STANDARD OPERATING PROCEDURES

MONITORING AND EVALUATION
BEGINNING, MIDDLE, AND END OF SEMESTER

FACULTY OF LETTERS
UNIVERSITAS NEGERI MALANG
2022

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A. Basis of Activities

1. Law of the Republic of Indonesia Number 20 of 2003 on National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement State Gazette of the Republic of Indonesia of 2003 Number 4301);
2. Law of the Republic of Indonesia Number 14 of 2005 on Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement State Gazette of the Republic of Indonesia Number 4586);
3. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement State Gazette of the Republic of Indonesia of 2012 Number 5336);
4. Government Regulation of the Republic of Indonesia Number 37 of 2009 on Lecturers (State Gazette of the Republic of Indonesia of 2009 Number 76, Supplement State Gazette of the Republic of Indonesia of 2009 Number 5007);
5. Government Regulation of the Republic of Indonesia Number 96 of 2012 on the Implementation of Law Number 25 of 2009 on Public Services;
6. Government Regulation of the Republic of Indonesia Number 57 of 2021 on Education National Standard;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 on National Standards for Higher Education;
8. Government Regulation of the Republic of Indonesia Number 4 of 2014 on the Implementation of Higher Education Organizing and Higher Education Institutions Management (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement State Gazette of the Republic of Indonesia Number 5500);
9. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 on Indonesian Qualification Framework (State Gazette of the Republic of Indonesia of 2012 Number 24);
10. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 on the Implementation of IQF of Higher Education;
11. Rector Regulation of Universitas Negeri Malang Number 32 of 2022 on Organization and Work Procedure of Universitas Negeri Malang;
12. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 62 of 2016 on Quality Assurance System for Higher Education;
13. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 32 of 2016 on Accreditation of Study Programs and Higher Education;
14. Decree of the Minister of National Education of the Republic of Indonesia Number 232/U/2000 on Guidelines for Higher Education Curriculum Development and Assessment of Student Learning Outcomes;
15. Decree of the Minister of National Education of the Republic of Indonesia Number 045/U/2002 on Core Curriculum of Higher Education;
16. Government Regulation of the Republic of Indonesia Number 1 15 of 2021 on State University Legal Entity, Universitas Negeri Malang;
17. Rector Regulation No. 22 of 2020 (Amendment to Rector Regulation No. 16 of 2016) on Education Guidelines of Universitas Negeri Malang 2020;
18. Rector's Decree of Universitas Negeri Malang Number 14.12.24/UN32/KP/2018 dated December, 14 2018 on Dismissal and Assignment of Dean of Faculty of Letters Universitas Negeri Malang.

B. Objective

As a guideline for organizing study so that the implementation of the study complies with applicable regulations and academic calendar set by the University.

C. Activities

No	Activity	Implementer							Standard Quality		
		SPM	VD 1	UPM	GPM	Head of Department/ Head of Study Program	Lecturer	Student	Document	Period	Output
1.	Coordinating Quality Assurance Group (GPM) to carry out *monevjar* (Monitoring dan Evaluasi Pembelajaran or Teaching-Learning Monitoring and Evaluation) at the beginning, middle and end of each semester in each study program.	⬭		▭	▭				*Monevjar* Guidelines UM	1 day	Minutes of preparatory meeting for *monevjar* at the beginning, middle and end of semester.
2.	Collecting data on *monevjar* through monevjar.um.ac.id				▭				List of attendance, lecturing journal, and Sipejar as well as student questionnaires on Siakad.	1 week	List of attendance, journals, questionnaires, and Siakad completed by lecturers, and questionnaires completed by students.
3.	Recapitulating, analyzing, and preparing *monevjar* reports.				▭				*Monevjar* reports at the beginning, middle, and end of semester.	1 week	*Monevjar* reports at the beginning, middle, and end of semester uploaded to the page monevjar.um.ac.id
4.	Validating *monevjar* reports.					▭ ●			*Monevjar* reports at the beginning, middle, and end of semester.	1 day	*Monevjar* reports at the beginning, middle, and end of semester validated by Head of Department.

No.	Activity	Flowchart	Requirements	Time	Output
5.	Compiling *monevjar* reports from all GPM to the Faculty.	● → □	*Monevjar* reports at the beginning, middle, and end of semester.	3 days	Compilation of *monevjar* reports at the beginning, middle, and end of semester.
6.	Validating *monevjar* reports.	□ → □	*Monevjar* reports at the beginning, middle, and end of semester.	1 day	*Monevjar* reports at the beginning, middle, and end of semester validated by Vice Dean 1.
7.	Submitting *monevjar* results at the beginning, middle and end of each semester to Quality Assurance Unit (SPM) – the QA unit at the university level.	□	*Monevjar* reports at the beginning, middle, and end of semester.	1 day	*Monevjar* reports at the beginning, middle, and end of semester received by SPM.
8.	Submitting *monevjar* reports to Head of Department and/or Head of Study Program.	□	*Monevjar* reports validated by Vice Dean 1	1 day	Reports received.
9.	Holding leadership meeting (*rapat pimpinan* or rapim) to discuss and follow up on the results *monevjar* reports	□ → □	*Monevjar* reports	1 day	*Monevjar* reports and the results of follow up on *rapim*.
10.	Delivering the *rapim* results on the follow-up of monev results to lecturers through departmental meetings.	□ → □	*Monevjar* reports, and the results of follow up on *rapim*.	1 day	*Monevjar* reports and the results of follow up on *rapim* submitted to the stakeholder.
11.	Publishing the results of *monevjar* reports and follow-up to the stakeholders (lecturers and students) through the faculty website (sastra.um.ac.id)	□ → □ → □	*Monevjar* reports	1 day	*Monevjar* reports published.