



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

**STANDARD OPERATIONAL PROCEDURE**  
**CURRICULUM DEVELOPMENT**

**NO. POB/FEM/AGB/18 Rev. 01**

<b>Item</b>	<b>Position/Unit</b>	<b>Date</b>
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## 1. Purpose

To serve as a guideline for the implementation of **Curriculum Development** activities in accordance with the mandate, vision, mission, and graduate competencies to be achieved by the Agribusiness Undergraduate Program, Agribusiness Study Program, Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

## 2. Scope

This procedure applies to the curriculum development process, starting from routine evaluation and review of the Semester Learning Plan (RPS) or syllabus, the establishment of the curriculum development team, the curriculum and Semester Learning Plan (RPS) or syllabus development process, to the approval of the curriculum and Semester Learning Plan (RPS) or syllabus. Evaluation and review of the Semester Learning Plan are conducted routinely, while curriculum development is carried out once per student cohort cycle (every four (4) years).

## 3. Definitions

- 3.1. Curriculum is a set of plans and arrangements concerning graduate learning outcomes, study materials, learning processes, and assessment used as guidelines for the implementation of a study program.
- 3.2. Semester Learning Plan (RPS) or Syllabus is a description of the learning process plan for each course. At a minimum, the Semester Learning Plan or syllabus contains the study program name; course name and code; semester; credit units (SKS); lecturer in charge; graduate learning outcomes (CPL) assigned to the course; intended learning outcomes at each learning stage to achieve the graduate learning outcomes; study materials related to the targeted competencies; learning methods; time allocation for achieving competencies at each learning stage; student learning experiences expressed in task descriptions to be completed during one semester; assessment criteria, indicators, and weightings; and a list of references used.

## 4. References

- 4.1. Indonesian National Qualifications Framework (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 on the Implementation of Higher Education and the Management of Higher Education Institutions.
- 4.4. IPB University Undergraduate Program Handbook 2020.

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## 5. General Provisions

- 5.1. The Semester Learning Plan (RPS) or syllabus is established and developed by lecturers independently or collaboratively within expertise groups in specific fields of science and/or technology within the Agribusiness Study Program.
- 5.2. The Semester Learning Plan (RPS) or syllabus is reviewed and adjusted periodically in accordance with developments in science and technology.

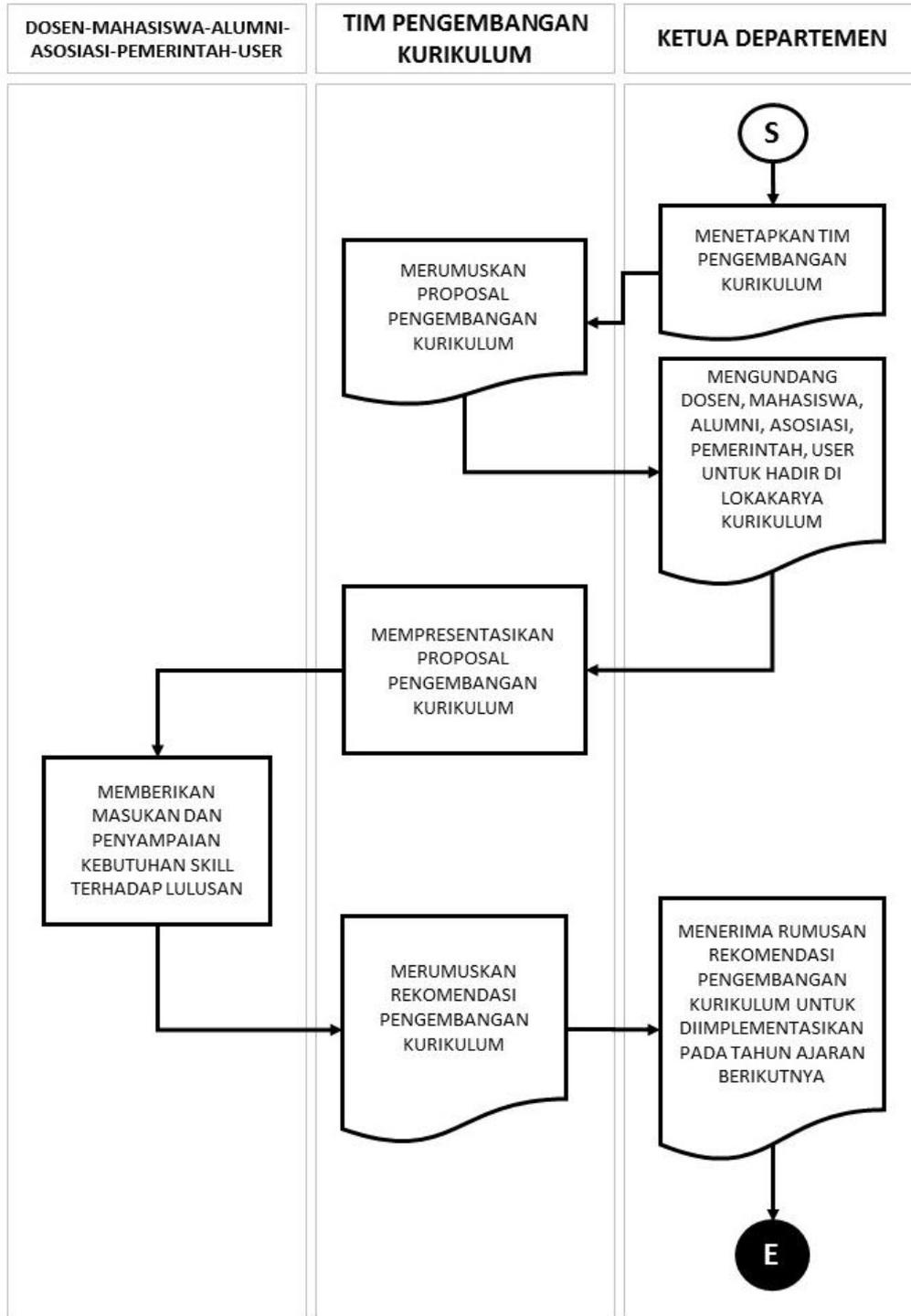
## 6. Procedures

### 6.1. Detailed Procedures

- 6.1.1. The Agribusiness Department conducts routine evaluation and review of the RPS/Syllabus through regular departmental meetings, semester-based learning evaluations, and academic workshops held periodically (at least once every two (2) years).
- 6.1.2. The Head of Department establishes and appoints the Curriculum and RPS/Syllabus Development Team, consisting of the Quality Control Group, Section Heads, Course Coordinators, and Course Teaching Teams.
- 6.1.3. The Curriculum Development Team formulates a curriculum development proposal for courses to be presented and discussed at the Curriculum Development Workshop of the Agribusiness Department.
- 6.1.4. During the Curriculum Development Workshop, the Curriculum Development Team presents the curriculum development proposal and discusses it with the workshop forum, which consists of Agribusiness Department teaching staff, students, government representatives, association members, alumni, and users of Agribusiness Program graduates. The workshop produces formulated outcomes for the development of the Agribusiness Study Program curriculum.
- 6.1.5. Based on the outcomes of the workshop, the Curriculum Development Team prepares the proposed curriculum revisions.
- 6.1.6. The revised curriculum is established and formally approved by the Head of Department.
- 6.1.7. Based on the approved curriculum revisions, each Course Coordinator develops the corresponding Semester Learning Plan (RPS) or syllabus.
- 6.1.8. The Head of Department reports the revised curriculum and Semester Learning Plans (RPS) to the Directorate of Academic Program Development of IPB University.

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## 6.2. Procedures Flowchart



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## 7. List of Key Documents

- 7.1. Agribusiness Department Curriculum for the 2011–2013 period
- 7.2. List of Course Syllabi under the Agribusiness Department Curriculum for the 2011–2013 period
- 7.3. Agribusiness Department Curriculum for the 2014–2015 period
- 7.4. List of Course Syllabi under the Agribusiness Department Curriculum for the 2011–2013 period

## 8. Appendices

- 8.1. Agribusiness Department Curriculum for the 2011–2013 period
- 8.2. List of Course Syllabi under the Agribusiness Department Curriculum for the 2011–2013 period
- 8.3. Agribusiness Department Curriculum for the 2014–2015 period
- 8.4. List of Course Syllabi under the Agribusiness Department Curriculum for the 2011–2013 period