



Steering Committee Meeting

March 4, 2006

Meeting time: 9:30-1:00

Le Royal, Dbayeh

Minutes of the Meeting

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

Excused: Jim Finlay, Samer Habre, Cedar Mansour, Emile Lamah.

1. **Approval of Agenda:** The agenda was approved as distributed.
2. **Approval of Minutes:** The minutes were approved as circulated.
3. **Business Arising from Previous Minutes:**
 - a. Ms. Rowayheb started working in the office of VPAA and will be posting exhibits on the NEASC website.
 - b. Dr. Sfeir announced that Mr. Joe Khalife will assist the office of the VPAA as a faculty intern (Lebanese legislation for equivalence of degrees to entering universities)
 - c. The SP Oversight Committee is reporting on the progress of the SP initiatives at the end of each month.
 - d. The NSSE campaign is launched. Students will be receiving emails between March 10 and 26, and visits will also be made to classes.
 - e. Reports on the main vulnerabilities identified by Mr. Randy bell will be circulated to all members.
4. **Announcement:** Eligibility team will visit LAU on April 3 & 4, 2006. The team includes:
 - a. Dr. Rich Patenaude, President of the University of Southern Maine
 - b. Dr. Charles Hadlock, Professor of Mathematical Sciences, Bentley College
 - c. Dr. Barbara Brittingham, Director CIHE, NEASC
5. **Description**
 - a. Discussion of Self Study Workbook Highlights
 - Dr. Badr highlighted parts of the self-study workbook that can be used as guidelines for writing clear and avoiding vague statements in the description section, in addition to ideas for the appraisal part. Dr. Badr suggested that the self study guidelines are circulated to committee members.

- Dr. Jabbra suggested that an interfacing be ensured between SP and SC. It is also very important that the self study shows the dynamics in the progression in the analysis wherever possible, and that appropriate actions are taken.
 - Dr. Badr circulated areas of overlap in NEASC standards. Chairs are invited to communicate, share information and refer to specific standards in the description phase of the self study.
 - Once the descriptive part of the self study is complete, it will be circulated to all for input (missing elements, action steps...)
 - SC members are invited to update the entire LAU community about the progress of their work.
- b. Chairs Report / Description Drafts**
- Dr. Sfeir suggested that exhibits be listed separately from the body of the text, and that the mid of March is the deadline for submitting the description part of the self-study. The different description parts will then be compiled and circulated to all LAU members by March 21st.
 - Deans/ Chairs will be reminded about the importance of fully cooperating with SC members.
 - Committee Chairs discussed the progress of their reports.

5. Appraisal

a. Addressing Institutional Effectiveness

- Dr. Badr defined an effective institution as a dynamic institution with systems and processes to measure outcomes. He also presented self-study cues regarding building institutional capacity and demonstrating institutional effectiveness.
- Dr. Sfeir recommended Committee Chairs not to be complacent but rather objective in writing the appraisal section of the self-study.

b. Planning for the Appraisal

- Dr. Badr presented with a frame of work to guide Committee Chairs for the appraisal section.

Concluding Comments by Dr. Jabbra

- Dr. Jabbra thanked members and all those engaged in the accreditation process.
- Each component in the self-study informs the next component. The appraisal part provides the dynamics for the institution. The purpose of the exercise is to become a learning institution.
- Link between SP and SC
- Recommend change as we go along.
- Update to community regarding work of SC.
- Committee Chairs are urged to stick to time lines.
- More and more people are encouraged to be engaged in the process.

Action steps summarized by Dr. Sfeir

- Deadline for submitting the description phase of the self-study is March 15. Dr. Badr will communicate appropriate file names to Committee Chairs.
- Compiling and diffusing documents to LAU community.
- Meeting with schools
- Meeting with directors
- Moving from description to appraisal