

## Lebanese American University

November 1, 2005

**Memo to** : Members of the Accreditation Steering Committee  
**From** : Mars Semaan  
**Subject** : Minutes of the Accreditation Steering Committee meeting held November 1, 2005 at 14:00 p.m. in Beirut.

**Present:** A. Sfeir, C. Mansour, N. Mansour, M. Semaan, E. Lamah, J. Finlay, C. Issa, G. Nasr, E. Raad, V. Papazian, R.T. Aris, E. Badr, A. Naaman, A. Al-Khal, R. Majdalani, H. Abdo, S. Djoundourian, K. Sarouphim.

**1. Prayer:** The ASC observed a silent prayer.

**2. Agenda:** The ASC approved the Agenda as amended.

**3. Approval of minutes:** The ASC approved the minutes of the meetings held in Byblos October 18,, 2005 as amended.

**4. Update by Dr. Sfeir:** Committee membership finalized by Dr. Sfeir. The subcommittees are requested to prepare and submit their progress reports before the meetings of the steering committee. The subcommittees are also asked to send their approved meeting minutes to be posted on the intranet NEASC website.

Dr Sfeir also stated that the work in-progress for the accreditation should be very candid, with a wide participation from the constituency of LAU students, staff, faculty and administration. The data must be properly collected, and we must explain how LAU is currently doing its business. The data must also be assessed properly, and we should describe all decisions on what is LAU going to do about its weaknesses, in a well elaborate way.

**5. Website:** Mr. Raif Bou-Diab is in charge of maintaining the website. All documents prepared by the subcommittees should be sent to him for posting. The website is in its final preparation stages and will be ready within days.

**6. Other Business:** LAU does not have currently an Office of Institutional Research. The help of the consultant in this area can be helpful. Mr. Randy Bell of the Pappas Group will be supporting our efforts in that regard. The contract with the Pappas group is being looked at for finalizing.

**7. ASC meeting schedule:** The committee agreed to have its bi-weekly meeting on Wednesdays from 5 to 7, alternating between Byblos and Beirut. The next meeting will take place on Wednesday 14 November 2005 in Byblos.