



Steering Committee Meeting

April 13, 2006

Meeting time: 1:30-4:00

LAU, Irwin B

Minutes of the Meeting

Present: Joseph Jabbra (President), Abdallah Sfeir (Chair), Elie Badr, Soula Boustany, Rima Turk (Secretary), Cedar Mansour, John Mc Gill (SP-OC), Camille Issa, Abdallah El Khal, Emile Lamah, Roy Majdalani, Nash'at Mansour, Aida Naaman, Vatche Papazian, Ketty Sarouphim, Elias Raad, Jim Finlay, Samer Habre.

Excused: Mars Semaan, Salpie Djoundourian, Huda Abdo.

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. NSSE response rate is about 20% (around 500 students), the average response rate in the US being 30%.
 - b. The objective of the feedback form is to involve more constituents in the process and comment on the accuracy of facts.
4. **Comments on NEASC visit and on Self Study V0**
 - a. Dr. Jabbra stated that he is much appreciative of SC members for their enthusiasm and engagement in the Accreditation process. He recommended that members be objective in the analysis of the data. Much work needs to be done, however, to take the institution to the next level.
 - b. Dr. Sfeir shared with SC members that the Eligibility Team was impressed to find a US university that “looks like home”. He mentioned that LAU’s Board of Trustees will receive a recommendation from the NEASC Commission on Higher Education concerning the Eligibility Visit after their meeting expected towards April 20-21. Dr. Sfeir stated that we are still in the easiest part of the process. Still much needs to be accomplished vis a vis the Appraisal. Dr. Sfeir also announced that Dr. Badr will visit 2 US institutions, University of Southern Maine and Worcester Polytechnic Institute. The purpose of the visit is to get familiar with their NEASC accreditation process and assessment of student learning procedures.
 - c. Dr. Sfeir will go over every standard separately with Committee Chairs.
 - d. Dr. Sfeir reminded that the self-study report should be written bearing in mind that it will be analyzed by persons of an American culture.

- e. Dr. Badr reminded SC members that the self-study is a closely knit document, and that the substance of the document is our responsibility, not the editor's. Also, institutional effectiveness needs to be addressed in every standard.
- f. Version 0 of the self-study was distributed to the President, VPs, AVPs, Deans, Assistant Deans, Chairs, Directors and Registrars along with a feedback form, who will send their input by May 11, 2006.

5. Status of the Appraisal / Brief Outline

- a. Dr. Badr recommended that a bullet format of the Appraisal be submitted early on the process.
- b. Dr. Sfeir stressed that lack of data is data by itself and that every statement in the self-study has to be backed by evidence.
- c. The institutional effectiveness is a major change compared to previous standards. It should be embedded in every standard.
- d. The SC decided that the Appraisal should be delivered by the end of June 2006.

6. Vulnerability Report

- a. The vulnerability report was distributed to the SC. It included five areas of vulnerability that the Pappas Group had identified. It is a confidential report and should be read with a critical eye in order to facilitate our work. Chairs are encouraged to share it and discuss it with their Committees.
- b. Dr. N. Mansour asked whether the descriptive self study supports the content of the vulnerability report. It is recommended that Committee Chairs make use of the vulnerability report when writing the Appraisal section of the self-study.

7. NEASC and SP Cross Link

- a. Dr. McGill stated that the objective of Strategic Planning Oversight Committee is to monitor the implementation of the 2005-2010 Strategic Plan. It reports to Dr. Jabbara and includes 10 members including faculty, students and staff representing both campuses and LAU at large.
- b. Dr. Badr distributed a document showing cross links between NEASC standards and SP initiatives. Chairs are encouraged to investigate the document in order to get familiar with the initiatives that will be most useful in the Appraisal and Projection phases of the self study.
- c. Dr. Badr will meet with Dr. McGill to come up with a report for NEASC Chairs and all other LAU stakeholders that delineates the progress of the SP implementation.