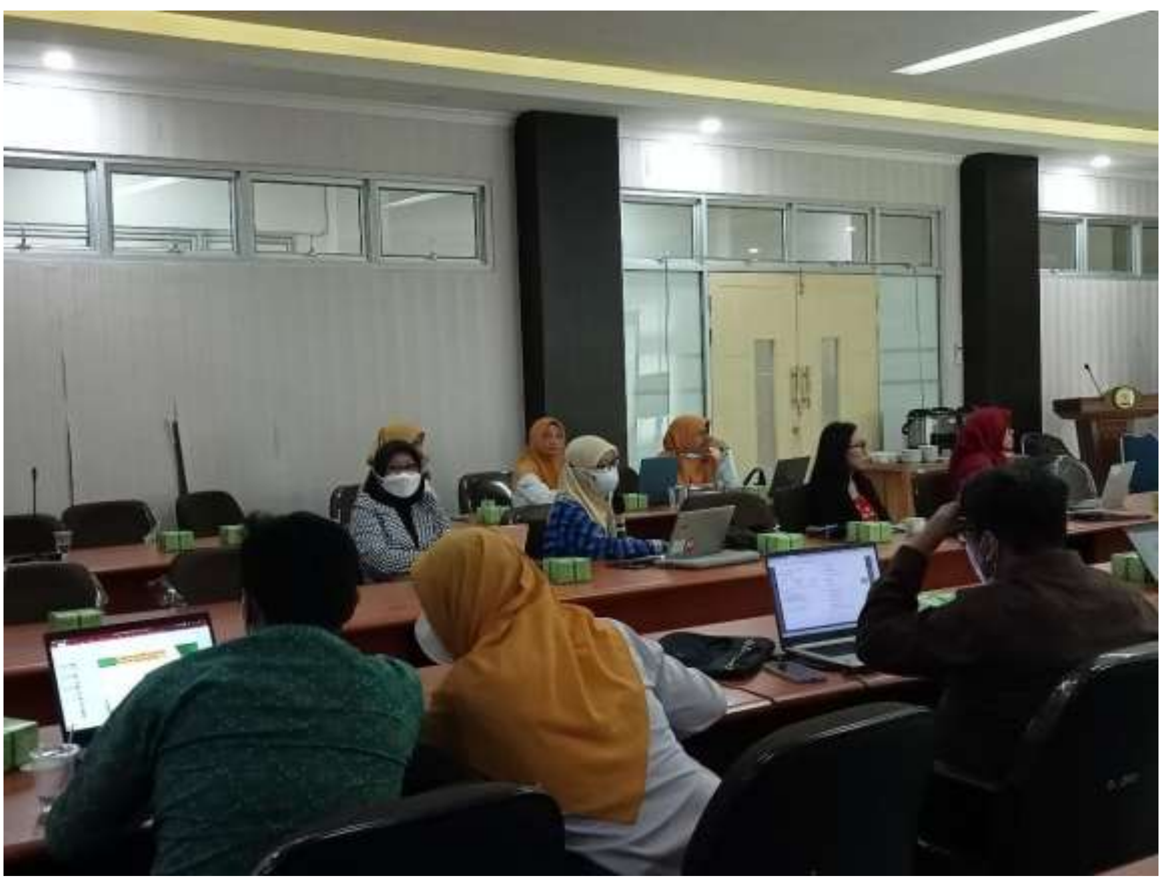
2. Head of the Mathematics Program (Mr. Bayu): The basis for submitting SKs is the documentation of activities.

ACTIVITY DOCUMENTATION









MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
TANJUNGPUTERA **UNIVERSITY**
DEPARTMENT OF MATHEMATICS AND NATURAL SCIENCES
Jalan Prof. Dr. H. Hadari Nawawi, Pontianak 78124 Tel./Fax.: (056 I) 577963
Email: info@fmipa.untan.ac.id

ATTENDANCE LIST OF THE FACULTY MEETING REVIEW OF MANAGEMENT
FACULTY OF MATHEMATICS AND NATURAL SCIENCES, TANJUNGPURA UNIVERSITY, 2023

No.	Rama	Position		Signature
1.	Dr. Gusrizal, M.Si.	Dean	1.	
2.	Yudha Arman, D.Sc	4. g General Affairs		
3.	Dr. Evi Noviani, M.S.	and e k a	3.	
4.	Drs. Cucu Suhery, M.A.	Vice Dean for Student Affairs and Alumni		4.

MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITY OF TAAJtWGP LURA
FACULTY OF MATHEMATICS AND NATURAL SCIENCES
Jalan Prof. Dr. H. Hadari Nawawi, Pontianak 78124 Tel./Fax.: (0561) 577963
e-mail : info@fmipa.untan.ac.id

LIST OF ATTENDANCE DEPARTMENT HEADS/CAPTAINS/SECRETARIES
MANAGEMENT REVIEW MEETING
FACULTY OF MATHEMATICS AND NATURAL SCIENCES UNIVERSITY OF TANJUNGPUTRA YEAR 2023

No.	Name	Position	Signature
1.	Dr. Andi Hairi Alimuddin, M.Si. Chemistry	Department Head of	i.
2,	Dr. Yundari, M.Si.	Head of the Mathematics Department	2.
3.	Dr. Bintoro Siswo Nub otto, M.Si	Chair of the Physics Department	3.
4.	Dr. Kustiati, M.Si.	Department Head/Program Coordinator Biology	4
5.	Rhenny Puspitasari, B.Eng., M.Eng.	Department Head/Program Coordinator Information Systems	5.
6.	Ikhwan Ruslianto, S.Kom., M.Cs.	Department Head/Program Coordinator Computer Systems Engineering	6. y
7.	Ar Tasari, K., S.Si., M.Si.	Head of Department/Head of Program in Marine Science Marine Science	7.
8.	Imelda H. Silalahi, Ph.D.	Head of the S1-Rimia Program	8.
	Dr. Anta Shofiydni, lvi. Si.	Kaprodi S2-Kimia	9.
10.	Neva Satyahadewi, M.Se., CRA., CM„C	Head of Statistics Program	10.
1 I.	Dr. Bayu Prihandono, M.Si.	Head of the Mathematics Program	11
	ärr. Yoga Satria Putra, M.Si	Head of Geophysics Program	
12. 13	Dr. Azrul A Zivar, M.Si.	Head of Physics Department	12.
14.			13. 14
15.	Siti Ifadchi	Sekjur Biologi	15,
T6.	Rahmi Hidayati	Sekjur Kesihom	
	Nilamsari K	Sekjur MTK	16.

MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
TANJUNGPURA UNIVERSITY
FACULTY OF MATHEMATICS AND NATURAL SCIENCES
Jalan Prof. Dr. H. Hadari Nawawi, Pontianak 78124 Tel./Fax.: (0561) 577963
Email: info@fmipa.untan.ac.id

17.	Yusuf A. Nurrahman	Sekjur Ilmu Kelautan	17.
18.	Hasanuddin	. Sekjur Fisika	18.
19.			19.
20.			20.
21.			21
22.			22.
23.			23.
24.			24.
21.			25

MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY

TANJUNG PULAU UNIVERSITY

FACULTY OF MATHEMATICS AND NATURAL SCIENCES A.M.

Jalan Prof. Dr. H. Hadari Nawawi, Pontianak 78124 Tel./Fax.: (0561) 577963

e-mail: info@fmipa.untan.ac.id

ATTENDANCE LIST OF THE PMF TEAM FOR
THE REVIEW MEETING N
FACULTY OF MATHEMATICS AND NATURAL SCIENCES, TANJUNGPURA UNIVERSITY,
2023

No.	Name	Position	Signature
1.	Dr. Elvi Rusmiyanto, P.W., M.Si.	Chair	1.
2.	Dr. Endah Sayekti, M.Si	Sekretaris	2.
3.	Dr. Anis Shofiyani, M.Si	Member	3.
4.	Rhenny Puspitasari, S.T., M.T.	Member	4.
5.	Puji Ardiningsih, B.Sc., M.Sc.	Member	5.
6.	Suhardi, B.Eng., M.Eng.	Member	6.
7.	Sukal Minsas, S.Si., M.Si	Anggota	7.
8.	Mariatul Kiftiah, B.Sc., M.Sc.	Member	8
9.	Shantika Marta, B.Sc., M.Sc.	Member	9
10	Dr. Andi Ihwan, M.Si.	Member	10.
11.	Asifa Asri, S.Si., M.Si.	Member	11.

EE.MENTERL4N EDUCATION, KEVLNAY.HAN, RESEARCH, AND TECHNOLOGY
University of Tanjungpura
FACULTY OF MATHEMATICS AND NATURAL SCIENCES
Jalan Prof. Dr. H. Hadari Nawawi, Pontianak 78124 Tel./Fax. (0561) 577963
e-mail: info@fmipa.untan.ac.id

ATTENDANCE LIST OF EDUCATIONAL STAFF MANAGEMENT REVIEW MEETING
FACULTY OF MATHEMATICS AND NATURAL SCIENCES, TANJUNGPURA UNIVERSITY, 2023

No	Nama	Position	Signature
1.	Rachmat	Bpp	1. R
2.	Mayla Afifah	BMN	2. Af
3.	TONI		3. [illegible]
4.	Sobirin		4. [illegible]
5.	Eva	KN	5. [illegible]
6.			6.
7.			7.
8.			8.
9.			9.
10.			10.
11.			11.
12.			12
13.			13
14.			14
15			15
16			16