

The Role of Administration and Supervision in Improving the Success of Achieve the Vision and Mission Goals of Higher Education at Pertiba Pangkalpinang University

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Abstract

The research method used is qualitative with a descriptive approach which is a study to determine facts with appropriate interpretation to recognize phenomena that accurately describe the characteristics of the phenomena that are occurring. The research results show that higher education administration has a significant role in facilitating effective supervision practices by coordinating communication between higher education management, lecturers and support staff, providing necessary resources, and facilitating training and professional development for supervisors. It is hoped that this research will provide insight for educational practitioners and other related parties regarding the importance of the role of administration and supervision in higher education environments in improving the quality of education through effective administration and supervision practices. This research aims to investigate the role of campus administration in encouraging effective supervision practices. Data was collected through in-depth interviews with campus administration staff, supervisors, lecturers and leaders at Pertiba University. The research results show that the Pertiba University campus administration has a significant role in facilitating and coordinating effective supervision practices. Factors such as good communication, accurate data management, and a deep understanding of the needs of higher education institutions are key in creating an environment conducive to effective supervision practices.

Keywords: administration, supervision, vision and mission, higher education

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Introduction

Pertiba Pangkalpinang University as an educational institution has a very vital role in producing quality future generations. One of the factors that influences the quality of education is effective administration and supervision practices. Supervision is one of the tools that can be used by universities to ensure the learning process runs in accordance with established standards. However, to carry out effective supervision, the role of higher education administration is the main key.

Higher education administration has the responsibility to create an environment that supports effective supervision practices, starting from planning, implementation, to evaluation of supervision carried out by Pertiba Pangkalpinang University. Thus, in this article, we will explore the role of higher education administration in encouraging effective supervision practices at Pertiba University, as an effort to improve the quality of education at this tertiary institution, which has a vision and mission to make a national level sustainable university based on research, innovation, progress in information technology, and have a national perspective

Education is an important foundation in the development of a nation. In the midst of the dynamics of educational development, the role of administration within higher education is key in ensuring the effectiveness of the teaching and learning process. Education has a central role in forming character and empowering individuals to face the demands of the times. In this context, supervision practice is a crucial foundation for ensuring the success of the learning process.

In the midst of the dynamics of educational development, Pertiba University as a tertiary educational institution plays a role in maintaining the quality of education, but the complex challenges within it require appropriate strategies in the management and implementation of learning, administrative staff within the Pertiba University campus is one part of the educational staff whose existence cannot be separated from the effectiveness of the Pertiba University program.

Administrative staff are known as administrative staff (TU) whose job is to support the running of the educational process within the tertiary institution through administrative services in order to carry out an effective and efficient educational process within the campus environment. One aspect that is the main focus in efforts to improve the quality of education is effective supervision practices. Supervision is part of the administration and management process, supervision activities complement the administrative functions found in the higher education environment and become the final function, namely evaluation of all activities to achieve goals.

Supervision provides a new perspective to jointly complete jobs with greater amounts, faster time, simpler methods, and better results than if done alone. This aims to find out the definition of administration and supervision in educational institutions, and to know and study supervision techniques. Higher education supervision is a systematic process for supervising and supporting the performance of lecturers and staff within the campus in an effort to improve the quality of education. It involves observation, feedback, coaching, and professional development to ensure that established educational standards are achieved.

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Effective supervision is able to provide direction, guidance and support to educators to improve the quality of learning in the tertiary environment. In addition, effective supervision requires a deep understanding of the needs and dynamics of the tertiary environment as well as the ability to identify potential and challenges in the learning process. Higher Education Administration is the process of planning, organizing, controlling, and managing various activities and resources in an educational institution to achieve predetermined educational goals, in this case involving several components of staff management, facilities, finance, curriculum, and interaction with parents. as well as society. Higher education administration itself is also the main axis in realizing effective supervision practices.

The role of administration and supervision in higher education is not only limited to the administrative management aspect, but also plays a key role in forming an inclusive and progressive learning culture. Educational administration and supervision is often defined as the process of developing cooperative activities of a group of people to achieve predetermined goals, namely to achieve educational goals. Administration in a higher education environment is a series of activities carried out by related parties in managing and regulating various aspects related to the learning process in the campus environment. The university administration gives full authority to the campus to plan, organize, direct, coordinate, supervise and evaluate the educational components on the campus concerned.

Administrative activities are also efforts to control a series of educational activities that are directed at achieving educational goals to be achieved by the collaborative group that carries out educational efforts. Thus, educational administration is not only an educational activity, but also the activity of controlling a series of educational activities so that they take place effectively and efficiently in achieving predetermined goals.

Method

The research method used is a qualitative method with a descriptive approach which is a study to determine facts with appropriate interpretation to recognize phenomena that accurately describe the characteristics of the phenomena that are occurring. This research is to show that administration within higher education has a significant role in facilitating effective and efficient supervision practices. The preparation of this article applies the literature review or literature study method, with a qualitative descriptive method which describes the role of administration and supervision in increasing the success of the vision and mission of Pertiba Pangkalpinang University. The data source used in preparing this article is secondary data.

According to Trimulato (2018), secondary data is a data source that provides information to researchers indirectly or data obtained by researchers as research facilitators by conducting literature reviews or library studies through books, journals, articles, official websites, etc. The author looks for relevant discussions through sources such as journals, articles and official websites in accordance with the discussion of this article by explaining several discussions regarding matters related to the role of administration and supervision in increasing success according to the vision and mission of higher education at Pertiba Pangkalpinang University, The author drew several conclusions from the results of the analysis of journals and articles that the author took and used as reference material

Results and Discussion

Higher education institutions are the spearhead in improving and developing human resources in the world of education in creating the young generation to be professional and competent, for this reason the transformation of higher education must continue to adapt to the development and progress of the times. Education managers starting from the rector's leadership to lecturers, teaching staff and staff are responsible for producing quality educational institutions. The quality of education greatly influences the nation's progress in the future, as does the quality of higher education as a determinant of the quality of Pertiba Pangkalpinang University graduates.

Therefore, it cannot be separated from the responsibility of lecturers, teaching staff and others in carrying out their duties. Lecturers are academic staff who work in a higher education institution and are supported by teaching staff and other staff who have an important role in determining the smoothness and success of a higher education institution, especially Pertiba Pangkalpinang University, so that the implementation of the duties of lecturers and teaching staff runs well and effectively, then Components within the Pertiba Pangkalpinang University campus environment are required to have the ability, work discipline, work motivation, work culture, work ethic, work ethic and high work spirit. In this way, the title of a productive lecturer will be attached to each lecturer himself.

1. The quality of a higher education institution depends on the productivity of lecturers, this is because the quality of a higher education institution is assessed based on how the higher education institution carries out its activities to achieve its goals. All of these activities are of course carried out by lecturers, teaching staff and staff, who must be effective and efficient in carrying out the main task, namely implementing the tri dharma of higher education. The more productive the lecturers are, the better the quality of the higher education. Lecturer productivity in an Islamic higher education is a very interesting factor to research for several reasons, namely:
 - 1) Lecturers are the spearhead of the success of the learning process, without quality lecturers, it is impossible for a learning process to produce quality students,
 - 2) The work discipline of some lecturers is low, which can reduce lecturer performance and impact lecturer productivity,
 - 3) a non-conductive work environment also has an impact on lecturer productivity. The existence of work discipline in Islamic universities will enable lecturers to carry out the duties of the tridharma of higher education (teaching, research and

community service) well. Lecturers who are disciplined and adhere to the norms that apply in higher education can increase lecturer work productivity.

Based on the problems above, the author needs to study the productive work environment in higher education and the influence on work productivity of work improvement efforts in improving the quality of higher education through the active role of administration and supervision within the Pertiba Pangkalpinang University campus.

Definition of Administration:

Understanding administration the word administration comes from Latin which consists of the words ad and ministry. The word ad is the same as the word to in English, which means "to" or "to". And Ministrate has the same meaning as the words to serve or to conduct which means "to serve", "help", or "direct". In English, to administer also means "to organize", "to look after" and "to direct". It can be concluded that the word "administration" can literally be interpreted as a desire or effort to help, serve, direct or organize all activities in achieving a goal.

The word administration itself comes from the Latin word administrate. In English we know it as administration which means intensive and ministrate (to serve) which means to serve. In terms of terms, it can be interpreted as serving intensively, totally and perfectly. The word administration in English also means administration or secretaryship. However, in terms of the goal, it still means the same, namely helping or trying to fulfill shared hopes for the common good.

Definition of Supervision:

Etymologically, supervision comes from the words "Super" and "Vision" which mean seeing and reviewing from above or having and assessing from above what is carried out by superiors on the activities, creativity and performance of subordinates. There are several terms that are almost the same as supervision, even in practice these terms are often used. Terms include; supervision, inspection and inspection. Then scientific supervision developed, namely;

1. systematic, meaning it is carried out regularly, planned and continuously,
2. objective in the sense that there is data obtained based on real observations not based on personal interpretation,
3. using recording devices that can provide information as bait back to conduct research on the learning process in the classroom.

The definition of supervision was also put forward by several experts, including; According to Mulyasa, supervision can actually be carried out by the school principal who plays the role of supervisor, but in modern organizational systems a special supervisor is needed who is more independent, and can increase objectivity in coaching and carrying out tasks. According to Purwanto, supervision is a coaching activity that is planned to help teachers and school employees carry out their work effectively.

Definition of Higher Education:

Higher education is an educational unit that provides higher education, higher education is the level of education after secondary education which includes diploma programs, bachelor's programs, master's programs, doctoral programs, and professional programs, as well as specialist programs, which are organized by universities based on the culture of the Indonesian nation. Students at universities are called students, while the teaching staff are called lecturers.

Based on the organizers, universities are divided into two, namely State Universities (PTN) which are organized by the government and Private Universities (PTS) organized by the community, and in Indonesia, higher education has several forms, namely, universities, institutes, high schools, polytechnics, academies and community colleges. Universities have the autonomy to manage their own institutions while still referring to the Tridharma of Higher Education. The

management is carried out based on the principles of accountability, transparency, non-profit, quality assurance, and effectiveness and efficiency.

Educational Administration and Supervision:

Educational administration and supervision is a very important thing to do to improve the performance of lecturers, teaching staff and staff in the tertiary environment. The low quality of education is closely related to the work ethic and professionalism of lecturers in teaching as well as their expertise in dealing with problems that exist in the world of education. Based on this, in the educational administration process, human existence is very important, therefore administrative evaluation and supervision is needed

Education as an approach in implementing changes to the educational situation, based on this, education is an important factor because education is one of the determinants of the quality of human resources (HR), where humans can develop their personality by developing their potential in accordance with the values they have. exist in society. In every educational institution, namely in higher education, you can almost always hear something being said from several speakers such as the following, "How can lecturers be able to carry out their performance well if they themselves do not have data about what they will plan, what they will do and what they have done? they do.

"So, every lecturer must have administrative evaluation and teaching supervision, this will also improve the lecturer's performance." The main task of lecturers is to manage the teaching and learning process in a higher education environment and all lecturers should understand what happens in their work environment. Lecturers must be proactive in supporting the joint determination of policies and carrying out processes of planning, organizing, directing, coordinating, financing and evaluating curriculum activities, student affairs, facilities and infrastructure, school personnel, finances and campus-community relations, all of this must be managed well.

The profession of a lecturer is a very valuable job, lecturers as teaching staff are role models to be seen and imitated. Not only as role models for students, but for everyone, this makes the profession of a lecturer or teaching staff more special than other professions, but it cannot be denied that the profession of lecturer or teaching staff is not easy, lecturers have quite difficult duties and responsibilities, not only by teaching but also by training, guiding, motivating and encouraging students to become great and intelligent people, the future of students is at stake in the hands of the lecturers or teacher,

Therefore, the profession of lecturer or teaching staff is not an arbitrary profession. This profession requires a high level of professionalism. ironically, not all lecturers are professional, there are still many lecturers who are not qualified and far from qualification standards, both pedagogical competence and personal competence, there are still many lecturers who do not know how to teach well, teaching strategies that are not varied, methods are boring, media are scarce, and others, the low qualifications of lecturers or teaching staff certainly affect the quality of education and the quality of graduates.

Lecturers are a very important part of the learning process. It is not an exaggeration to say that lecturers or teaching staff are the heart of education. Therefore, educational policies must be supported by the interaction of actors at the forefront of education, namely lecturers. Improving the quality of education must occur in accordance with the strategic plan, to achieve the goals effectively the participation of all educational components (lecturers, teaching staff, staff, Chancellor and other leaders, community, committees, councils and educational institutions) is required.

Lecturer professional qualifications are realized when lecturers have high awareness and commitment in managing teaching and learning interactions at the micro level and contribute to improving the quality of education at the macro level. One effort to increase the professionalism of lecturers, teaching staff and staff is through good administrative management and supervision

in higher education institutions. Instructional leadership must be carried out systematically and structured by the Chancellor, including other leaders as supervisors and supervisors, with the aim of guiding lecturers, teaching staff and staff so that they can carry out their duties effectively and efficiently to achieve a goal.

Conclusion

Educational administration is managing education to achieve educational goals effectively and efficiently. Meanwhile, educational supervision is coaching in the form of guidance or guidance towards improving the educational situation in general and improving the quality of teaching and learning in particular. Idealistic education management concerns ideal human resource management, curriculum management, financing, students, completeness of facilities and infrastructure in the context of continuing to achieve the vision and mission of higher education, especially Pertiba University and then how to manage the curriculum by higher education institutions or lecturers who teach to improve quality of education in higher education.

How do higher education institutions manage financing to equip facilities and infrastructure in higher education, as well as to improve the quality of tertiary institutions, Pertiba University tertiary institutions must be able to provide ideal human resources, good financing management, good curriculum management, and provide good facilities and infrastructure to support it. The quality of Pertiba University's tertiary institutions will increase if the management of education at the tertiary institution is good and clever in managing financial administration. And the Chancellor and other leaders as supervisors supervise teaching staff and lecturers in a sustainable and programmatic manner. Therefore, the implication that needs to be taken by the Chancellor and other leaders as supervisors is to further increase the role of supervision which is carried out in a humanistic way so that lecturers, teaching staff and staff do not feel pressured and work well even in the absence of leaders and supervisors. Harmonized integration is very necessary so that a harmonious sense of family is created.

Through a harmonious sense of family, it is hoped that there will be effective collaboration between the Chancellor and other leaders as supervisors and supervisors in supervising lecturers so that lecturers and staff feel appreciated and cared for. This atmosphere must be developed by the Chancellor or other leaders and supervisors so that this does not happen. misunderstandings in the implementation of administration and supervision in higher education environments, especially Pertiba Pangkalpinang University.

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