



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF ECONOMICS**

**STANDARD OPERATING PROCEDURE
LEARNING MATERIAL DEVELOPMENT**

NO. POB/FEM/EP/02

DESCRIPTION	Position Title	Signature	Date
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	IPB UNIVERSITY	Code : POB/FEM/EP/02
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	STANDARD OPERATING PROCEDURE	Effective Date : 01/09/2016
	LEARNING MATERIAL DEVELOPMENT	Revision No : 00

1. Purpose

- 1.1. To serve as a guideline for implementing activities related to the development of learning materials within the Faculty of Economics and Management (FEM), IPB University.
- 1.2. To serve as a guideline for preparing, evaluating, and developing learning materials that align with the learning outcomes and curriculum of the Department of Economics, FEM, IPB University.

2. Scope

This procedure applies to the process of preparing, evaluating, and developing learning materials that are consistent with the learning outcomes of the Department of Economics.

3. Definitions

- 3.1. Learning Material Development refers to the planning of content and teaching methods for each course over 14 class meetings.
- 3.2. Learning Materials are instructional resources used by students as learning references, such as lecture modules, textbooks, PowerPoint slides, e-learning content, videos, or articles that facilitate the achievement of course learning outcomes.
- 3.3. Learning Outcomes (LO) of a course are the minimum criteria defining graduate qualifications encompassing attitudes, knowledge, and skills, representing the competency standards of graduates. The course LO is a detailed derivation of the Department's Learning Outcomes.
- 3.4. Syllabus is a course document that outlines learning outcomes, learning plans, student assignments, and assessment designs for one semester.
- 3.5. Lesson Plan (Satuan Acara Pembelajaran/SAP) is a course document that presents the expected final competencies and indicators/assessment

	IPB UNIVERSITY	Code : POB/FEM/EP/02
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDARD OPERATING PROCEDURE	Effective Date : 01/09/2016
	LEARNING MATERIAL DEVELOPMENT	Revision No : 00

criteria for each topic (consisting of one or more class or practicum sessions) and provides detailed guidance for each meeting on materials, steps, learning media, and assessments.

- 3.6. Curriculum refers to a set of plans and arrangements concerning the content, learning materials, methods of delivery, and assessment used as a guideline in implementing the learning process within the Department of Economics, FEM IPB University.
- 3.7. Course Coordinator is a lecturer of the Department of Economics assigned by the Head of Department, upon recommendation from the Division Head, to coordinate instructors for a specific course.
- 3.8. Teaching Team consists of lecturers and practicum instructors assigned by the Department of Economics to teach a course in the current semester.
- 3.9. Division is a unit within the Department responsible for developing academic disciplines, delivering courses, and managing human resources according to specific mandates and academic scopes.
- 3.10. Division Head is a division leader appointed by the Rector and responsible to the Head of Department.

4. References

- 4.1. Indonesian National Qualifications Framework (Kerangka Kualifikasi Nasional Indonesia / KKNI).
- 4.2. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014.
- 4.3. Government Regulation of the Republic of Indonesia No. 4 of 2014 concerning the Implementation and Management of Higher Education.
- 4.4. Government Regulation of the Republic of Indonesia No. 66 of 2013 concerning the Statute of IPB University.
- 4.5. IPB University Undergraduate Program Handbook, 2015 Edition.

5. General Provisions

- 5.1. Learning materials are developed by lecturers individually or collaboratively within a teaching team.
- 5.2. Learning materials must refer to the syllabus, which is periodically adjusted to align with the course learning outcomes.
- 5.3. The syllabus must refer to the curriculum, which is evaluated every four (4) years.

6. Procedures

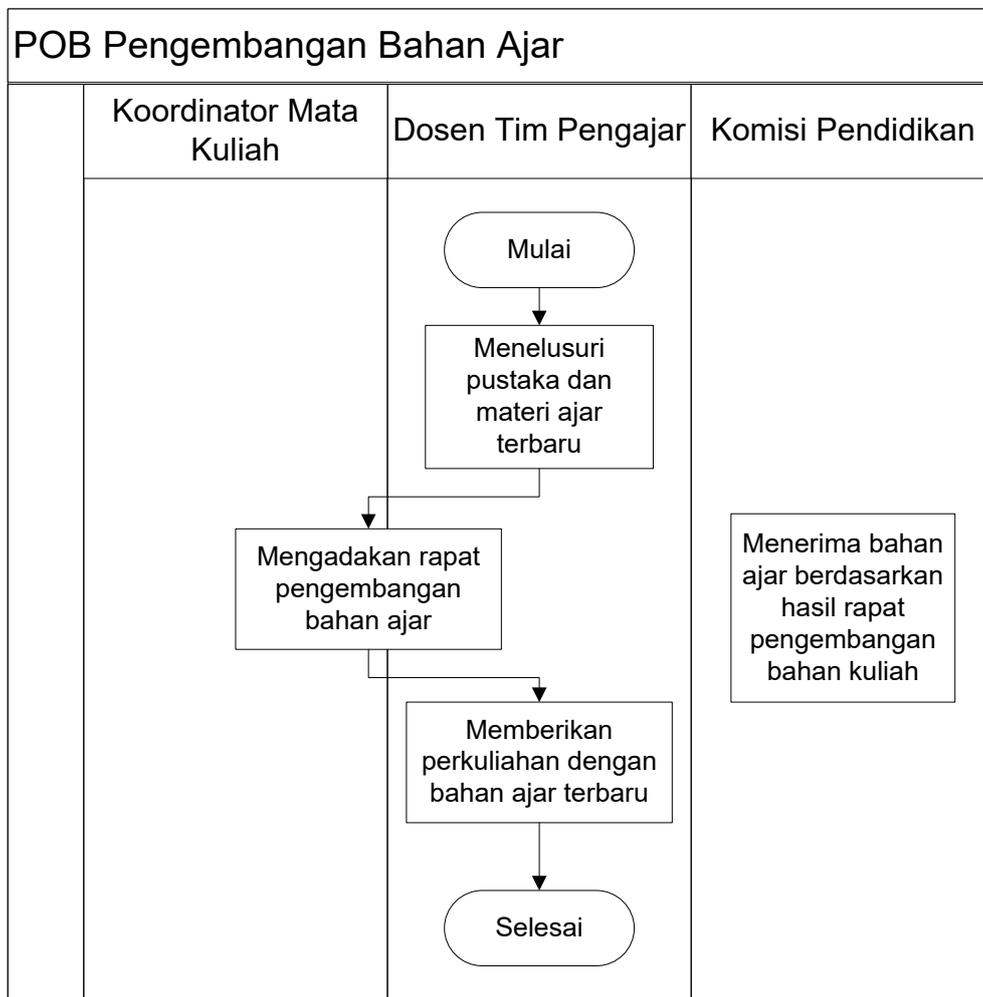
6.1. Detailed Procedures

- 6.1.1. Lecturers and/or the Teaching Team regularly review updated references and learning resources as guidance for both lecturers and students.

	IPB UNIVERSITY	Code : POB/FEM/EP/02
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDARD OPERATING PROCEDURE	Effective Date : 01/09/2016
	LEARNING MATERIAL DEVELOPMENT	Revision No : 00

- 6.1.2. The Course Coordinator conducts a learning material development meeting with the Teaching Team (lecture and practicum instructors) before the semester begins.
- 6.1.3. The learning material development meeting designs and formulates the learning materials for the 14-week lecture period.
- 6.1.4. The Teaching Team uses the agreed-upon learning materials from the development meeting as the instructional reference during lectures.
- 6.1.5. The finalized learning materials are submitted to the Education Committee for archiving.

6.3. Flowchart of Procedures



7. List of Important Documents

	IPB UNIVERSITY	Code : POB/FEM/EP/02
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDARD OPERATING PROCEDURE	Effective Date : 01/09/2016
	LEARNING MATERIAL DEVELOPMENT	Revision No : 00

8. Attachments

- 8.1. Textbooks
- 8.2. Teaching Materials
- 8.3. Curriculum
- 8.4. Course Syllabi