

	<b>DEPARTMENT OF CHEMISTRY FSM DIPONEGORO UNIVERSITY</b>	<b>DOCUMENT LEVEL: PROCEDURE MANUAL</b>	<b>CODE: MP KIM-12</b>
<b>TITLE:</b>	<b>EVALUATION OF TEACHING LEARNING PROCESS</b>	<b>ISSUED DATE: February 19, 2010</b>	
<b>AREAS:</b>	<b>ACADEMIC</b>	<b>NO. REVISION:</b>	

## **PROCEDURE MANUAL EVALUATION OF TEACHING LEARNING PROCESS**

### **Aim**

MP Evaluation of the Teaching and Learning Process guarantees/ensures that teaching and learning activities (PBM) are measurable, properly and correctly evaluated in the studies of undergraduate students (S1) Chemistry, Faculty of Mathematics and Natural Sciences (FSM)

### **Definition**

The learning process within the scope of the S1 Faculty of Mathematics and Natural Sciences, Diponegoro University is:

1. The implementation of learning activities includes: designing lectures, presenting lectures, and evaluating/assessing learning outcomes
2. Evaluation: an activity that examines the results that have been carried out, especially in learning activities
3. An academic activity that occurs at the Faculty of Mathematics and Natural Sciences in connection with lectures

### **Reference**

1. Decree of the Chancellor/Chairman of the UNDIP Senate No. 05/JO7.Senate/SK/2006 concerning Diponegoro University Academic Standards
2. UNDIP Chancellor Decree No. 364/PER/H7/2009 concerning Academic Regulations in the Field of Education for Undergraduate Programs and Diploma Programs (III-IV) Diponegoro University
3. Undergraduate program guide

### **Procedure**

1. Periodically, the Department evaluates the learning process for lecturers and students at least 1 time in 1 running semester with technical implementation
2. Recapitulation of lecturers' attendance in the learning process, which is carried out by the Academic Administration (Akad) every mid and end of the lecture period.
3. Evaluation of the learning process is carried out by giving questionnaires to students at the time after the end of semester exams in the relevant courses are completed. The results of the questionnaire work were submitted to GPM.
4. GPM submits the results of the questionnaire scores to the Academic Administration (Akad).

5. The Academic Administration (Akad) will recap the results of the assessment using the calculation method according to the attachment.
6. Academic Administration (Akad) submits EPBM results to the Head and or Secretary of the Department to be submitted in the department's internal meeting and as material for evaluating improvements in the teaching and learning process the following semester.
7. The results of the evaluation value assessment are submitted to the lecturer concerned as the basis for self-development and giving rewards.

**FLOW DIAGRAM**  
**TEACHING LEARNING PROCEDURE EVALUATION MANUAL**

No	Activity	Involved Parties				Time	Docum ent
		Mhs	Contra ct	GP M	Major		
1	Students fill out the absent list	start					
2	Academic recapitulating lecturer attendance based on attendance list (presence)		□			After the class meeting starts	List of lecturer attendance recapitulation
3	GPM evaluates the questionnaire and the results of the assessment are given to Akad			□		Finished final exam ujian	Questionnaire score results
4	The contract evaluates the results of the recap of the lecturers' attendance and the results of the questionnaire scores		□			1 week after final exam	PBM evaluation results
5	Akad submits the results of the EPBM assessment to the Department				□	1 week after final exam	Graph of the value of the evaluation results of lecturer s' PBM
6	The department evaluates PBM in an internal meeting				□	End of Judiciary	Awarding

## **Attachment**

### **I. Teaching and Learning Process Evaluation Requirements**

1. Results of lecturer attendance recapitulation
2. Questionnaire
3. The results of the Evaluation of Teaching and Learning Process (EPBM)

### **II. The calculation to determine the value of the PBM evaluation is:**

$$\text{EPBM value} = ((\text{TM}) + (4 * \text{KU})) * (100 / 32)$$

TM = face-to-face attendance in lectures

KU = questionnaire for evaluation of teaching and learning process

Assumption: TM= maximum face-to-face 16 times

KU= Maximum average value 4

### **III. Parties Involved in the Evaluation of the Teaching and Learning Process**

1. Head of Department
2. Department Secretary
3. Academic Administration (Akad)
4. GPM (Quality Assurance Group)
5. Student