Chapter 2

UPT P2B of Sebelas Maret University

In this chapter the writer will discuss about short profile of UPT P2B of Sebelas Maret University including the short history, the management of UPT P2B of Sebelas Maret University of Sebelas Maret University including the duties and responsibilities of each position, technological equipment in UPT P2B, and vision and mission of UPT P2B of Sebelas Maret University.

I. Profile of UPT P2B of Sebelas Maret University

UPT P2B (Unit Pelaksana Teknik Pelayanan dan Pengembangan Bahasa) of Sebelas Maret University is a technical implementation unit of language development services. UPT P2B that operates under the cooperation of Vice Rector of Sebelas Maret University provides foreign language courses and translation services for insiders of Sebelas Maret University and public. The services include foreign language courses such as English, French, Japanese, Mandarin, German and Dutch, foreign language proficiency test such as TOEFL, TOEIC, IELTS, and HSK, translation of text and document from Indonesia into foreign language or otherwise, self-access center, technical assistance of language laboratory, and consultancy services about development of curriculum and syllabus, about teaching materials and methodology, and about evaluation of a foreign language.

UPT P2B of Sebelas Maret University was firstly founded as non-structural institution based on the decision of Rector dated October 7th 1989 and was named as UP2B (Unit Pelayanan dan Pengembangan Bahasa). In the first period, UP2B was supported by International Development Program (IDP) of Australian Universities and Colleges, and all activities were done at Faculty of Literature of Sebelas Maret University in English study program with limited facilities and management. UP2B started to have its own building since May 1990 with only 7 rooms provided. Based on the decision of Rector dated May 5th 1992, then UP2B was set as UPT P2B that started to cooperate with other institutions and universities both from local and international to conduct seminar, workshop, and various linguistic trainings. At that time, UPT P2B required more rooms due to the programs and activities that kept increasing. In July 1999, UPT P2B had a new 3 floors building with 8 classrooms, 3 language laboratories, 1 auditorium, 1 studio, 1
administration room, 1 room for lecturers, and 1 resource center room. Since then, UPT P2B is able to give optimum language services for public due to the complete facilities.

II. Management of UPT P2B of Sebelas Maret University

Based on the Description of Work of 2015 of UPT P2B of Sebelas Maret University, the duties or responsibilities of each position will be outlined as follows:

1. Head of UPT P2B

   This position is now occupied by Drs. Mugijatna, M.Si., Ph.D, with main responsibilities as follows:
   a. Being responsible for the arrangement of the whole plans that are required for the process of service and development programs of UPT P2B of Sebelas Maret University
   b. Being responsible for the implementation of the whole service and development programs of UPT P2B of Sebelas Maret University
c. Being responsible for the implementation of monitoring and evaluation of the whole service and development programs of UPT P2B of Sebelas Maret University

d. Being responsible for the arrangement of report of service and development activities of UPT P2B of Sebelas Maret University

e. Being responsible for the realization of a credible, accountable, transparent, and equitable governance of UPT P2B of Sebelas Maret University

f. Being responsible for establishment of quality management system that occurs in UPT P2B of Sebelas Maret University, and

g. Being accountable for the duties and responsibilities to the Vice Rector

2. Coordinator of Administrative Affairs of UPT P2B of Sebelas Maret University

   This position is now occupied by Herianto Nababan, S.S., M.Hum who also became the supervisor for this internship program with main responsibilities as follows:

   a. Being technically responsible for the arrangement of the whole planning required for the process of service and development programs of UPT P2B of Sebelas Maret University

   b. Being technically responsible for the implementation of the whole service and development programs of UPT P2B of Sebelas Maret University

   c. Being technically responsible for the implementation of monitoring and evaluation of the whole service and development programs of UPT P2B of Sebelas Maret University

   d. Proposing the establishment of quality management system required to bolster the implementation of an effective service and development

   e. Being responsible for the safety and maintenance of the whole documents (such as test material, answer keys, strategic plan, Performance Accountability Report of Governor Institution (LAKIP)), and facilities / infrastructure of UPT P2B of Sebelas Maret University, and

   f. Being accountable for the duties and responsibilities to the Head of UPT P2B of Sebelas Maret University

3. Finance Department of UPT P2B of Sebelas Maret University
This position is now occupied by Wuji Anggraeni, S.S with main responsibilities as follows:

a. Being operationally responsible for the work program arrangement of academic administration section

b. Being operationally responsible for the coordination and implementation of the whole administrative activities of EAP training, Diploma III Lecturing, Regular Training, Private Training, and Technical Assistance.

c. Performing monitoring and evaluation towards the EAP training, Diploma III Lecturing, Regular Training, Private Training, and Technical Assistance

d. Proposing the establishment of quality management system required to bolster the implementation of an effective service, and

e. Being accountable for the duties to the Coordinator of Administrative Affairs

4. Department of Academic Administration Management

This position is now occupied by Joko Warsono, S.E. with main responsibilities as follows:

a. Being operationally responsible for the work program arrangement of test administration section

b. Being operationally responsible for the coordination and implementation of the whole administrative activities of test

c. Proposing the establishment of quality management system to bolster the implementation of an effective service, and

d. Being accountable for the duties to the Coordinator of Administrative Affairs

5. Department of Facility and Infrastructure Management

This position is now occupied by Mr. Suparjo with main responsibilities as follows:

a. Being operationally responsible for the work program arrangement of learning facility section

b. Being operationally responsible for the coordination and implementation of the whole activities of learning facility section

c. Performing monitoring and evaluation towards the learning facility
d. Proposing the establishment of quality management system required to bolster the implementation of an effective service, and  
e. Being accountable for the duties to the Coordinator of Administrative Affairs  

6. SAC (Self Access Center) Department  
This position is now occupied by C. Nunung DIYAH K., A.Md. with main responsibilities as follows:  

a. Being operationally responsible for the work program arrangement of SAC section  
b. Being operationally responsible for the coordination and implementation of the whole activities of SAC section  
c. Performing monitoring and evaluation towards the activities of SAC section  
d. Proposing the establishment of quality management system required to bolster the implementation of an effective service, and  
e. Being accountable of the duties to the Coordinator of Administrative Affairs.  

III. Technological Equipment in UPT P2B of Sebelas Maret University  

Language Laboratory  
UPT P2B of Sebelas Maret University has three language laboratories that utilize digital devices:  

a. Language laboratory 1 that’s facilitated with 20 listening booths, 1 master control, AC, television, video and VCD player  
b. Language laboratory 2 that’s facilitated with 30 listening booths, 1 master control equipped with computer, AC, 2 televisions and video player  
c. Language laboratory 3 that’s facilitated with 20 computers equipped with internet access, and 1 master control equipped with computer. This laboratory is specifically designed for multimedia laboratory.  

Classroom  
UPT P2B of Sebelas Maret University has 8 air-conditioned classrooms that are equipped with, OHP, OHP Plus, Proxima LCD, screen, and wireless that can be used at any time.
Auditorium

At the third floor of UPT P2B of Sebelas Maret University, there’s an air-conditioned auditorium with spacious of 200 m$^2$ and capacity of 200 seats. This room is functioned for seminar, workshop, language training, meeting, competition, and TOEFL test.

Multimedia Studio

There’s a multimedia room in UPT P2B that is used to manage and develop website, and to develop the teaching materials by applying multimedia technology. Materials that are produced are in the form of audio cassettes, audio video, and CD. This room also functions as a control room for listening test of TOEFL and TOEIC.

IV. Vision and Mission of UPT P2B of Sebelas Maret University

Vision and Mission

a. To implement an effective language training

b. To provide public services in field of language training and development and linguistic services, and

c. To implement a development in field of language training and linguistic services

Main Purpose

a. To generate language learners with an effective language ability according to the level of training that they choose

b. To generate a product of language training and development, and linguistic service, and

c. To generate a product of development of language training and linguistic service