



Steering Committee Meeting

June 30, 2006

Meeting time: 9:30-1:00

Le Royal Hotel- Dbayeh

Minutes of the Meeting

Present: Abdallah Sfeir (Chair), Elie Badr, Soula Boustany, Abdallah El Khal, Rima Turk (Secretary), John Mc Gill (SP-OC), Camille Issa, Emile Lamah, Aida Naaman, Vatche Papazian, Ketty Sarouphim, Jim Finlay, Mars Semaan, Salpie Djoundourian, Huda Abdo, Roy Majdalani.

Excused: Joseph Jabbra (President), Samer Habre, Elias Raad, Nash'at Mansour, Cedar Mansour.

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 mentioned that students who responded to the NSEE will be thanked for their participation. LAU has renewed the NSEE next year and is engaged in the FSEE as well. Dr. Badr also briefed the SC committee on his recent trip to the United States where he met with the administrative body of the University of Southern Maine and Worcester Polytechnic Institute, and attended a workshop on student assessment. His report on the visit will be circulated to SC members.
 - b. The NEASC final report was distributed to SC members. The report presents challenging issues for LAU and Dr. Sfeir urged SC members to carefully read it. So far LAU has been found eligible to apply for accreditation. The next visit of the Accreditation Team is scheduled for 15-18 April 2007.
 - c. Dr. Badr will start collecting a hard copy of the exhibits from Committee Chairs, which will be later put in the exhibit room.
 - d. Committee Chairs are invited to submit v. 0.1 of the self-study. All sections will be aggregated into a complete document.
4. **Entities Assignment Forms (EAF-Filled)**

EAFs of each NEASC Standard were discussed separately. Corrections will be forwarded to the office of the VPAA and Dr. Sfeir will present them later to the President Cabinet.

5. From EAF to Projection Forms

The steps on the EAF will correspond to the actions listed on the Projection reply form. This will be done over the summer by the appropriate body or bodies. It is important to limit the number of responsible parties so that ownership can be established. When Chairs meet with the responsible parties to reach agreement on the existing vulnerabilities, any disagreements must be directed to the Steering Committee Chair. Once agreement has been reached, the sub-committee will await a response from the responsible parties on the actions to be taken.

6. Report on SP Implementation

Dr. McGill suggested that projection forms will in effect form a strategic plan similar to what the university has been following. This may require integration with the SP. Dr. McGill reported that the SP is proceeding according to plan and within budget. The issue of risk management is being addressed and initiative managers will start collecting Key Performance Indicators during the summer. There will be an audit process to ensure that the action steps taken in the SP actually address the intended issues. Quality control over deliverables is an important part of the SP implementation.

7. Chairs Reports

It was decided that oral presentation of progress reports by Committee Chairs was not necessary at this meeting since they have already been posted online.

8. Editing the Self-Study

Dr. Sfeir indicated that agreement/disagreement on the vulnerabilities are the critical issues facing the committee at this point. It is important that we address the five items listed by NEASC as well as those in the SP, in order of priority. The self-study should also be readable, focusing on the most important items and those that show that LAU is a dynamic institution. Minor items may be listed in an appendix. Our goal is to attain accreditation within 2 years of eligibility. We may be required to not only address the items already identified, but possibly others that NEASC may identify. After September, most of the Committee's work will consist of editing. Search for a professional writer will begin soon.