



Steering Committee Meeting
November 16, 2005
Meeting time: 5:00-6:15
Video Conferencing

Minutes of the Meeting

Present:

Roy Majdalani, Aida Naaman, Emile Lamah, Salpie Djoundourian, Elias Raad, Camille Issa, Elie Badr (Acting Chair), Huda Abdo, Jim Finlay, Soula Boustany, Vatche Papazian, Nash'at Mansour, Rima Turk (Secretary), Abdallah Khal, Ketty Sarouphim.

Excused: Abdallah Sfeir, Mars Semaan.

Agenda:

1. Prayer

2. Approval of Agenda: The Committee approved the Agenda as amended

3. Approval of Minutes: Tabled

4. Business Arising from Minutes: Tabled

5. Committee Memberships (Final)

E. Badr updated the Committee on the final changes to the Standards Committees memberships, including the addition of students who will serve on Standards 4, 6 and 7. Chairs of the related standards should contact the nominated students, get their e-mail addresses and forward them to Mr. Raif BouDiab in order to update concerned mailing groups.

6. Update on Accreditation

E. Badr updated the committee on the subject matters that were discussed between Dr. Sfeir and Mr. Randy Bell. At the present time Pappas Group will be involved in two areas:

- Establishing a task force for institutional research
- Inviting Mr. Randy Bell to Beirut possibly next December to guide each Subcommittee in building the self-study as required by NEASC.

E. Badr will confirm these issues to the Steering Committee as soon as Dr. Sfeir returns to LAU.

7. Reports of Subcommittees

It was decided that each Committee Chair will bring to the Steering Committee meetings a brief progress report which will be attached to the Steering Committee minutes.

H. Abdo, K. Sarouphim, S. Djoundourian, A. Khal, R. Majdalani, A. Naaman, N. Mansour, V. Papazian, C. Issa, E. Lamah and J. Finlay presented a progress report of the Subcommittees they are chairing (see attached).

8. Posting on the Web / Uniformity of File Names

E. Badr urged all Chairs to post **approved** Committees minutes on the NEASC website and proposed adopting uniform file names for Steering Committee minutes, Standards Committees minutes, and Chairs reports. Examples of file names will be sent to SC members. It was also decided that Committee Chairs Collect exhibits and properly name them according to the sub standards numbers they relate to (e.g. exhibit 4.45). Exhibits will be collected at a later stage for display in designated rooms. It was also decided to add a link on the NEASC website for questionnaires.