



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

**STANDARD OPERATIONAL PROCEDURE  
TEACHING MATERIALS DEVELOPMENT**

**NO. POB/FEM/AGB/04 Rev. 01**

<b>Item</b>	<b>Position/Unit</b>	<b>Date</b>
Prepared by	Education Committee	January 10, 2021
Reviewed by	Quality Control Group	January 15, 2021
Approved by	Head of Department	January 20, 2021

Document Status		
Distribution Number		



	IPB UNIVERSITY	Code : POB/FEM/AGB/04
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## 1. Purpose

- 1.1. To serve as a guideline for the implementation of teaching materials development activities at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.
- 1.2. To serve as a guideline for preparing, evaluating, and developing teaching materials that are aligned with the learning outcomes and curriculum of the Agribusiness Department, FEM IPB University.

## 2. Scope

This procedure applies to the teaching materials development process, which includes the preparation, evaluation, and development of teaching materials that are aligned with the learning outcomes of the Agribusiness Department.

## 3. Definitions

- 3.1. Teaching Materials Development refers to the planning of learning materials and learning methods for each course over 16 instructional meetings.
- 3.2. Teaching Materials are learning materials used as student learning resources, including lecture modules, textbooks, presentation slides, e-learning materials, videos, or articles, which are used in the learning process to facilitate the achievement of learning outcomes.
- 3.3. Learning Outcomes are the minimum criteria for graduate qualification competencies, encompassing attitudes, knowledge, and skills, which define the standards of graduate competence.
- 3.4. Course Coordinator refers to a lecturer of the Agribusiness Department appointed by the Dean of FEM IPB University.
- 3.5. Teaching Team refers to lecturers (lecture and practicum lecturers) assigned by the Agribusiness Department to teach a course during one academic semester.

## 4. References

- 4.1. Indonesian National Qualifications Framework (KKNI).
- 4.2. Government Regulation of the Republic of Indonesia No. 4 of 2014 on the Implementation of Higher Education and the Management of Higher Education Institutions.
- 4.3. Regulation of the Minister of Education, Culture, Research, and Technology No. 3 of 2020 on the National Standards for Higher Education (SN-Dikti).
- 4.4. IPB University Undergraduate Program Handbook 2020.

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## 5. General Provisions

- 5.1. Teaching materials are developed by lecturers individually and collaboratively within the teaching team.
- 5.2. Teaching materials shall refer to the Semester Learning Plan (RPS) and be periodically adjusted in accordance with the learning outcomes.
- 5.3. The Semester Learning Plan (RPS) refers 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 review relevant literature and the latest teaching material resources as references for both lecturers and students.
- 6.1.2. The Course Coordinator convenes a teaching materials development meeting with the Teaching Team (lectures and practicums).
- 6.1.3. The meeting designs and formulates course teaching materials for the 16-week instructional period.
- 6.1.4. The formulated and designed teaching materials are compiled into a single course folder and updated in the IPB Learning Management System (LMS).
- 6.1.5. The Education Committee receives the teaching materials documents to be duplicated, if required, for student use.
- 6.1.6. The Teaching Team utilizes the compiled teaching materials as resources for lecture delivery.

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## 6.2. Procedures Flowchart



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## 7. List of Key Documents

Course Teaching Materials

## 8. Appendices

Textbooks

Teaching Materials