ABSTRACT

Evaluation of teaching is one of the lecture activities conducted per semester to find out the results of the teaching process conducted by lecturers of Telkom University on the material presented courses. The result of course teaching process then done by uploading students to i-Gracias. The result of the upload is then submitted to the Course Portfolio. Currently Telkom University does not have a process of assessment of learning outcomes in each assessment result and Telkom University does not yet have a procedure about teaching evaluation.

Problem solving from this research using SECI method. This method is used as a way to generate tacit knowledge about the implementation of teaching evaluation that is being processed into explicit knowledge of the process of making a learning evaluation portfolio which then used as tacit knowledge by all lecturers of Telkom University in the form of Standard Operating Procedure (SOP) which has been adjusted to ISO standard 9001: 2015 clause 7.1.6 organizational knowledge.

This SOP is used as a guide in the evaluation of Telkom University Lecture Portfolio that has been adapted to the knowledge conversion of 5C-4C (Contextualized, Categorized, Calculated, Corrected, Condensed, Comparison, Consequences, Connections, Conversation) in the master data into information to become the knowledge that will be used by the lecturer for the upcoming teaching activity.

The conclusion of this research is the result of SOP of Teaching Evaluation Portfolio which is used as guide by all Telkom University lecturers in carrying out the assessment.

***Keywords** : portfolio, teaching, SECI, Knowledge Conversion, SOP, 1SO 9001: 2015*