



## Steering Committee Meeting

May 27, 2006

Meeting time: 9:30-1:00

Byblos Sur Mer Hotel

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### Minutes of the Meeting

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

#### **Announcement:**

Dr. Sfeir briefed the SC members about the incident that took place on Friday May 26<sup>th</sup> subsequent to which classes were suspended. A decision was taken to suspend four students and a Committee was formed to investigate and take appropriate disciplinary actions.

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. Dr. Badr announced that the NSSE response rate is 26.2% (652 students) compared to an average of 30% in the US. Dr. Sfeir recommended looking into the major of students who responded to make sure that the sample is representative of all LAU Schools. With respect to FSSE results, 45 faculty members have responded so far. Dr. Sarouphim mentioned that 100 faculty have responded to the questionnaire pertaining to Standard 4d.
  - b. Comments on NEASC visit: Dr. Sfeir mentioned that Dr. B. Brittingham shared with him that the accreditation team was very happy with its visit to the university. LAU will soon receive the Accreditation Team report which should guide the SC focus on specific areas in the self-study.
  - c. Dr. Sfeir will keep meeting with Committee Chairs to discuss their progress on the self-study.
  - d. The SWOT analysis results will be circulated to SC members in order to provide a clear lead on the Appraisal section.
4. **Feedback on Self-Study v.0**

Dr. Badr distributed a summary of the responses to the descriptive part of the self-study. Committee Chairs are invited to consider the comments received for each Standard. The SC, however, is disappointed with the low response.

## **5. Submitting Exhibits/ Exhibiting Questionnaire results**

- a.** Starting July 1<sup>st</sup>, Dr. Badr and Mrs. Rowayheb will start collecting physical and electronic exhibits from Committee Chairs as reflected in v.0 of the self-study. With respect to questionnaire results, findings should be summarized in a report, but raw data should be stored for possible further use. Hard copies of exhibits will be scanned at a later stage in pdf files.
- b.** The issue of course files was raised. Dr. Sfeir said that a Clearance Form for the last pay check of part-time Faculty will be developed to provide them with an incentive to submit complete course files. Further, a workshop for Deans and another one for Chairs will be conducted during the summer time.

## **6. Submitting V 0.1/Preparing for the Projection**

- a.** Dr. Badr distributed guidelines for submitting v0.1 of the self-study. A sample of Description/ Appraisal/ Projection sections will be again emailed to SC members.
- b.** Dr. Badr circulated a new exhibit form to be used for filing exhibits. SC members are encouraged to check the website for a sequential numbering of new exhibits.
- c.** The corrected v0 will be sent to SC Chairs in order to incorporate comments on the descriptive part and to augment it with the Appraisal section. The v0.1 is due by the end of June.
- d.** Dr. Badr distributed a Projection Phase Schedule starting June 2006 and extending till mid of January 2007. The phase 'Develop Projection Implementation Plan' will not be the responsibility of Committee Chairs. The implementation plan of the Projection Phase will affect the SP implementation.
- e.** It was agreed that University Entities who will be in charge of responding to the Appraisal section will be identified by June 16, 2006.

## **7. Report on SP Implementation**

- a.** Dr. McGill described LAU Strategic Plan and provided SP status information regarding completed initiatives and planned action steps. The SP derives from LAU's mission and values. It was stressed that the SP and NEASC Accreditation are strongly interconnected processes. SC members will be regularly updated on SP implementation and the tasks that are already completed.
- b.** Dr. Sfeir reminded that the SP is not engraved in marble; initiatives and action plans can be modified to incorporate new input from the Accreditation process.

## **8. Chairs Reports**

- a.** Dr. Sfeir reminded Committee Chairs that the self-study would have to reflect the dynamic changes taking place at LAU.
- b.** Committee Chairs presented and discussed their progress reports.

### **Concluding Comments by Dr. Jabbra**

- Dr. Jabbra thanked members and all those engaged in the accreditation process.
- LAU has embraced 3 projects: SP, Medical School and Accreditation. It is important to incorporate progress made with respect to the Medical School and the Accreditation process into SP. In return, it is also crucial to integrate the SP with Accreditation.
- People involved in Accreditation have to be honest with respect to LAU's shortfalls, but should also take pride into what the Institution is doing right.
- The success of Accreditation and the Institution depend on the extent to which the Steering Committee can pull together the Deans' Council and Vice Presidents to own up what the SC is doing. All constituents are urged to work together to turn LAU into a learning institution.