

Charter of the Advisory Board of the Undergraduate Mathematics Study Program

Department of Mathematics

Faculty of Mathematics and Natural Sciences

Universitas Gadjah Mada

Aims of the Formation of the Advisory Board

The aims of the formation of the Advisory Board is as a partner of the Undergraduate Mathematics Study Program (UP-Math), Department of Mathematics, Faculty of Mathematics and Natural Sciences, Universitas Gadjah Mada and to assist the UP-Math in preparing and evaluating:

1. strategies for achieving the objectives of the Mathematics Study Program, namely:
 - a. mastering theoretical concepts in the field of mathematical knowledge in general and theoretical concepts in a special section in the field of mathematics in depth, and able to formulate the settlement of procedural problems.
 - b. able to apply their fields of expertise and utilize science, technology, and/or art in their fields in solving problems and being able to adapt to the situation at hand.
2. curriculum evaluation and development,
3. evaluation of achievement of Study Programme Objectives (PEO -*Programme Education Objectives*).

UP-Math Board is administratively responsible for the quality of education of academic programs; together with the lecturers in preparing and running the curriculum and assess student performance.

Advisory Board will work with the UP-Math Board to get overall support for UP-Math and choose the following strategic focuses:

- Learning objectives and outcomes;
- Efficiency of study programs including: timeliness of graduates and graduated GPA;
- Graduates' waiting period in getting a job;
- Graduates' soft-skill

The team will report officially to the UP-Math Board and provides a written recipe about policy, quality of education, and achievement of the UP-Math.

Membership

The Advisory Board consists of alumni and users of the UP-Math.

The Advisory Board consists of the Chair, Vice Chair, Secretary, and Members appointed by the UP-Math Board. In this case, the position of the Secretary is held by the representative of the UP-Math, and is as the liaison of the UP-Math and the Advisory Board. The team membership is reviewed annually.

The Advisory Board chooses 2 (two) among them as Chair and Vice Chair, who cannot hold more than two periods as the Chair or Vice Chair. All members of the Advisory Board can choose and be chosen based on the majority of votes. Each member should be free from relationships that can influence independent decisions or conflict of interest.

Duties and Responsibilities of the the Advisory Board

Specific Responsibilities of the the Advisory Board:

The Advisory Board is obliged to:

1. monitor and provide input on the alignment of the academic program of the UP-Math with the mission, priorities and strategic plans of the UP-Math.
2. give input on the proposed academic program, information from the assessment and accreditation process of UP-Math on a regular basis,
3. give input to the UP-Math in maintaining and increasing the interest of prospective students and the needs of graduate users.
4. encourage UP-Math to make improvements and evaluate the quality of the program continuously (continuous improvement).

Specific Duties of the Advisory Board:

In carrying out its responsibilities, the Advisory Board is required to:

1. prepare a Work Plan to ensure fulfilment of its responsibilities.
2. periodically review related data and other information.
3. look at academic plans that support the UP-Math strategic plan.
4. assist the UP-Math in reviewing the findings / recommendations that are significant / significant from the relevant Accreditation Institution, and ensure that each recommendation and requirement is responded to adequately within the stipulated period.
5. help the UP-Math in reviewing data of the UP-Math and other Education Institutions related to current Education status, historical trends, performance, quality and value, and ensure that key performance indicators of UP-Math are adequately prepared and achieved.
6. be responsible for serving as a diligent and knowledgeable member of the be advisory board regarding academic programs and academic policies.

Division of tasks

For effectiveness, the Advisory Board is comprising of 3 committees, namely:

1. Curriculum and Learning Enhancement Committee, which focuses on curriculum content, learning efficiency, efficiency of graduate achievement, and improvement in soft skills.
2. The Standardization Committee, which focuses on national and international benchmarking and accreditation.
3. Networking Committee, which focuses on internships and KP (Interenship), PR (public relations).

Each committee involves representatives of Mathematics Study Programs.

Reports and Recommendations

1. Review and assess the adequacy of this Charter as necessary.
2. Prepare and report to the UP-Math Board with regard to issues related to the release of duties and responsibilities of the Advisory Board, and recommendations that are considered adequate by the Advisory Board. Reports to UP-Math Board can be carried out verbally by the Chair, Co-chair, or Members assigned by the Advisory Board to submit the report.

Meeting

The Advisory Board must hold meetings at least twice a year, and in each meeting agenda sufficient time is needed for analysis and useful discussions.

The Advisory Board can ask lecturers, employees or students of UP-Math to attend the meeting or meet with each member of the Advisory Board if necessary.

Advisory Board meetings can be held on-line; or in the event that meetings are conducted face-to-face, Advisory Board Members can participate in on-line Advisory Board meetings.

The Advisory Board must preparing minutes of meetings or other meeting notes.

Authority of the Advisory Board

The UP-Math Board authorizes the Advisory Board to carry out their duties and responsibilities.

Self-Performance Evaluation

Every two years, the Advisory Board must conduct a review and evaluation, if necessary, of the performance of the Advisory Board, and report it to the UP-Math Board.

Budget

1. Members of the Advisory Board do not receive a fee or honorarium for their services.
2. The cost of the trip to the meeting place or the communication fee is borne by each member of the Advisory Board.

3. In the case of UP-Math has a budget to support the implementation of duties and responsibilities of the Advisory Board, the main priority is for transportation cost reimbursement.
4. UP-Math assigns a Secretary to the Advisory Board to record meeting decisions and administer the Advisory Board document, as well as bridge communication with the UP-Math Board.
5. UP-Math provides meeting rooms and meeting consumption.

Disclosure of Charter

This charter must be published on the UP-Math website.

Amendment

Any amendments or changes to this Charter must be made and approved by the Advisory Board.

Yogyakarta, 14 July 2018

Advisory Board of the UP-Math

Universitas Gadjah Mada