Minutes of the Meeting

Present: Huda Abdo, Elie Badr, Soula Boustany, Salpie Djoundourian, Jim Finlay, Samer Habre, Camille Issa, Abdallah El Khal, Emile Lamah, Roy Majdalani, Cedar Mansour, Nash'at Mansour, Aida Naaman, Vatche Papazian, Ketty Sarouphim, Mars Semaan, Abdallah Sfeir (Chair), Elias Raad, Rima Turk (Secretary), Randy Bell, Joseph Jabbra (President).

1. **Approval of Agenda:** The agenda was approved as distributed.

2. **Approval of Minutes:** The minutes were approved as amended.

3. **Business Arising from Previous Minutes:**
   a. A. Sfeir announced that Ms. Mona El Rowayheb was recruited as an Administrative Assistant to the office of the VPAA.
   b. A. Sfeir declared that the Oversight Committee for the Strategic Plan started its meetings.
   c. E. Badr said that NSSE will start sending the questionnaires on March 10 and reminders will follow later on.

4. **Self Study Issues/ Finalize Description Outline**
   E. Badr circulated a "Self Study Description Outline" to be adopted by Committee Chairs when writing their final report. It was agreed that a working draft of the descriptive part of the self-study should be ready by the end of February 2006.

5. **Data Availability/ Committee Responsibilities**
   It is adequate to collect data for assessment in a one-time polling. If, however, the institution should be providing these data, Committee Chairs should not interject and substitute for its role.

6. **Modus Operandi between Data Reporting Team and Accreditation Committees.**
   A Data Reporting Team was put in place to nucleate an Institutional Research office for the University and to interface at a later stage with Committee Chairs for data requests. The major function of the DRT is to formalize institutional data and definitions.

7. **Vulnerabilities**
   A Preliminary Accreditation Vulnerabilities report was circulated SC members and discussed by each Committee Chair.

8. **Committees Concerns**

   All indicators/ data have to be included in the descriptive part of the self-study. It was agreed to raise the general awareness level among all faculty regarding the importance of the accreditation process and the necessity to cooperate with Committee Chairs. It should be emphasized to all that the self study aims at assessing processes/ systems and not people.

9. **Exhibit Numbering Procedure/ Reporting**
   a) E. Badr supplied to SC members a Procedure for Collecting Exhibits form to be filled by Committee Chairs. All forms will be later compiled by E. Badr in a Master form and circulated when complete as supporting documentation for the self study.
   b) E. Badr presented a template for neasc progress report which will replace the monthly Chair Report and will be filled online on the neasc website.

10. **Confidentiality**

    Discussions within each work team should remain confidential in order to ensure a safe environment for conversations. Further, some type of data has to remain confidential (individual personal data, financial data…), noting that this clause does not cover course files which are the property of the institution.

11. Mr. Randy Bell congratulated all SC members for their commitment and the amount of work delivered in the short period of two months.